

## Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 3 – 01<sup>st</sup> October 2017 – 31<sup>st</sup> December 2017**

### 1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the third quarter of 2017/18 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
  - Human Resources, Organisational Development, Policy, Performance and Efficiency
  - ICT Infrastructure
  - 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 Directorate during the period which include:-

#### **Finance**

##### *Universal Credit*

- 2.2 As mentioned in previous monitoring reports Universal Credit (UC) full service was implemented in Halton on 27<sup>th</sup> July 2016. The latest statistics published by the Department for Works and Pension indicate that there are 7,492 UC claimants in Halton as at 9<sup>th</sup> November 2017.
- 2.3 In the Autumn Budget the Government announced some changes for the UC system, which are summarised below:
- Cease Waiting Days – from February 2018 the Government are removing the 7 day waiting period for new UC claimants. Subject to satisfying the conditions of entitlement, all new claimants will be eligible for UC from the first day they claim it.
  - Increasing Universal Credit Advances - currently UC claimants are entitled to an advance of up to 50% of their estimated entitlement which can be repaid over a period of up to six months. From January 2018, the Government are increasing the amount a claimant can receive from 50% to 100% of their estimated entitlement. Also the amount of the advance can be repaid over a period of twelve months.

- Support with Housing Costs – from April 2018 claimants who were previously receiving Housing Benefit (HB) and are transitioning to UC will receive two weeks extra HB from the date of change to UC.
- Alternative Payment Arrangements for Landlords – from December 2017 new guidance is being issued to DWP staff to ensure that claimants in the private rented sector who have Housing Benefit payments made direct to their landlord, are offered this option when they join UC, provided the relevant criteria are met.

#### *Local Government Finance Settlement*

2.4 The Government announced the provisional local government finance settlement on 19 December 2017, the main points of which were:

- Grant settlement announcement was in line with figures included in the Councils Medium Term Financial Strategy.
- There has been an increase to the referendum limit for council tax from 2% to 3%.
- Government confirmed there were to be no changes to how the New Homes Bonus grant was to be calculated.
- Halton will continue to be a member of the Liverpool City Region pilot scheme for 100% business rate retention until 2019/2020.
- Public Health grant was reduced by 2.6%, in line with forecasts.

#### *Budget Saving Proposals*

2.5 On 06 December 2017 Council approved initial budget savings for 2018/19 totalling £2.2m. Where possible budget proposals will be implemented immediately and will contribute to helping contribute towards maintaining a balanced budget for 2017/18. Further saving proposals will be presented to Council in March 2018.

#### *School Budgets*

2.6 Indicative 2018/19 budgets have been calculated and circulated to primary and secondary schools, confirmation of final budgets will be made following approval by the Education Funding Agency.

#### *2017/18 Half Year Spend Report*

2.7 The Council net spend position for the first half of the financial year was reported to Executive Board on 16 November 2017. Net expenditure was £1.9m over the profiled budget to date figure of £52.2m. Capital spending as at 30 September 2017 totalled £53.3m, which is 45% of planned capital spend for the financial year.

#### *Spring 2017 Business Rate Reliefs*

- 2.8 Progress is being made with applying various business rate reliefs announced as part of the Chancellors 2017 Spring Budget, including:
- Business Rate Pub Relief – Relief has been awarded to 11 local pubs, applications are expected from a number of other establishments.

- Support to Small Business Relief – Pending final software testing, the Council will provide rate relief to 8 properties with a total approximate relief value of £15k.
- Local Discretionary Relief – The Council has received grant funding of £166k to provide relief to local businesses who have seen an increase in their 2017 rateable value. To date relief of approximately £146k has been made to local businesses, with the aim to utilise the full grant by the end of the financial year.

#### *Deputyship Service*

- 2.9 The way in which the Council manages the Deputyship Service was subject to an assurance visit by the Office of the Public Guardian (OPG) in November 2017. These visits are used by the OPG as a means of supervising public authority deputies.
- 2.10 The report from the visit concluded that the finance team and social workers have very good client insight and communicate well with each other. Record keeping and accounting was found to be robust and staff have access to training and support. Overall, the OPG visitor concluded that the Council's Client Finance team were very impressive.

#### *Duty to report on payment practices and performance*

- 2.11 The Council has recently published data on its website relating to its creditor invoice payment performance as required by a new statutory reporting duty introduced by the Department for Business, Energy and Industrial Strategy. The new reporting requirement comes as part of a package of government measures to tackle late payments to small suppliers. In 2016/17 the Council paid 95.67% of its supplier invoices within 30 days.

#### *Insurance – Personal Injury Discount Rate*

- 2.12 Earlier in the year an announcement was made by the Justice Department regarding changes to the personal injury discount rate, which relates to how insurers finalise the compensation amount in large loss personal injury claims. The impact of the change is that the total compensation paid out to people seriously injured or suffering long term trauma/disability is going to increase significantly.
- 2.13 In order to avoid a significant increase in insurance premiums the Council will be increasing the level of self-insurance for employers' liability and public liability insurance claims. With effect from 1 April 2018 the Council will fund the first £775k of any such claims.

### **Human Resources, Organisational Development, Policy, Performance and Efficiency**

#### *Apprenticeship Policy*

- 2.14 As advised last quarter, the Council's Apprenticeship Policy is operational and ten new placements have been approved for establishment in various areas of the Council. Recruitment and arrangement of linked training provision is now in progress. Apprentices will take up post during Quarter 4 2017/18.

#### *Agency Worker Staffing Update*

- 2.15 The revised agency worker processes were subject to an internal audit during Quarter 2 2017/18. The findings of the audit are largely positive, with some learning points highlighted that will enable further revision of process and procedure. The activity around agency worker engagement is now incorporated into the Recruitment & Resourcing team in the new HR Service Centre, which will enable it to be

considered as an integral part of the resourcing formula. Spend analysis on the agency contract for the year to date shows further reductions (refer to PPPE LI02d in Appendix 2).

## **ICT & Administration Services**

### *Halton Data Centre Development Programme*

2.16 As part of the growing requirement for the centralisation of data and the delivery of cloud based working through the Halton services solution additional digital storage devices have been added distributing the data across the Halton Data Centres as part of the data centre development programme. Additional storage solutions are now under consideration allowing the distribution of SharePoint data following the planned upgrade of the solution to the latest 2016 operating system platforms for both server and application provision. The delivery of the programme will improve the user experience, delivering new functionality and security across the users of the Halton SharePoint facilities.

### *Uninterrupted Power Supply Replacement*

2.17 UPS (uninterrupted power supplies) replacement within the Municipal Data Centre is now complete. The UPS systems work in conjunction with the authorities on site Generators at all data centre locations for improved business continuity services for all users of the Halton Data Centre solution.

### *Desktop and Cloud Services*

2.18 Both the authorities Cloud Services Delivery and the Virtual Desktop Infrastructure (VDI) upgrade continues to be successfully rolled out across all users. With User feedback being positive in terms of the added flexibility offered by the solution and the simplified and faster management of issues. The programme will continue into the New Year as additional resource is allocated to the programme to move the phase 1 delivery closer to completion.

### *Online HR Systems*

2.19 On line DBS/Recruitment/ Health Checks- this project for the authority's HR team is now live and will remove a considerable amount of the physical administration involved in the recruitment process. Applicants will apply for Jobs, DBS checks and complete Health Questionnaires on line removing postal delays and allowing validation of information online so reducing any rework involved in chasing missing/ incorrect information.

### *GCHQ Code of Connection Approval*

2.20 The PSN code of connection was approved this month by GCHQ for another 12 months, following some considerable changes in the security requirements given the events of the last few months.

## **Legal and Democracy**

### *Review of Existing Boundaries*

2.21 The Boundary Commission gave notice in Quarter 3 of their intention to hold a review of arrangements in Halton. Initial meetings have been held between the Commission, and Members and Officers to enable the information gathering exercise begin. This process will be time consuming and resource intensive, with any changes to be implemented at the Municipal Elections in 2020.

2.22 There will be a stage of public consultation later in the process. A Member working group is well established and all Members will receive questionnaires in the very near future.

### **Catering, Stadium and Registration Services**

#### *Registration Service*

2.23 In October 2017 the Registration Service held its first Wedding Opening Day that specifically showcased the rooms and facilities at Runcorn Town Hall. The service also gained an 'Excellent Achievement' against regional and national performance statistics for both timeliness of registrations and appointment availability and three Registrars gained the City Guilds Registrar Generals Qualification.

#### *Stadium, Catering and School Meals Service*

2.24 Both the Legends bar and Marquee continue to do well and the Marquee, which is now over 10 years old, and will be refurbished and as one of the largest indoor function rooms in the North West, over 15 major events are planned for 2018 which will generate a combined revenue of over £150K.

2.25 The Wedding and Partnership Fayre October 2017 was a great success, there was over a 53 couples plus family members who attended the Wedding Fayre and registered their details with our reception, overall on the day the event was well attended. In addition to income generated by the Fayre itself eight bookings were taken for the Stadium from the last event.

2.26 The I-pitch bookings have continued throughout the spring and early summer, we now have all the regular teams back on the pitch for block bookings until April 2018 and due to the success of the i-pitch, plans are now being prepared for the tendering process for the replacement of the carpet.

2.27 Niamh Scarborough a pupil from Wade Deacon High School and a member of Halton Table Tennis has been selected to represent England in her age group 9 – 13 years, Niamh is currently ranked number 5 in her age group and table tennis continues to be very popular with children and their families and is very well attended on a Tuesday and a Thursday evening.

2.28 The School Meals Service was again inspected by Hospitality Assured during the autumn, this was a full detailed inspection lasting 3 days, all aspects of the service were measured against stringent targets and again for the 9<sup>th</sup> year running the service has increased its overall score. Halton is one of only a handful of Authorities to hold this accreditation..

### **Property Services**

2.29 The new Runcorn Linnets clubhouse was completed and handed over in November 2017 which allowed for the Aldi development to commence on site.

2.30 Works at Kingsway Learning Centre are nearing completion, the Library Service has now moved in its entirety to the ground floor and the new office space at 1st floor level will be completed in due course. The new offices being created at first floor level will accommodate 26 workstations in total, which will allow us to start vacating Kingsway House once complete. In addition to the office spaces 30 agile workstations are being created for general use by Council staff.

2.31 Further works associated with accommodation moves are anticipated to start within Select Stadium in due course which will see a significant amount of office space created. This will further help with the delivery of the Council's cost reduction accommodation strategy.

- 2.32 The main work to refurbish the ground floor of the Vine Street Centre to accommodate mental health services was completed in December. North West Boroughs Healthcare has some minor fit out works to complete and it's anticipated they will be taking occupation in January 2018..

### 3.0 Emerging Issues

- 3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### **Finance**

##### *Supported Accommodation consultation*

- 3.2 The Government is currently consulting on the financing of supported accommodation and this is ending on 23<sup>rd</sup> January 2018. Payment of Housing Benefit for supported accommodation will be under consideration and this is an area we are waiting for developments. Latest information indicates that a new framework for funding supported housing will be introduced in 2020.

##### *Fair Funding Review*

- 3.3 The Government have issued a consultation titled "Fair Funding Review: A Review of Relative Needs and Resources". The purpose of this review will be to enable the Government to reconsider how the relative needs and resources of local authorities should be assessed and how they will continue to have greater control over the money that they raise.
- 3.4 The current methodology covering needs and resources was introduced over 10 years ago and has not been updated since 2013/14. The review will be a key factor in determining future Council finances and the Council will contribute to the review through the Liverpool City Region and Sigoma.

##### *Changes to income collection arrangements*

- 3.5 A ban on credit and debit card surcharges came into effect on 13 January 2018 as a result of the Payment Services Directive (PSD2) from the European Union. Arrangements have been made on all the Council's income collection systems to remove the surcharge previously imposed on credit card payments.
- 3.6 Following on from this development, a decision has been taken to remove the cheque payment facility in the kiosks located in the Halton Direct Links. The volume of cheque payments received is very low and customers now have the facility to make payment by credit or debit card at no extra cost. The Council does however still accept cheque payments which are sent via the post..

#### **Human Resources, Organisational Development, Policy, Performance and Efficiency**

##### *HR Regulatory Legislation*

- 3.7 As previously reported, the Policy and HR functions still await final regulations and implementation in respect of the Public Sector Exit Payment Cap and Public Sector Exit Payment Recovery regulations. It was anticipated that these legislative items may have been clarified by autumn, however it now appears unlikely that they will emerge before 2018.

- 3.8 No legislative change has yet emerged from the Taylor Review of Employment Practices – reported to Government in July. Indicative outcomes are anticipated in February 2018 and the Division will continue to monitor the wider employment arena.

#### *Local Government Pay Claim*

- 3.9 It was reported last quarter that Local Government Unions had submitted a pay claim to Local Government Employers for 2018/19. The claim is for a 5% increase across all National Joint Council (NJC) staff pay points, and the deletion of NJC pay points 6, 7, 8 & 9. It was noted that this is a challenging claim given the fiscal position of local government generally. It remains subject to national negotiation and the Council will await information and direction from the National Employers on this matter.
- 3.10 At the time of writing, the three trade unions involved in the national negotiations have formulated a position – both Unite and Unison have recommended that the offer is rejected by their members. GMB have recommended that the offer is likely the best that can be achieved, and that their members should accept. All three unions will consult members through formal channels. Given this position, it is unlikely that agreement will be reached in time to implement an award in April 2018.

### **ICT Infrastructure**

#### *Agile/ Remote Working*

- 3.11 The authorities remote access solution is about to be upgraded from the existing Cisco VPN solution and the move to Google Authenticator and will offer all users a simple access solution and training notes will be issued to all users and the IT helpdesk is available to provide additional support.

#### *Online Safety and Schools Web Filtering*

- 3.12 Following a number of key security changes Halton Borough Council has now commissioned a supplier to provide an on-premises Web Filtering Gateway Solution that meets with the 'Prevent' agenda and more closely manages the threat landscape that exists today and in the coming years. This is now becoming a complex and highly managed environment that needs to comply with an ever increasing Government and security services prescribed agenda. This solution will be live by April 2018 in order to manage compliance requirements.

#### *Hybrid Mail (Physical & Electronic) Solution*

- 3.13 The rollout of the Hybrid Mail project out will identify opportunities not only to send physical mail cost effectively but also to replace physical mail with electronic media where possible. All Teams will be visited as across the Council as the process develops in parallel with the VDI rollout project in order to implement all changes in parallel.

#### *Virtual Desktop Infrastructure (VDI)*

- 3.14 As the new VDi Laptop solutions are rolled out to the teams, any offer required to work in an agile manner will now utilise one of the new large screen devices that are specifically designed to only access the Halton Cloud service whilst containing no software or data on the device – improving levels of security and ease of use.

## Legal and Democracy

### *General Data Protection Regulation (GDPR)*

3.15 The General Data Protection Regulation comes into effect in May, and Legal Services anticipate a considerable number of requests for advice from Council officers and schools. Training sessions for Strategic Directors, Operational Directors and Divisional Managers have already been held and information about the requirements is being sent out via email and the News in Brief newsletter to staff members.

### *Constitution Review*

3.16 Work is underway with a group of officers to review the Council's Constitution, prior to a revised version being presented to Council in May 2018.

## Property Services

3.17 The Government's Clean Growth Strategy was published in October. The strategy is aimed at growing the economy whilst reducing carbon emissions much further, and in respect of this the public sector will clearly be on the front line of both reducing our own emissions but also promoting a reduction in emissions across wider industry. A new voluntary target of 30% reduction in carbon emissions by 2020/21 has been introduced for Local Government based on 1990 emission rates.

## 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 2017 – 18 Directorate Business Plans.

A Report concerning the implementation of all high-risk mitigation measures is prepared at half-year and was received by the Board 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:

<https://www3.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.

It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

## Financial Management

### Key Objectives / milestones

Ref	Milestones	Q3 Progress
FS 01a	Report Medium Term Financial Strategy to Executive Board - <b>November 2017.</b>	<input checked="" type="checkbox"/>
FS 01b	Report to Council - <b>March 2018.</b>	<input checked="" type="checkbox"/>
FS 02c	Provide <b>quarterly</b> monitoring reports on the overall budget to Executive Board.	<input checked="" type="checkbox"/>
FS 03b	Publish the Statement of Accounts by <b>31<sup>st</sup> August 2017.</b>	<input checked="" type="checkbox"/>
FS 04a	Establish Treasury Management Policy and report to Council - <b>March 2017.</b>	<input checked="" type="checkbox"/>
FS 04b	Provide monitoring reports to Executive Board on a <b>bi-annual</b> basis.	<input checked="" type="checkbox"/>
FS 05a	Establish and report prudential indicators to Council - <b>March 2017.</b>	<input checked="" type="checkbox"/>
FS 05b	Provide monitoring reports to the Executive Board on a <b>bi-annual</b> basis.	<input checked="" type="checkbox"/>

### Supporting Commentary

Medium Term Financial Strategy (MTFS) was reported to Executive Board on 16 November 2017. The financial forecast is being regularly updated.

Work is on track for the revenue budget, capital programme and council tax to be reported to Council on 7<sup>th</sup> March 2018. Further budget proposals for 2018/19 are currently being considered with the first set of budget savings being approved by Council on 06 December 2017.

The draft 2016/17 of Statement of Accounts was certified by the Chief Finance Officer on 28<sup>th</sup> June 2017, commenced 1<sup>st</sup> July 2017 and shared with External Auditor, Grant Thornton LLP, on the same day. The draft was then approved by the Business Efficiency Board on 28<sup>th</sup> September and then later made available on the Council's external website on 30<sup>th</sup> September 2017

The 2016/17 Treasury Management Policy was approved by Council on 8<sup>th</sup> March 2017 and the Half year report is scheduled to be reported to Executive Board on 16<sup>th</sup> November 2017.

2017/18 prudential indicators were reported to Council on 08<sup>th</sup> March 2017 as part of Treasury Management Policy and Half-Year monitoring report was reported to Executive Board on 16<sup>th</sup> November 2017.

### Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Yes		
FS LI 02	Receive positive annual comment 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	95.04%	94.75%+	82.20%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received	97.65%	95.00%+	82.87%		
FS LI 06	Average time for processing new claims (Housing & Council Tax Benefit)	19.94 (Days)	20 (Days)	19 (Days)		
FS LI 07	Average time for processing notifications of changes in circumstances	2.96 (Days)	5.3 (Days)	6 (Days)		

### Supporting Commentary

2016/17 Statement of Accounts audit opinion was reported to the Business Efficiency Board on 27 September 2017. As part of the 2016/17 audit of the Council's Financial Statements Grant Thornton concluded that their work had identified no material weaknesses that are likely to impact on the Council's financial statements.

Auditors Grant Thornton completed a high level review of the Council's internal audit arrangements and the work that internal audit has completed on the Council's key financial systems. The conclusion from that review is that Grant Thornton did not identify any issues that will impact on their audit approach.

In terms of collection rates and processing times there has been some minor deviation when compared to the same period last year and this is to be expected and there is nothing to indicate that annual targets will not be achieved.

### Policy, People, Performance & Efficiency Service

#### Key Objectives / milestones

Ref	Milestones	Q2
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		Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy <b>May 2017</b>	
PPPE 01b	Review and refresh annual training calendar <b>September 2017</b> .	
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions <b>April, September, December 2017, and March 2018</b> .	
PPPE 03b	Monitor impact of new policy at three monthly intervals – support with financial and data analysis <b>September, December 2017, and March 2018</b> .	
PPPE 04d	Ongoing monitoring of agency usage and spend <b>April, September, December 2017, and March 2018</b> .	

### Supporting Commentary

Activity underway in respect of all actions associated with the ODS. Formation of new Organisational Development Service December now aiding prioritisation of key aspects. Refer to narrative in Key Developments.

The Annual Training Calendar has been updated and specified training has been delivered during the course of the year.

Regular dialogue with agency contract provider is ongoing and quarterly business review meetings are undertaken to monitor deployment and financial performance in relation to agency spend and employment.

### Key Performance Indicators

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	8.66 (Days)	9.5 (Days)	7.31		
PPPE LI 02a	Total Full Time Equivalent Staffing Establishment	3,637	Not applicable	3,583	N / A	N / A
PPPE LI 02b	Total Staff (head count) (indicator for information only)	4,863	Not applicable	4,799	N / A	N / A
PPPE LI 02c	Total Agency Worker usage (number of placements – year to date)	New KPI from 2017/18 onwards	Not applicable	172	N / A	N / A
PPPE LI 02d	Total Agency Worker usage (cumulative cost – year to date)	New KPI from 2017/18 onwards	Not applicable	£1,206,977	N / A	N / A
PPPE LI 07	Average time to recruit (Management Team approval to employee start date)	61 (Days)	Not applicable	69 (Days)	N / A	N / A

Ref	Measure	16 / 17 Actual	17 / 18 Target	Q3 Actual	Q3 Progress	Direction of travel
PPPE LI 08	Staff turnover rate (Permanent & temporary staff. Excludes casual)	4.05%	Not applicable	3.70%	N / A	N / A

### Supporting Commentary

There has been a slight increase in absence from Q2 2017/18 that may be due to seasonal sickness at the time of year. This will be analysed as part of the review of new absence management procedures during Quarter 4.

The usage of agency workers, and associated costs, continues to show a downward trend and whilst it remains the case that some use of agency workers is appropriate and determined by demand and necessity the reliance on such arrangements will be kept to a minimum.

The move to a new recruitment system in Quarter 3 should have a positive impact upon recruitment times and during Quarter 3 there were 40 posts vacated.

### ICT and Administrative Support Services

### Key Objectives / milestones

Ref	Milestones	Q3 Progress
ICT 01b	Further development of Cloud Services Platform - <b>March 2018.</b>	
ICT 01c	SharePoint and Records Management enhancements - <b>March 2018.</b>	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - <b>March 2018.</b>	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - <b>March 2018.</b>	
ICT 02c	Improvement and enhancement of all web based customer interfaces - <b>March 2018.</b>	

### Supporting Commentary

The rollout of the Cloud Services Platform is now in place with technical upgrades to the underlying server infrastructure planned to take place over the coming weeks to enhance functionality and the user experience

Sharepoint enhancements have recently been successfully undertaken with software and hardware upgrades to the underlying infrastructure. With a view to upgrade to the latest 2016 version of the software solution – tests are underway to ensure all 3rd party software solution compatibility.

The Improvement and enhancement of all web based customer interfaces continues to be a primary focus with content and facilities evolving monthly, in line with the ICT development programme and business requirement.

### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.01%	99.00%	99.00		
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99.14%	99.00%	99.00		
ICT LI 04	Average working days from delivery to completion of a new PC.	9 (Days)	10 (Days)	9		

### Supporting Commentary

All indicators remain in line with expected progress at this time of year and are expected to achieve annual target levels.

### Legal & Democracy

### Key Objectives / milestones

Ref	Milestones	Q3 Progress
FS 01	Review constitution - <b>May 2017</b> .	
FS 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
FS 02b	To induct all new members <b>by October 2017</b> .	

### Supporting Commentary

The revised Constitution was approved by Council in May and MAP meetings are continually offered throughout the calendar year with all new Members having been through the induction programme.

### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7 (Days)	10 (Days)	7 (Days)		
LD LI 04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1 (Day)	3 (Days)	1 (Day)		
LD LI 05	% of Executive Board, minutes published within 5 working days after the meeting.	100%	100%	100%		

### Supporting Commentary

All indicators are presently showing positive levels of performance

### Community & Environment

#### Key Objectives / milestones

Ref	Milestones	Q3 Progress
CE 02a	Deliver a promotion and educational campaign - <b>September 2017</b> and <b>January 2018</b> .	

### Supporting Commentary

A significant school meals marketing campaign, which included a number of school visits, staff training sessions and the distribution of over 3,000 leaflets has seen the number of children staying increase slightly, this campaign will be repeated in early 2018.

#### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	75.66%	87.00%	77.87%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	65.22%	77.50%	71.33%		
CE LI 03	Take up of school lunches (%) – primary schools.	63.3%	65.00%	63.98%		

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
CE LI 04	Take up of school lunches (%) – secondary schools.	64.7%	57.00%	61.22%		

### Supporting Commentary

Following the marketing campaign coupled with the cold wet weather there has been a fairly sharp rise in the uptake of Free Primary School Meals, this should continue for the remainder of this financial year, the target of 87% was always however a very optimistic figure.

There has been an increase in the uptake of Free Secondary School meals during the Winter months but similar to the Primary School target this target is also a little optimistic. However the take up of school meals overall is showing a positive trend and it is anticipated that by year end performance should be at or close to targeted levels.

### Economy, Enterprise & Property

#### Key Objectives / milestones

Ref	Milestones	Q2 Progress
EEP 04a	Develop Options Appraisal for Council's Office Accommodation – September 2017	
EEP 04b	Commence construction of clubhouse and installation of driving range at Widnes Golf Academy – Oct 2017	

### Supporting Commentary

Options have been presented to Management Team and the detail of the Office Accommodation Options Appraisal is presently being developed.

The driving range construction is proceeding as planned and the commencement of the construction of the clubhouse is scheduled for January 2018.

#### Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q3 Actual	Q3 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO <sub>2</sub> e)	17,804 tonnes CO <sub>2</sub> e (actual 15/16)	15,882 tonnes CO <sub>2</sub> e (target 17/18)	16,043 tonnes CO <sub>2</sub> e (actual 16/17)		N / A
EEP LI 03	Occupancy of Widnes Market Hall	84%	84%	82%		

### **Supporting Commentary**

The reporting requirements for emissions have been amended whereby the figures for academies are no longer included. The figure for 2015/16 has therefore been amended to reflect the change to ensure the comparison to the 2016/17 figure is meaningful.

The overall emissions for 2016/17 amount to 16,043 tonnes, which equates to a 9.8% reduction from the previous year, well within the target set.

The overall emissions of 16,043 tonnes is broken down into the following five categories:-

School Buildings 5128t, Corporate buildings 5364t, Unmetered supply 3913t, Fleet Transport 1297t & Business Mileage 341t. There was a reduction in emissions across all areas, Street Lighting had the largest annual reduction in the amount of 15.6%.

The annual figure for this indicator is a year behind and therefore only reported in the following year. The revised target for 2017/18 is 15,882.

Market occupancy remains as was at quarter 2 with trading situation remaining difficult for some tenants.

## 7.0 Financial Statements

### FINANCE DEPARTMENT Revenue Budget as at 31<sup>st</sup> December 2017

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<b>Expenditure</b>				
Employees	5,517	4,138	3,767	371
Contracted Services	94	70	51	19
Supplies & Services	282	266	239	27
Insurance	1,299	974	950	24
Rent Allowances	50,200	30,407	30,407	0
Non HRA Rent Rebates	65	43	43	0
Discretionary Social Fund	154	120	120	0
Discretionary Housing Pyts	387	312	312	0
Concessionary Travel	2,175	1,631	1,638	(7)
LCR Levy	2,175	1,631	1,631	0
<b>Total Expenditure</b>	<b>62,348</b>	<b>39,592</b>	<b>39,158</b>	<b>434</b>
<b>Income</b>				
Clerical Error Recovery	-400	-318	-318	0
NNDR Admin Grant	-166	0	0	0
Rent Allowances	-49,800	-30,424	-30,424	0
Other fees & Charges	-164	-164	-160	(4)
Non HRA Rent Rebate	-65	-35	-35	0
Grants & Reimbursements	-208	-208	-212	4
Dedicated Schools Grant	-112	0	0	0
Discretionary Hsg Payment Gt	-387	-387	-398	11
Hsg Benefit Admin Grant	-510	-338	-338	0
Universal Credits	-130	-102	-102	0
Council Tax Admin Grant	-221	-221	-221	0
Council Tax Liability Order	-421	-414	-414	0
Schools SLAs	-837	-837	-840	3
LCR Reimbursement	-2,175	-1,631	-1,631	0
Transfer from Reserves	-251	0	0	0
<b>Total Income</b>	<b>-55,847</b>	<b>-35,079</b>	<b>-35,093</b>	<b>14</b>
<b>Net Operational Expenditure</b>	<b>6,501</b>	<b>4,513</b>	<b>4,065</b>	<b>448</b>
<b>Recharges</b>				
Premises Support	199	149	149	0
Transport Recharges	6	5	5	0
Central Recharges	2,329	1,747	1,747	0
Central Recharge Income	-4,576	-3,432	-3,432	0
<b>Net Total Recharges</b>	<b>-2,042</b>	<b>-1,531</b>	<b>-1,531</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>4,459</b>	<b>2,982</b>	<b>2,534</b>	<b>448</b>

### **Comments on the above figures**

In overall terms revenue spending at the end of quarter 3 is under budget, in the main due to a number of expenditure areas.

Salaries are currently below budget to date due to vacancies within all divisions and staffing restructures which have taken place during the year. It is expected there will continue to be an underspend of salary costs against budget for the final quarter. Further costs have been reduced by utilising external grant to offset staffing costs within the Financial Management Division.

Contracted services along with supplies and services are currently underspent due to tighter control from managers within the department.

Insurance costs are below budget at the end of this quarter due to the amount of liability excesses paid being less than profiled; these are dependent on the amount of claims received and so are variable.

Concessionary travel is slightly overspent and is this expected to be the outcome for the financial year.

Overall the division is forecast to underspend for the year to 31<sup>st</sup> March 2018.

**POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT**

**Revenue Budget as at 31 December 2017**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	1,618	1,231	1,271	-40
Employees - Apprenticeship	200	150	0	150
Employees Training	133	91	44	47
Supplies & Services	138	98	86	12
Apprenticeship Levy	300	97	97	0
<b>Total Expenditure</b>	<b>2,389</b>	<b>1,667</b>	<b>1,498</b>	<b>169</b>
<b><u>Income</u></b>				
Fees & Charges	-90	-68	-102	34
Schools SLAs	-416	-409	-389	-20
Transfer from Reserves	-98	0		
<b>Total Income</b>	<b>-604</b>	<b>-477</b>	<b>-491</b>	<b>14</b>
<b>Net Operational Expenditure</b>	<b>1,785</b>	<b>1,190</b>	<b>1,007</b>	<b>183</b>
<b><u>Recharges</u></b>				
Premises Support	60	45	45	0
Central Support Recharges	1,081	811	811	0
Support recharges Income	-2,926	-2,194	-2,194	0
<b>Net Total Recharges</b>	<b>-1,785</b>	<b>-1,338</b>	<b>-1,338</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>0</b>	<b>-148</b>	<b>-331</b>	<b>183</b>

**Comments on the above figures**

Spend at the end of the third quarter is under budget profile by £ 183,000.

Employee costs are above budget profile due to not achieving staff turnover saving targets, though are offset against both Employees Training & Supplies and Services budgets for which there has been a continuation of reduced spending.

Budget set aside for new apprenticeships has yet to be utilised, proposals for services to employ apprenticeships are currently being considered although it is not likely these will be in place until closer to financial year end.

The Department is still forecast to underspend for the year to 31 March 2018.

## ICT and Administration

### Revenue Budget as at 31<sup>st</sup> December 2017

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	6,838	5,137	5,122	15
Premises	56	51	51	0
Supplies & Services	722	553	532	21
Capital Financing	1,594	168	168	0
Computer Repairs & Software	528	452	368	84
Communication Costs	385	359	399	(40)
Transfer to Reserves	15	0	0	0
<b>Total Expenditure</b>	<b>10,138</b>	<b>6,720</b>	<b>6,640</b>	<b>80</b>
<b><u>Income</u></b>				
Fees & Charges	-1,116	-224	-247	23
Schools SLA Income	-509	-501	-499	(2)
Reimbursements & Other Grant Income	-15	-13	-13	0
<b>Total Income</b>	<b>-1,640</b>	<b>-738</b>	<b>-759</b>	<b>21</b>
<b>Net Operational Expenditure</b>	<b>8,498</b>	<b>5,982</b>	<b>5,881</b>	<b>101</b>
<b><u>Recharges</u></b>				
Premises Support Recharges	498	373	373	0
Transport Recharges	5	4	4	0
Central Support Recharges	919	690	690	0
Support Services Income	-9,925	-7,444	-7,444	0
<b>Net Total Recharges</b>	<b>-8,503</b>	<b>-6,377</b>	<b>-6,377</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>-5</b>	<b>-395</b>	<b>-496</b>	<b>101</b>

### Comments on the above figures

The department is under budget at the end of the third quarter.

Employee expenditure will be under budget due to a number of staff leaving the Council creating vacant posts for part of the financial year.

Within supplies and services there has been a conscious effort to reduce expenditure.

Computer repairs and software will be under budget due to a reduction in contract costs.

It is forecast net spend at year end will be below the annual budget for the year to 31 March 2018.

## LEGAL & DEMOCRATIC SERVICES DEPARTMENT

### Revenue Budget as at 31 December 2017

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	1,756	1,350	1,349	1
Supplies & Services	367	271	248	23
Civic Catering & Functions	27	20	19	1
Legal Expenses	223	171	155	16
Mayoral Allowances	22	7	1	6
<b>Total Expenditure</b>	<b>2,395</b>	<b>1,819</b>	<b>1,772</b>	<b>47</b>
<b><u>Income</u></b>				
Land Charges	-90	-70	-63	(7)
School SLAs	-80	-80	-80	0
Licence Income	-261	-210	-193	(17)
Fees & Charges Income	-38	-26	-43	17
Government Grant Income	-38	-37	-37	0
Reimbursements & Other Grant Income	-161	-111	-111	0
<b>Total Income</b>	<b>-668</b>	<b>-534</b>	<b>-527</b>	<b>(7)</b>
<b>Net Operational Expenditure</b>	<b>1,727</b>	<b>1,285</b>	<b>1,245</b>	<b>40</b>
<b><u>Recharges</u></b>				
Premises Support	187	140	140	0
Transport Recharges	36	27	27	0
Central Support Recharges	313	235	235	0
Support Recharges Income	-1,732	-1,299	-1,299	0
<b>Net Total Recharges</b>	<b>-1,196</b>	<b>-897</b>	<b>-897</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>531</b>	<b>388</b>	<b>348</b>	<b>40</b>

Legal Department budget is marginally under budget at the end of the third quarter.

With regards to expenditure, every effort has been made to ensure that expenditure of controllable budgets is kept to a minimum within the Department and this is reflected in the quarter 3 figures.

A new contract in relation to Legal Expenses has been awarded, and dependant on number of cases, it is expected that this will result in reduction of costs.

A majority of the income relates to Land Charges and Licence fees. These budgets are dependent on number of applications, so generation of income is variable dependant on buoyancy of housing market.

It is forecast net spend at year end will be below the annual budget for the year to 31 March 2018.

**Capital Projects as at 31<sup>st</sup> December 2017**

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
ICT Rolling Capital Programme	1,100	825	565	260
<b>Total Capital Expenditure</b>	<b>1,100</b>	<b>825</b>	<b>565</b>	<b>260</b>

**Comments on the above figures.**

It is expected that this capital programme will fully spend by year end.

**COMMUNITY & ENVIRONMENT DEPARTMENT**

**Revenue Budget as at 31 December 2017**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	13,240	10,285	10,625	(340)
Other Premises	1,965	1,526	1,521	5
Supplies & Services	1,651	1,254	1,128	126
Book Fund	167	125	121	4
Hired & Contracted Services	1,193	870	861	9
Food Provisions	548	425	479	(54)
School Meals Food	1,983	1,223	1,215	8
Transport	55	45	32	13
Other Agency Costs	442	235	217	18
Waste Disposal Contracts	5,775	3,449	3,541	(92)
Grants To Voluntary Organisations	67	35	2	33
Grant To Norton Priory	172	172	174	(2)
Rolling Projects	55	53	53	0
Capital Financing	77	7	7	0
<b>Total Expenditure</b>	<b>27,390</b>	<b>19,704</b>	<b>19,976</b>	<b>(272)</b>
<b><u>Income</u></b>				
Sales Income	-2,105	-1,654	-1,551	(103)
School Meals Sales	-2,324	-1,510	-1,543	33
Fees & Charges Income	-5,363	-4,161	-4,034	(127)
Rents Income	-297	-190	-87	(103)
Government Grant Income	-1,246	-1,227	-1,227	0
Reimbursements & Other Grant Income	-716	-595	-595	0
Schools SLA Income	-99	-92	-91	(1)
Internal Fees Income	-191	-117	-95	(22)
School Meals Other Income	-2,096	-1,741	-1,723	(18)
Catering Fees	-179	-134	-57	(77)
Capital Salaries	-123	-61	-61	0
Rolling Projects Income	-55	62	62	0
Transfers From Reserves	-173	-175	-175	0
<b>Total Income</b>	<b>-14,967</b>	<b>-11,595</b>	<b>-11,177</b>	<b>(418)</b>
<b>Net Operational Expenditure</b>	<b>12,423</b>	<b>8,109</b>	<b>8,799</b>	<b>(690)</b>
<b><u>Recharges</u></b>				
Premises Support	1,760	1,320	1,320	0
Transport Recharges	2,072	1,433	1,406	27
Departmental Support Services	9	0	0	0
Central Support Services	3,467	2,616	2,616	0
Asset Charges	85	0	0	0
HBC Support Costs Income	-449	-369	-369	0
<b>Net Total Recharges</b>	<b>6,944</b>	<b>5,000</b>	<b>4,973</b>	<b>27</b>
<b>Net Department Expenditure</b>	<b>19,367</b>	<b>13,109</b>	<b>13,772</b>	<b>(663)</b>

### Comments on the above figures

The net Department spend is £663,000 over budget profile at the end of the third quarter of the 2017/18 financial year.

Employee spend is over budget mainly due to staff turnover saving targets not being achieved as well as casual and some agency usage. Casual staff spending is higher than the budget to date by £177,000, and is £35,000 higher than at the same point last year. Agency spend has reduced this year and is £64,000 less than the same stage last year.

Food and bar provisions are currently overspent by £54,000 to date. This is mainly due to spend at stadium catering and bars related to events which took place over the summer months.

The new waste contracts have now started and it is expected costs will increase estimated on Halton's share of overall waste across the city region. It has the potential to affect the outturn position on a large scale pending a reconciliation of Halton's share of overall waste.

As reported over previous quarters sources of income for the Department continue to struggle to meet targets, further details on specific items are included below.

Sales income had a better performance in quarter three though is still considerably short of the target to date by £103,000. This is mainly food and drink related and evident within Commercial Catering and the Stadium.

Fees and charges are still struggling to meet increased targets and the cancellation of the Vintage Rally has impacted in quarter three. Currently this heading is underachieved by £127,000 across the Department. The main items causing this are burials, architect fees, Open Spaces chargeable works, stadium pitch bookings, events income and fines for depositing litter.

Rental incomes are under budget target so far mainly due to shortfall in income at the Stadium. Catering and internal fees actual income is also below the budget target to date and this is expected to be the case for the outturn position. These budgets have been reviewed in terms of setting the 2018/19 base budget and have been realigned to expected actual income levels.

### Capital Projects as at 31 December 2017

	2017-18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Works	30	10	10	20
Peel House Cemetery Works	383	150	110	273
Runcorn Cemetery Extension	9	9	11	-2
Open Space Schemes	602	400	315	287
Childrens Playground Equipment	100	50	77	23
Playground – The Glen	25	0	0	25
Playground – Runcorn Hill Park	233	100	106	127
Playground – Crow Wood Park	450	150	21	429
Landfill Tax Credit Scheme	160	20	5	155
Phoenix Park	110	10	2	108
Sandymoor Playing Fields	600	300	102	498
Victoria Park Glass House	150	0	0	0
Widnes Recreation	0	0	10	-10

Litter Bins	20	10	10	10
Norton Priory Project	455	100	65	390
Brindley Café Extension	80	0	0	80
<b>Total</b>	<b>3,407</b>	<b>1,309</b>	<b>844</b>	<b>2,413</b>

**Comments on the above figures.**

The Runcorn Hill project has committed another 130k of works to be completed before the end of March in line with the agreement we have with the Heritage Lottery Fund.

Other parks projects have completed the tendering stage and have begun and are expected to be fully spent by year end.

The Glasshouse and Brindley Café projects are expected to start during quarter 4 of 17/18.

## **ECONOMY ENTERPRISE & PROPERTY**

### **Revenue Budget as at 31 December 2017**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,620	3,389	3,398	(9)
Repairs & Maintenance	2,294	1,412	1,380	32
Premises	43	43	42	1
Energy & Water Costs	658	424	347	77
NNDR	538	522	500	22
Rents	353	311	305	6
Economic Regeneration Activities	42	2	2	0
Supplies & Services	2,192	1,527	1,510	17
Grant to Non Vol Organisations	87	47	47	0
Agency Related	1	0	0	0
<b>Total Expenditure</b>	<b>10,828</b>	<b>7,677</b>	<b>7,531</b>	<b>146</b>
<b><u>Income</u></b>				
Fees & Charges	-289	-171	-169	(2)
Rent – Markets	-789	-591	-588	(3)
Rent – Investment Properties	-161	-122	-102	(20)
Rent – Commercial Properties	-879	-536	-528	(8)
Government Grant	-2,641	-1,197	-1,197	0
Reim & Other Income	-185	-147	-160	13
Recharges to Capital	-163	-76	-76	0
Transfer from Reserves	-447	-305	-305	0
Schools SLA Income	-535	-493	-491	(2)
<b>Total Income</b>	<b>-6,089</b>	<b>-3,638</b>	<b>-3,616</b>	<b>(22)</b>
<b>Net Operational Expenditure</b>	<b>4,739</b>	<b>4,039</b>	<b>3,915</b>	<b>124</b>
<b><u>Recharges</u></b>				
Asset Rental Support Costs	4	0	0	0
Premises Support Costs	1,746	874	874	0
Transport Support Costs	23	11	11	0
Central Support Service Costs	1,865	958	958	0
Repairs & Maintenance Recharge	-2,412	-1,206	-1,206	0
Income				
Accommodation Recharge Income	-2,624	-1,312	-1,312	0
Central Support Service Recharge	-1,890	-945	-945	0
Income				
<b>Net Total Recharges</b>	<b>-3,288</b>	<b>-1,620</b>	<b>-1,620</b>	<b>0</b>
<b>Net Department Expenditure</b>	<b>1,451</b>	<b>2,419</b>	<b>2,295</b>	<b>124</b>

### Comments on the above figures

Economy Enterprise & Property Departmental budget is projected to be under budget profile at year end. The significant budget variances are listed below.

The negative variance on employee costs is lower than was reported in quarter 2 due to the Department delaying the recruitment of vacant positions. However the targets against staff turnover savings are still not being met due to the low number of vacancies held within the Department.

Delays in repair and maintenance work have resulted in the repairs and maintenance expenditure being lower than budget profile at Quarter 3.

Following reconciliation by the energy providers, we have received a number of refunds relating to previous years utility charges.

NNDR expenditure is below budget due to the revaluation of a number of council properties.

Every effort has been made to ensure that expenditure on controllable budgets is kept to a minimum within the Department and this is reflected in the Supplies and Services budget in Quarter 3.

Schools SLA income will not be achieved this financial year. Due to the increase of staffing costs this means that the SLA charges have increased, which in term has meant that not as many schools are buying back the service.

The commercial property income target will not be met due to the courts relocation to Rutland House taking longer than anticipated.

A delay in the construction of the investment property in Runcorn has resulted in the Department not achieving the projected investment income.

It is forecast net spend at year end will be below the annual budget.

### Capital Projects as at 31 December 2017

Capital Expenditure	2017/18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	4,966	4,496	4,496	470
Sci Tech Daresbury – EZ Grant	483	0	0	483
Johnsons Lane Infrastructure	66	0	0	66
Decontamination of Land	50	4	4	46
Venture Fields	6,000	5,959	5,959	41
Former Crossville Site	1,150	926	926	224
Signage at The Hive	87	87	87	0
Widnes Market Refurbishment	100	80	80	20
Equality Act Improvement Works	120	107	107	13
Linnets Club House	1,173	1,126	1,126	47
Milton Road (Former Simms Cross Caretakers House)	14	7	7	7

Widnes Road Car Park, 29-31 Moor Lane & Land at Halebank	235	235	235	0
The Croft	30	0	0	30
Solar Farm – Golf Course	60	1	1	59
Broseley House	690	0	0	690
Murdishaw Regeneration	46	0	0	46
<b>Total Capital Expenditure</b>	<b>15,270</b>	<b>13,028</b>	<b>13,028</b>	<b>2,242</b>

**Comments on the above figures.**

**3MG** - Alstom’s landscape contractor has completed tree planting on site. Some small scale works are continuing in and around the HBC Field in line with a tenancy agreement and to maintain an area of land for sky larks and barn owls.

**Solar Panels – Golf Course** - The procurement progress for a planning consultant is now complete and the contract has been awarded. A detailed planning application is expected by the end of January.

**Sci Tech Daresbury EZ Grant** - Grant to be drawn down over this financial year to pay for JV design and planning fees for the next phase of the EZ – Project Violet (3 new buildings). Works have been commissioned by the JV and are underway with a submission date for planning anticipated in the October 2017.

**Widnes Market Refurbishment** - Due to the project having to go back out to tender the work on the roof has been delayed until Financial Year 18-19. All other works will be complete in the next few weeks.

**Equality Act Improvement Works** - Work at Norton Priory is now complete. Projects in the forthcoming months relate to Linnets Club House, Crow Wood Park Pavilion and the Vine Street Centre.

**Johnsons Lane** – Project reached practical completion Autumn 17.

**Decontamination of Land** – Phase 2 sampling due to commence February 2018 to allow validation of design.

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