

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy
SERVICE: Property Services
PERIOD: Quarter 4 to year end 31st March 2009

1.0 INTRODUCTION

This Monitoring Report covers the Property Services fourth quarter period up to year-end 31st March 2009. It describes key developments and progress against all objectives and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2008/09 Financial statements for the Department will be prepared and made available via the Council's Intranet once the Council's year-end accounts have been finalised. A notice will be provided within the Members' Weekly Bulletin as soon as they are available.

The way in which traffic light symbols have been used to reflect progress is explained within Appendix

2.0 KEY DEVELOPMENTS

The Asset Transfer Policy has now been completed and approved by both the Policy and Performance and Executive Boards.

3.0 EMERGING ISSUES

The current financial climate continues to have a significant affect on rental income from the Council's investment portfolio. A number of occupants have gone into liquidation within the year and many others are having difficulty meeting the rental payments, both of which have lead to an increased workload for the Estates department. It is anticipated that this situation is only likely to get worse over the coming months, as such the Council have agreed to a 10% reduction in market rents from April 1st in order to try and stimulate occupancy levels.

The continuing advance purchases for the new Mersey Gateway is further increasing the pressure on Property Services in managing these properties for both Estates and maintenance staff.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	6		6		0		0
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All objectives and milestones have been achieved as planned with no significant issues to report

5.0 SERVICE REVIEW

The efficiency agenda continues to have an impact on Property Services and, in respect of this, a service review has been undertaken with regards to identifying the most appropriate way forward for the continued delivery of the service to ensure efficiencies are maximised. The report outlining the findings of this review will be completed in due course. It is likely that these may have a significant impact on the continued method of delivery of the functions of the Property Services department.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	4		1		0		3
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The problems with occupancy levels caused by the current financial climate have meant that the targets for both markets have not been achieved. However, the occupancy levels of the industrial portfolio have reached the target set, but it will be difficult to maintain this into 09/10.

Of the 3 indicators relating to energy management cannot be reported as information will not be available until the end of June 2009, due to the quarterly billing regime.

These are:

NI 185, 'CO₂ reductions from LA operations', and

NI 194 'Air quality - %reductions in NO_x and primary pm₁₀ emissions through local authority estate and operations'; because. The figures for the third indicator for CO₂ emissions which relates to per capita change in emissions are taken from Defra as such Property Services have no influence over them.

Please refer to Appendix 2 for additional details.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	7		3		0		4
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Progress against the 3 indicators which relate to rental income have all failed to reach their target due to the current financial climate. The other indicators which failed to reach the target set was that of time performance on contracts let, whilst the target was not reached there was a significant improvement over last years figures. See Appendix 3 for details.

7.0 PROGRESS AGAINST LPSA TARGETS

There are no LPSA targets for this service.

8.0 RISK CONTROL MEASURES

During the production of the 2008-09 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were deemed to be necessary.

9.0 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 2008 – 2009







10.0 DATA QUALITY

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.





11.0 APPENDICES

Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Progress against Other Performance Indicators
Appendix 4- Explanation of traffic light symbols

Progress against service objectives/milestones

Service Plan Ref.	Objective	Key Milestone	Progress Year end	Commentary
PS 01	Review of Property Assets for potential disposal	Annual review to produce disposal programme complete March 2009		List produced now to be submitted to Asset Management group
PS 02	Reduce backlog of maintenance on property portfolio (currently £3.5m)	£3.4Million		Achieved, however there has been a £250k reduction in maintenance money for 09/10 as such this will have a negative impact next year.
PS 03	Review Value of Property Assets for Councils accounts (20%)	<i>Annual Review of Value complete March 2009</i>		All completed on time
PS 04	Rationalise accommodation requirements through the refurbishment of Runcorn Town Hall office accommodation.	<i>Relocate staff to refurbished office accommodation at Runcorn Town Hall July 2008</i>		Achieved
PS 05	Fulfil requirements of Asbestos Audits and Management Regulations	Confirm 100% compliance		Achieved
PS 06	DDA Works Corporate (Non Schools) subject to funding (currently £200k per annum)	Complete 60% of Priority 2 works by March 2009		Achieved

Progress against Key Performance Indicators

Ref ¹	Description	Actual 2007/8	Target 08/09	Actual 2008/09	Progress	Commentary
Corporate Health						
PYSLI 3	Occupancy of Industrial Units	83	80	89%		Achieved but forward look for 09/10 suggests this level will not be maintained
PYSLI 5	Occupancy of Market (Widnes) %	86.5	90	76%		Market continues to struggle against fierce competition from discount stores
PYSLI 7	Occupancy of Market (Runcorn) %	50	90	50%		Stable occupancy but at low level. Street Market being introduced to see if it improves occupancy
NI 185	CO ² Reduction from LA operations	New PI for 08-9	New PI for 08	N/A	See Comment	Figures for CO2 emissions for 008/09 will not be available until the 2 nd quarter 09/10 due to quarterly billing.
NI 186	Per capita reduction in CO ² emissions in the local authority area	New PI for 08	New PI for 08	6.24% increase		All figures for this indicator are produced and reported by Defra. The latest figures available which are for 2006 indicate Halton's per capita CO2 emissions increased by 6.24% over the 2005 baseline year



Progress against Key Performance Indicators

Ref ¹	Description	Actual 2007/8	Target 08/09	Actual 2008/09	Progress	Commentary
NI 194	Air quality - % reduction in NO _x and primary pm10 emissions through local authority estate and operations	New PI for 08	New PI for 08	N/A	See Comment	Figures for NO _x and primary PM10 emissions for 008/09 will not be available until the 2 nd quarter 09/10 due to quarterly billing.

Progress against 'Other' Performance Indicators



Ref ²	Description	Actual 2007/8	Target 08/09	Actual 2008/09	Progress	Commentary
Corporate Health						
PYSLI 1	% Of undisputed invoices paid within 30 days	100	100	100%		Achieved
Cost & Efficiency						
PYSLI 2	% Cost Performance on projects over £50k (Contract Let to Practical Completion within 5% of the allotted cost – excluding Client changes)	81	90	90%		20 projects were completed within the year, 18 of them being within +/- 5% of the cost at contract let. The other 2 projects both came in well under budget.
PYSLI 4	% Of rent collected as % of rent due (Excluding bankruptcies and the like) (Industrial units)	92.5	95	87%		All of these measures have been adversely affected by the continuing economic climate. A number of initiatives have been implemented to try to mitigate as far as is possible against this back drop and the situation is being monitored closely as we move throughout 2009 – 10.
PYSLI 6	% Of rent collected as % of rent due Widnes market	95	95	94%		
PYSLI 8	% Of rent collected as % of rent due Runcorn market	95	95	88%		

Progress against 'Other' Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Actual 2008/09	Progress	Commentary
Fair access						
PYSLI 9 (BVPI 156)	The percentage of Authority buildings open to the public in which all public areas are suitable for and accessible to disabled people (previously BVPI 156)	65	70	72		Target achieved but future increases will be difficult because of the nature of the remaining buildings (changing rooms and the like)
Service Delivery						
PYSLI 10	Time performance on projects over £ 50 K (Contract let to practical completion within a margin of 5% - excluding Client changes)	63	90	85%		20 projects were completed within the year, 17 of them being completed with +/- 5% of the programmed timescale. The 3 projects that failed, 2 of them were down to contractor delays the other was due to unforeseen problems on site. Whilst the target has not been achieved there has been a significant improvement over last year's figures.

Explanation of the Traffic Light Symbols

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective</u> has been <u>achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the annual 08/09 <u>target has been achieved</u> or exceeded.</p>
<u>Red</u>	 <p>Indicates that <u>the objective has not been achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the annual 08/09 <u>target has not been achieved</u></p>