



**Corporate Services Policy and  
Performance Board**

**Tuesday, 24 February 2009 6.30 p.m.  
River Suite, Halton Stadium**

A handwritten signature in black ink that reads 'David WR'.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Robert Gilligan (Chairman)</b>	<b>Labour</b>
<b>Councillor Alan Lowe (Vice- Chairman)</b>	<b>Labour</b>
<b>Councillor John Bradshaw</b>	<b>Conservative</b>
<b>Councillor Peter Browne</b>	<b>Conservative</b>
<b>Councillor Ellen Cargill</b>	<b>Labour</b>
<b>Councillor Mark Dennett</b>	<b>Labour</b>
<b>Councillor Susan Edge</b>	<b>Labour</b>
<b>Councillor Diane Inch</b>	<b>Liberal Democrat</b>
<b>Councillor Paul Nolan</b>	<b>Labour</b>
<b>Councillor Ulfar Norddahl</b>	<b>Liberal Democrat</b>
<b>Councillor Kevan Wainwright</b>	<b>Labour</b>

*Please contact Caroline Halpin on 0151 471 7394 or e-mail  
caroline.halpin@halton.gov.uk for further information.  
The next meeting of the Board is on 2<sup>nd</sup> June 2009*

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>(A) THIRD QUARTER MONITORING REPORTS</b>	<b>1 - 10</b>

***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

## QUARTERLY MONITORING REPORT

**DIRECTORATE:** Corporate and Policy

**SERVICE:** Policy & Performance

**PERIOD:** Quarter 3 to period end 31<sup>st</sup> December 2008

### 1.0 INTRODUCTION

This Monitoring Report covers the Policy & Performance Department third quarter period up to period end 31<sup>st</sup> December 2008. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress is explained within Appendix 4.

### 2.0 KEY DEVELOPMENTS

The 2008 CPA Assessment has now been completed and will be published in early March.

Government Office North West has completed its first annual review of progress in delivering Halton's Local Area Agreement.


There has been approval by management team of proposal to make improvements to [www.halton.gov.uk](http://www.halton.gov.uk) through the implementation of a new content management system.

### 3.0 EMERGING ISSUES

The final Comprehensive Area Assessment framework was published on 10 February 2009.

The Head of Risk and Emergency Planning has been seconded to the Cabinet Office for 6 months to assist with a review of the Civil Contingencies Act. Arrangements have been made to cover his duties, but some less urgent matters may take longer.

**4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES**

<b>Total</b>	<b>16</b>		<b>13</b>		<b>1</b>		<b>2</b>
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Of the key objectives for the service only two have not hit key milestone dates although the implications of this are not considered significant. Additional details of progress are provided within Appendix 1.

**5.0 PROGRESS AGAINST OTHER OBJECTIVES / MILESTONES**

<b>Total</b>	<b>3</b>		<b>2</b>		<b>0</b>		<b>1</b>
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Of the remaining objectives / milestones for the service only one, relating to the completion of 07/08 PPB topic work, has not been achieved as planned. As this was reported in Quarter two it has not been duplicated within this report.

**6.0 SERVICE REVIEW**

There are no issues relating to service review to be reported at this time.

**6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS**

<b>Total</b>	<b>3</b>		<b>2</b>		<b>1</b>		<b>0</b>
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Sickness absence is marginally below target at this quarter. Details of progress against all key performance indicators for the service are provided within Appendix 2.

**6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS**

<b>Total</b>	<b>9</b>		<b>9</b>		<b>0</b>		<b>0</b>
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All of the remaining performance indicators for the service are progressing as planned and none require reporting by exception at this time.







## **7.0 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.







## **8.0 APPENDICES**





Appendix 1 - Progress against Objectives/ Milestones  
Appendix 2 - Progress against Key Performance Indicators  
Appendix 3 - Financial Statement  
Appendix 4 - Use of traffic light symbols

## Progress against 'key' objectives

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
PP 01	Improve the effectiveness of the support intelligence and advice provided by the Council and its partners to review policy, resource planning service delivery and performance.	Monitor performance against Community Strategy targets and review delivery plans <b>June 2008.</b>		Progress report completed as part of the 2007 LAA monitoring process. Information has now been reported to all Policy and Performance Boards
		Agree new Local area Agreement with government and secure ministerial sign-off <b>June 2008.</b>		As planned the LAA was signed off on the 30 <sup>th</sup> June 2008.
		Review Community Engagement Strategy and agree annual Action Plan <b>March 2009.</b>		Progress presently on track. Review will be coordinated by HSPB cohesion group.
		Monitor and review progress in delivering Local Area Agreement targets with partners <b>March 2009</b>		Progress presently on track. Report on first half year progress sent to GONW in November and reported to PPBs and HSPB.
		Complete design of and Undertake Place Surveys <b>September 2008</b>		Survey designed and undertaken as planned.
		Analyse, evaluate and disseminate results to relevant audiences <b>February 2009</b>		Unweighted results for Halton received from MORI. Weighted National Indicator scores for Halton received from government. The Audit Commission will now not release national data until 09 <sup>th</sup> March 2009 which will delay the comparability of results with other authorities.

### APPENDIX ONE – PROGRESS AGAINST OBJECTIVES/ MILESTONES (Policy & Performance)

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
PP O2	Improve the quality and effectiveness of the Council's external communications	<p>Undertake customer survey <b>November 2008.</b></p> <p>Complete analysis of data and produce report and recommendations by <b>March 2009.</b></p> <p>Implement revised Communications Strategy <b>March 2009</b></p>	  	<p>Three surveys have been completed – an Inside Halton reader survey; plus two Halton 2000 surveys covering 'soft' communications issues and web usage</p> <p>Some of the data has been included in a web strategy. Findings will be reported to the relevant Policy &amp; Performance Board</p> <p>Progress presently on track</p>
PP O3	Address inequalities and improve opportunities by narrowing the gap between the most deprived wards in the borough and the rest through the delivery of neighbourhood management arrangements.	<p>Evaluate impact of Neighbourhood Management Teams and review delivery plans <b>March 2009.</b></p> <p>Produce and publish NM Update <b>Quarterly.</b></p>	 	<p>Evaluation remains on track for review of delivery plans.</p> <p>Last update published September 2008. A decision was taken to postpone next update to February 2009 to avoid information being sent out during the Christmas period.</p>
PP O4	To ensure that the organisation remains fit for purpose through the ongoing development of business continuity, risk management and health and safety arrangements.	Implement current action plan and further review arrangements for business continuity in Directorates by <b>December 2008.</b>		Review undertaken as planned and revised templates issued to Directorates.



Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
PP O4 cont'd	To ensure that the organisation remains fit for purpose through the ongoing development of business continuity, risk management and health and safety arrangements.	<p>Review the embeddedness of strategic risk management arrangements <b>December 2008</b></p> <p>Corporate &amp; Directorate Risk Registers reviewed by Corporate Risk Group, performance monitoring reports delivered and manager / member training provided by <b>December 2008</b></p> <p>Secure external accreditation for Health and Safety <b>March 2009</b>.</p> <p>Review the Council's preparedness for pandemic flu and have appropriate plans in place <b>March 2009</b>.</p>	   	<p>As reported previously Audit Commission findings conform that strategic risk management has become more embedded.</p> <p>Corporate Risk Group revisited Risk Register July 2008. Directorate registers were updated in November leading to update of Corporate Register in March 2009.</p> <p>The Legal, Organisational development and Personnel Department, acting as pilot, will be seeking accreditation in January 2009.</p> <p>Validation process completed in November and planned and lessons learned from process are being integrated.</p>




## Progress against Key Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
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### Corporate Health

PPLI 1	% Of LAA / WNF Spend (%)	100	100	51%		Although spend looks low at first sight, payments to external bodies are made quarterly in arrears, so the 51% is an underestimate. Spend profiles have been revised to allow for the commissioning process, and 100% spend of the revised profile is expected.
PPLI 2	% Of LAA Outputs achieved	95	95	N/A	N/A	As reported at Quarter 2 this measure has become obsolete as a result of the Working Neighbourhoods Fund framework.
PPLI 5	% Of Departments with up to date Risk Registers	100	100	100		Progress remains on track

### Cost & Efficiency

PPLI 11	% of departmental working days lost due to sickness absence.	4.5	4.0	4.16		Absence at Quarter 3 is marginally below targeted level. Situation continues to be monitored.
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## Financial Statement - Policy and Performance

**Revenue Budget as at 31<sup>st</sup> December 2008**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Item
	£'000	£'000	£'000	£'000	£'000
<b><u>Expenditure</u></b>					
Employees	2,338	1,761	1,665	96	1,668
Premises	147	0	0	0	0
Supplies & Services	517	395	458	(63)	489
Corporate Subscriptions	128	96	40	56	65
Agency & Contracted	213	159	118	41	118
Transport	59	44	41	3	41
Support Services	2,786	0	0	0	0
<b>Total Expenditure</b>	<b>6,188</b>	<b>2,455</b>	<b>2,322</b>	<b>133</b>	<b>2,381</b>
<b><u>Income</u></b>					
Support Service Recharges	-2,001	0	0	0	0
Emergency Planning Grant	-151	-151	-160	9	-160
Grants	-527	-491	-469	(22)	-469
Reimbursements & Other Grants	-22	-17	-9	(8)	-9
<b>Total Income</b>	<b>-2,701</b>	<b>-659</b>	<b>-638</b>	<b>(21)</b>	<b>-638</b>
<b>Net Expenditure</b>	<b>3,487</b>	<b>1,796</b>	<b>1,684</b>	<b>112</b>	<b>1,743</b>

**Comments on the above figures:**

In overall terms spending is currently below the budget to the end of the third quarter. This is mainly due to a number of staff vacancies within the department. It is expected that the overall total net spending will be below budget by the year-end.

**POLICY AND PERFORMANCE****Capital Projects as at 31<sup>st</sup> December 2008**

Capital Expenditure	2008/09 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Risk Management	120	100	75	45
<b>Net Expenditure</b>	<b>120</b>	<b>100</b>	<b>75</b>	<b>45</b>

**Comments on the above figures**

It is expected that the full allocation will be spent by the financial year-end.




**Local Strategic Partnership expenditure as at 31<sup>st</sup> December 2008**

	Annual Budget	Budget to Date	Actual to Date	Variance to Date
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Strategic Partnership</b>				
LSP Team	256	192	110	82
Community Pot	510	382	0	382
<b>Net Expenditure</b>	<b>766</b>	<b>574</b>	<b>110</b>	<b>464</b>

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund is spent during the year.

**Explanation of the use of Traffic Light Symbols**

The traffic light symbols are used in the following manner:

	<u><b>Objective</b></u>	<u><b>Performance Indicator</b></u>
<u><b>Green</b></u>	 <p>Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.</p>	Indicates that the <u>target is on course to be achieved</u> .
<u><b>Amber</b></u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	Indicates that it is either <u>unclear</u> at this stage or too early to state <u>whether the target is on course to be achieved</u> .
<u><b>Red</b></u>	 <p>Indicates that it is <u>highly unlikely or certain that the objective will not be achieved</u> within the appropriate timeframe.</p>	Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.