



**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

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

*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 2nd June 2009*

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

Part I

Item No.	Page No.
1. MINUTES	
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda, no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
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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.

REPORT TO: Employment Learning and Skills Policy & Performance Board

DATE: 17th November 2008

REPORTING OFFICER: Strategic Director, Corporate and Policy

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

- 3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
 - (ii) Members of the public can ask questions on any matter relating to the agenda.
 - (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
 - (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
 - (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

8.1 There are no background papers under the meaning of the Act.

REPORT TO: Corporate Services Policy and Performance Board
DATE: 4 November 2008
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board and Executive Board Sub are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE
LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

APPENDIX 1

Extract of Executive Board and Executive Board Sub Committee Minutes Relevant to the Corporate Services Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 15TH JANUARY 2009

EXB92 ASSET MANAGEMENT PLAN

The Board considered a report of the Strategic Director – Corporate and Policy seeking approval to the 2008 – 2011 Asset Management Plan.

It was noted that formal Asset Management processes had been in place in the Council since 2002 and this plan revised and updated that plan to meet with current local and national requirements. The plan was a robust method of managing the Council's land and property assets to meet the needs of both the community at large and to assist and support directorates to deliver the Council's priorities.

Best practice suggested that an Executive Board Member should be specifically identified to take the Corporate Lead on Asset Management issues and it was recommended that this be the relevant Portfolio Holder; however, the plan had also been considered and supported in its present form by the Corporate Asset Management Working Group and the Corporate Services Policy and Performance Board.

Members considered the content of the Plan and, in particular, noted that there was an intention to maintain a balance of 70% programmed maintenance to 30% response maintenance on the Council's operational state, which was a reasonable balance. In addition, in relation to the transfer of assets to the third sector, criteria were to be developed in order to test the effectiveness of this when requests were received from the third sector. The Corporate Services Policy and Performance Board was currently working on a proposed test which would be submitted to the Executive Board in due course.

It was noted that the plan was a technical document and it was therefore intended that a summary be produced to highlight the major issues within it. In addition, it was proposed that the Corporate Services Policy and Performance Board receive six monthly reports on the plan, which would support audit requirements.

RESOLVED: That

- (1) the 2008 – 2011 Asset Management Plan and its appendices be formally adopted;
- (2) the Corporate Services Portfolio Holder be formally designated as the Council's Lead Member for Asset Management issues; and
- (3) the Corporate Services Policy and Performance Board receive six monthly reports on the Asset Management Plan.

EXECUTIVE BOARD MEETING HELD ON 29TH JANUARY 2009

EXB98 CALENDAR OF MEETINGS 2009/10

The Board considered a report of the Strategic Director – Corporate and Policy outlining the proposed Calendar of meetings for the 2009-2010 Municipal Year.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2009-2010 Municipal Year outlined in Appendix 1 to the report.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 29TH JANUARY 2009

ES72 TREASURY MANAGEMENT 2008/09 3RD QUARTER: OCTOBER - DECEMBER

The Sub Committee received a report of the Operational Director, Financial Services which updated Members on the activities undertaken on the money market as required by the Treasury Management Policy. It was noted that all the activities, including prudential indicators, complied with the policy guidelines.

The Sub Committee expressed its thanks to the Treasury Team for their hard work.

RESOLVED: That

- (1) That the report be noted; and
- (2) That the amendments to the counterparty list shown in Appendix A be approved.

REPORT TO: Corporate Services Policy and Performance Board
DATE: 24 February 2009
REPORTING OFFICER: Chief Executive
SUBJECT: Halton Strategic Partnership Board minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Halton Strategic Partnership Board are normally submitted to the Board for consideration.
- 1.2 The Halton Strategic Partnership last meet on 19th November 2008 and the minutes from this meeting were considered at the Corporate Services PPB meeting on 6th January 2009. The next Halton Strategic Partnership meeting is scheduled for 18th February 2009 and therefore the minutes would not be available in time to comply with the Access to Information Act 1985.

2.0 RECOMMENDATION: That the report be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 **A Safer Halton**

None

5.5 **Halton's Urban Renewal**

None

6.0 **RISK ANALYSIS**

6.1 None.

7.0 **EQUALITY AND DIVERSITY ISSUES**

7.1 None.

8.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

REPORT TO: Corporate Services Policy and Performance Board

DATE: 24 February 2009

REPORTING OFFICER: Chief Executive

SUBJECT: Performance Management Reports for 2008/09

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 To consider and raise any questions or points of clarification in respect of the 3rd quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for the following services;

- Exchequer & Customer Services
- Financial Services
- ICT Services
- Legal, Personnel and Organisational Development
- Policy and Performance
- Property Services

NB: Due to unavoidable circumstances it may be necessary to circulate the Policy & Performance Report separately to Members.

2.0 RECOMMENDATION: That the Policy & Performance Board;

- 1) receive the 3rd quarter performance management reports;**
- 2) consider the progress and performance information and raise any questions or points for clarification; and**
- 3) highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

3.0 SUPPORTING INFORMATION

3.1 The departmental service plans provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. The service plans are central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

- 3.2 The quarterly reports are on the Information Bulletin to reduce the amount of paperwork sent out with the agendas and to allow Members access to the reports as soon as they have become available. It also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting.

4.0 POLICY IMPLICATIONS

There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

The quarterly performance monitoring reports demonstrate how services are delivering against the objectives set out in the relevant service plan. Although some objectives link specifically to one priority area, the nature of the cross-cutting activities being reported means that to a greater or lesser extent a contribution is made to one or more of the priorities listed below;

6.1 Children and Young People in Halton

6.2 Employment, Learning and Skills in Halton

6.3 A Healthy Halton

6.4 A Safer Halton

6.5 Halton's Urban Renewal

6.6 Corporate Effectiveness and Efficient Service Delivery

7.0 RISK ANALYSIS

7.1 Not applicable

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 Not applicable

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy Directorate
SERVICE: Exchequer and Customer Services
PERIOD: Quarter 3 to period end 31st December 2008.

1.0 INTRODUCTION

This Monitoring Report covers the Exchequer and Customer Services second quarter period up to period end 31st September 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 5.

2.0 KEY DEVELOPMENTS

Revenues & Benefits

Employment Support Allowance (ESA) will replace Incapacity Benefit, Severe Disablement Allowance and Income Support from October 2008. This change meant that significant changes were required to the Benefits system in order to facilitate correct assessments of Housing and Council Tax Benefit for those customers in receipt of the new ESA. In addition staff required a significant amount of extra training and guidance in the handling of ESA claims with changes to stationary and application forms.

The second wave of the National Vocational Qualification roll out occurred in November 2008 when a further 11 candidates were enrolled. This second wave include staff from our own Revenues and Benefits Division along with officers from ether Cheshire Local authorities, who are charged for the service.

Procurement & Finance Support

Improved Payment Terms for SME's

Following the Prime Ministers encouragement for local authorities to pay Small & Medium Enterprises (SME's) in 10 days we have reviewed our payment terms for all companies recognised as SME's and are monitoring progress.

At the end of December 44% of all applicable payments were made within 10 days. Directorates have been instructed to complete their arrangements to implement invoice scanning and matching by March 2009, in order to meet the target of 100%. Corporate & Policy and Environment Directorates have implemented this for all applicable invoices, whilst progress in other directorates is aimed to achieve full compliance by the end of the financial year. It is estimated that bringing forward payment for this group of suppliers will cost in the region of £72,000 per annum.

Electronic solutions

The Procurement Unit is in the process of initiating, testing and implementing a Contracting System to deliver a corporate solution to cover electronic Request for Quotes, Contract Advertising, OJEU Advertising, full Electronic Tendering and structured Contract Management. The Glover report requires all councils to have such arrangements in place by 2011. A cross directorate group will assist with tailoring and testing the system for implementation in 2009-10.

Reducing Transactions / Procurement Savings

We have increased the number of purchase card transactions to produce lower processing costs for the Council and better cash flow and lower collection costs, for our suppliers.

Procurement Savings. The table below shows the savings to date achieved through the introduction of corporate contracts across the Council. Projected savings for the financial year are forecast to be in the region of £300k.

Contract	YTD Contract Savings £
Agency Workers	122,442
Rail Tickets	14,728
Post	62,867
Stationery	3,162
Office Furniture	23,721
PPE - Personal Protective Equipment New Contract commences January 09	-53
Civic Newspaper	11,692
In-Touch Magazine	1,856
MFD's	13,261
MFD's - Toner Savings	44,504
Total Savings Value £	274,593

Customer Services

Customer Service Excellence Accreditation.

The Council has decided to look at a corporate initiative across all Directorates with HDL and Revenues & Benefits acting as the pilot to gain accreditation. Work has commenced within HDL to examine the areas for development required to gain CSE.

Contact Point HDL has started working with Children & Young People to help deliver the public facing element of this new initiative.

3.0 EMERGING ISSUES

Customer Services

Telecommunications.

This was reported in the previous report. The current telephone infrastructure is now some 15+ years old and a program of work is being put together with the objective of ensuring the system is fit for purpose and to examine other new and emerging technologies to see if we can make better use of our telephone and data networks and improve efficiencies whilst delivering cost savings. Work has now started to evaluate options and a visit has already taken place to a neighbouring authority to discuss how they are migrating to a replacement infrastructure.

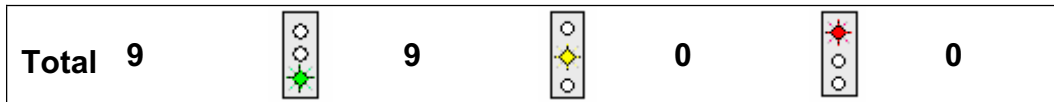
Short Messaging Service (SMS)

SMS is text messaging. A work stream has been set up to examine how we can utilise this technology across the authority to improve customer service.

Revenues & Benefits

KLOE/ Audit Commission Inspections - The Audit Commission has taken over the role of inspecting Benefits services. This has meant a change in the way in which the Service is measured, monitored and inspected with the introduction of a Benefits KLOE. The new regime is much tougher and requires substantially more work to achieve the same level of standard that would have been achieved under the previous inspection regime. The emphasis has also changed and the Section needs to carry out an extensive initial self- assessment to identify the areas where more work is needed. Although this is an assessment of the Benefits Service it has references and requirements to a number of other areas within the Council that will impact on the assessment and measurement of the Benefits Service.

4.0 PROGRESS AGAINST SERVICE OBJECTIVES / MILESTONES

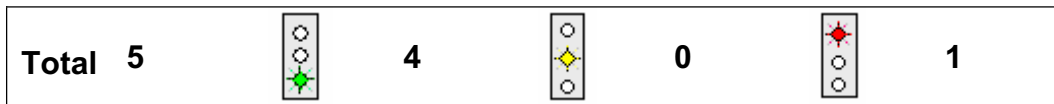


All of the objectives for the service are proceeding as planned and additional details are provided within Appendix 1.

5.0 SERVICE REVIEW

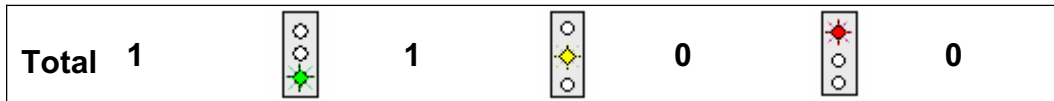
There are no issues to report concerning service review this period.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



With the exception of payment of invoices, which is marginally below the 98% target, all key performance indicators are achieving or exceeding targeted level at half year, additional details are provided within Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



The one remaining indicator for the service that can be reported is presently on track and does not 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 - Debtor Summary Statistics
Appendix 5 - Use of traffic light symbols






Progress against service objectives

Service Plan Ref.	Objective	Key Milestone(s)	Progress Quarter 2	Commentary
ECS 01	Home working	Continue to roll out to staff where appropriate.		Home working continues to be rolled out across the Division and there are now 32 staff successfully working from home
ECS 02	Business Improvement Districts	Bill properties in BID area		Implemented on time. Business Improvement Districts were introduced in April at Halebank and Astmoor. After successful at the 15.01.09 was 97% for Halebank and 95.81% in Astmoor.
ECS 03	Implementation of Local housing allowance	Purchase new system software, install and test Staff training on both system and legislation General awareness for all key stakeholders (RSLs, local landlords, claimants etc.)		As reported previously the project completed on time.
ECS 04	Implementation of Empty Property Relief	Install new software Test and train staff on system and legislation Publicity for scheme to local businesses Bill businesses		This project was successfully implemented on time for billing in April. This has had an adverse effect on recovery, which has not been helped by the current economic climate.

Service Plan Ref.	Objective	Key Milestone(s)	Progress Quarter 2	Commentary
ECS 05	Move all staff to new Revenues & Benefits software (Version 6)	<p>Plan of action for transfer</p> <p>Train all new staff on new version of system</p> <p>Assess and monitor impact of new system</p>		Phase 1 has been completed although a further installation of version 6 onto new servers is awaited.
ECS 06	Rollout NVQ to Cheshire LAs	<p>Carry out presentations to interested LAs</p> <p>Assess current Halton staff on scheme</p>		Completed. The Division is an accredited NVQ assessment Centre for the Institute of Revenues Rating and Valuation. The course of study has been offered to staff within the Division. 2008 also saw this being offered to staff from other LA's in Cheshire. This has taken place and staff from various authorities are studying at Halton.
ECS 07	To continue to promote and introduce more effective procurement	Further develop ongoing spend analysis identifying for potential saving		Quick wins previously highlighted have already delivered the savings to date, and should result in the annual projected amounts shown in the body of the report. Further categories for savings will be identified for attention in the coming year.
ECS 08	Continue to develop appropriate e-solutions in conjunction with ICT / Directorates to further enhance service delivery through HDL	<p>Review available service options</p> <p>Continue BPR</p>		This is an ongoing project as the teams are continuing to examine service delivery options to free back office resources through business process re-engineering.

Service Plan Ref.	Objective	Key Milestone(s)	Progress Quarter 2	Commentary
ECS 09	Examine implications/implementation of "Government Gateway"	Feb 08 - Undertake risk analysis		<p>Government Connect is a centrally driven common national infrastructure for government that HBC will be connecting into. It will allow the authority to securely share, transfer and receive data.</p> <p>It mandates a set of guidelines that define how we will use, access and store data within HBC. "If" we wish to interact with any Government bodies into the future. A risk analysis has been undertaken and a working party led by IT heading the project.</p>

Progress against Key Performance Indicators.

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
<u>ECSLI 01</u> (BVPI 8)	The percentage of undisputed invoices which were paid in 30 days	96.80	98.00	97.69		Directorate Performance C&YP 93% C&P 98% Environment 98% H&C 99%
<u>ECSLI 02</u> (BVPI 9)	Proportion of Council Tax collected	96.41	96.85	85.24		Qtr 3 shows an increase of 0.45% on the corresponding period last year
<u>ECSLI 03</u> (BVPI 10)	The percentage of Business Rates which should have been received during the year that were received	99.93	98.85	88.89		Qtr 3 collection is slightly lower 0.78% than the corresponding period last year. This is due to introduction of the empty rate charge effective from April this year.
Service Delivery						
<u>ECSLI 05</u> (BVPI 78a)	Average time for processing new claims (Housing & Council Tax Benefit)	17.77	23 Days	15.66		Performance is ahead of target
<u>ECSLI 06</u> (BVPI 78b)	Average time for processing notifications of changes in circumstances	3.99	6 Days	5.75		Performance is ahead of target

Financial Statement

Revenue Budget as at 31st December 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	5,740	4,287	4,270	17	4,270
Premises	553	113	97	16	110
Supplies & Services	967	724	546	178	566
Telephone System Costs	76	57	124	(67)	124
Insurance	1,954	1,838	1,908	(70)	1,908
Transport	103	77	71	6	71
Charitable Relief	103	0	0	0	0
Concessionary Travel	1,975	1,202	1,202	0	1,214
Asset Charges	272	0	0	0	0
Council Tax Benefits	9,430	9,430	9,529	(99)	9,529
Support Services	3,467	0	0	0	0
Non HRA Rebates	168	126	30	96	30
Total Expenditure	24,808	17,854	17,777	77	17,822
<u>Income</u>					
Sales	-12	-9	-45	36	-45
Halton Housing Trust	-19	-11	-48	37	-48
Fees & Charges	-2	-2	-20	18	-20
Support Service Recharges	-5,228	0	0	0	0
SLA to Schools	-46	-35	-33	(2)	-33
Telephone Recharges	-338	0	0	0	0
Insurance Recharges	-2,437	-640	-640	0	-640
NNDR Administration Grant	-169	0	0	0	0
Hsg Ben Administration Grant	-1,479	-1,109	-1,109	0	-1,109
Concessionary Travel Grant	-300	-225	-301	76	-301
Council Tax Benefits Grant	-9,251	-6,935	-7,008	73	-7,008
Liability Orders	-574	-419	-252	(167)	-252
Non HRA Rent Rebates	-168	-126	-60	(66)	-60
Total Income	-20,023	-9,511	-9,516	5	-9,516
Net Expenditure	4,785	8,343	8,261	82	8,306

Comments on the above figures:

In overall terms spending is currently below the budget to the end of the third quarter. With regards to expenditure, there are savings being made in Supplies and Services. There is also additional income being received from the Halton Housing Trust for services provided by the HDL's. It is expected that the overall total net spending will be below budget at the year end.

Local Strategic Partnership expenditure to 31st December 2008




	Annual Budget	Budget to Date	Actual to Date	Variance to Date
	£000	£000	£000	£000
Local Strategic Partnership				
Benefits Bus	150	112	51	61
Net Expenditure	150	112	51	61

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 grant is spent during the year.

Analysis of Outstanding Debts

Department/Directorate	Arrears b/f	Raised in Year			Total Debits	Receipts / Refunds in Year		Total Receipts	Manual Adjustments	Other Adjustments	Balance Outstanding
		Debits	Credit Notes	Write-Offs		Payments	Refunds				
Education	522,931	2,943,130	-72,059	-3,882	3,390,120	-3,072,701	10,824	-3,061,877	-11,229	0	317,014
Children & Young People	522,931	2,943,130	-72,059	-3,882	3,390,120	-3,072,701	10,824	-3,061,877	-11,229	0	317,014
Benefits	808,590	305,015	-20,292	-6,516	1,086,797	-126,581	3,448	-123,133	-4,318	-30	959,315
Executives	6,894	207,660	-6,946	-40	207,567	-190,367	0	-190,367	-20	0	17,181
Legal	34,123	17,845	-1,873	-3,633	46,462	-1,676	57	-1,619	-2,054	0	42,789
Resources	722,509	2,974,160	-140,637	-21,078	3,534,953	-2,488,058	8,565	-2,479,493	-119,682	-2,528	933
Corporate & Policy	1,572,115	3,504,679	-169,748	-31,267	4,875,779	-2,806,682	12,071	-2,794,611	-126,074	-2,558	1,952
Environment	431,177	1,875,047	-76,820	-11,708	2,217,697	-1,724,678	1,859	-1,722,819	-17,710	-318	476
Neighbourhood Services	320,647	2,813,693	-133,537	-7,457	2,993,346	-2,421,440	7,634	-2,413,805	-4,363	-239	574
Regeneration	-50,000	5,059	0	0	-44,942	-4,059	0	-4,059	50,000	0	1
Environment	701,824	4,693,798	-210,357	-19,165	5,166,101	-4,150,176	9,493	-4,140,683	27,927	-557	1,052
Culture & Leisure	195,692	1,526,621	-103,038	-533	1,618,743	-1,503,889	55	-1,503,833	-263	0	114,647
Social Care & Housing	336,986	4,425,034	-8,196	-3,426	4,750,398	-4,217,425	1,520	-4,215,905	-565	-5	533,923
Social Services	825,460	2,949,942	-221,868	-9,708	3,543,825	-2,562,480	24,648	-2,537,833	-25,407	-1,450	979,136
Health & Community	1,358,139	8,901,597	-333,103	-13,667	9,912,966	-8,283,794	26,223	-8,257,571	-26,235	-1,455	1,627,706
Suspense	-15,752	0	0	0	-15,752	-68,343	0	-68,343	92,363	4,095	12,364
Grand Total	4,139,256	20,043,205	-785,267	-67,981	23,329,213	-18,381,695	58,610	-18,323,085	-43,247	-474	4,962,407

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> is <u>on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</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>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.</p>	<p>Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.</p>

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy

SERVICE: Financial Services

PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This Monitoring Report covers the third quarter period up to 31st 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

There continues to be a downturn within global financial markets and the UK economy has now moved into recession. The action taken by the Government has injected stability into the banking system, but has not yet provided the necessary stimulus for the UK economy as a whole. The Council will continue to act prudently so as to minimise financial risk during this uncertain period.

The Bank of England Base Rate has been reduced markedly by the Monetary Policy Committee, from 5.0% in September 2008 to 1.5% on 8th January 2009. This is the lowest rate since the Bank of England was founded in 1694.

Inflation, as defined by the Consumer Prices Index (CPI), has reduced from 5.2% in September 2008 to 3.1% in December 2008. It is expected to continue to fall over coming months, particularly due to reductions in oil prices and with the slowdown in consumer spending.

The impact of interest rates changes and inflation upon the Council's costs have been considered as part of the Medium Term Financial Strategy 2009/12 (MTFS) which was reported to Executive Board on 20th November 2008, setting out the expected funding gap of about £6m in each year of the three year period and the key assumptions upon which this was based. The Council's 2009/10 base budget has been prepared within the framework of the MTFS and draft budget proposals are currently being consulted upon, for recommendation to Full Council on 4th March 2009.

On 24th November 2008 the Chancellor presented his Pre-Budget Report which included the following measures designed to stimulate the UK economy;

- a reduction in the standard rate of VAT to 15% until 31st December 2009
- bringing forward £3bn of capital spending from 2010-11 to 2008-09 and 2009-10 across areas including schools, social housing and energy efficiency
- a £5bn increase in the public sector efficiency target making a total of £35bn to be achieved by 2010-11
- an increase of 0.5% in the employee and employers national insurance rates from April 2011

The provisional Local Government Finance Settlement was announced on 26th November 2008, which provided the Council with a 2.8% increase in Formula Grant. This is in line with the indicative figures provided in last year's Settlement and therefore is in line with the MTFS, but still provides the Council with a very challenging Settlement.

The Audit Commission announced the results of the 2007 CPA Use of Resources assessment in December 2008. Halton was again assessed as performing well and consistently above minimum requirements (an overall score of 3 out of 4). An action plan has been prepared and is being used to ensure continued improvement and in anticipation of a further toughening of the assessment process for 2009 with the introduction of the Comprehensive Area Assessment.

Potential "efficiency themes" identified by the Council's efficiency partner KPMG, were presented to Members on 22nd October 2008. Work is now underway to develop a detailed delivery strategy in respect of these themes.

The Government has issued new requirements for the inclusion of efficiency information within Council Tax leaflets from 2009/10.

3.0 EMERGING ISSUES

The final Local Government Finance Settlement is due to be announced in late January 2009, but is not expected to differ significantly from the provisional Settlement.

The global credit crunch is having a significant impact upon the Council's ability to finance its capital programme, due to the reduction in availability and amount of capital receipts. It is also having an impact upon the revenue budget due to the reduction in investment income, although some investments have been fixed which will mitigate losses in the short term.

Work continues to support the financial aspects of the Mersey Gateway development, the partnership with Merseyside Waste Disposal Authority for the procurement of waste treatment and disposal facilities, equal pay claims, and Building Schools for the Future.

Planning will begin shortly for the preparation of the Council's 2008/09 year-end accounts. In addition, work is underway to identify the implications of major accounting changes required during 2009/10 with the public sector's adoption of International Financial Reporting Standards (IFRS).

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES

Total	2		2		0		0
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Both of the key objectives for the service have progressed as planned and additional details are provided within Appendix 1.

5.0 PROGRESS AGAINST OTHER OBJECTIVES / MILESTONES




Total	4		4		0		0
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All of the remaining objectives for the service are progressing as planned and none require reporting by exception at this time.

6.0 SERVICE REVIEW


Following the CPA Use of Resources assessment, an action plan has been developed which is being used as the basis for ensuring continued improvement across the Department and in anticipation of a further toughening of the assessment process for 2009 with the introduction of the Comprehensive Area Assessment.

7.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	3		3		0		0
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All three of the key performance indicators for the Department are on track to be achieved and details are provided within Appendix 2.

7.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	6		6		0		0
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The remaining six performance indicators for the Department are on track to be achieved and none require reporting by exception at this time.



8.0 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.




9.0 APPENDICES

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

Progress against objectives / milestones

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
FS O1	Set the Revenue Budget, Capital Programme and recommend Council Tax	Report Medium Term Financial Strategy to Executive Board November 2008 . Report to Council in March 2009		The MTFS was reported to Executive Board on 20 th November 2008. On track to report to Council on 4 th March 2009.
FS O2	To effect financial prudence by assisting managers to control their budgets by monitoring spending and providing timely and accurate financial reports	Provide monthly financial reports to budget holders within 8 days of month end (CA – Chief Accountant). Provide quarterly financial monitoring reports to Operational Directors for inclusion in Performance Monitoring Reports (GA – Group Accountant). Provide quarterly monitoring reports on the overall budget to Executive Board Sub Committee. (CA)		Reports issued on schedule to date Quarter 2 reports were provided on schedule to Operational Directors. Quarter 2 was reported to Executive Board Sub Committee on 6 th November 2008, showing that expenditure to date was below the revenue budget profile.

Progress against key performance indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
FSLI 1	Receive an unqualified audit opinion on the accounts.	Yes	Yes	Yes		The Audit Commission reported the findings of their audit of the 2007/08 final accounts to the Business Efficiency Board on 25 September 2008.
Cost & Efficiency						
NI 179	Value of (organisational) cashable efficiency gains.	New PI from 2008	TBA	See commentary		The value of forecast efficiency gains for 2008/9 is £2.6M. Performance against this target is due to be reported in July 2009.
Quality						
FSLI 6	Undertake the external assessment for 75% of the Council's schools undergoing the Financial Management Standard in Schools (FMSiS) accreditation process.	N/A	75 %	100%		All schools undergoing the assessment this year have confirmed that they will be using Internal Audit Division to carry out the accreditation process.




FINANCIAL SERVICES**Revenue Budget as at 31st December 2008**

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Expenditure					
Employees	1,503	1,126	1,054	72	1,058
Premises	99	0	0	0	0
Supplies & Services	98	40	30	10	31
Transport	47	36	34	2	34
Support Services	249	0	0	0	0
Total Expenditure	1,996	1,202	1,118	84	1,123
Income					
Schools SLA	-143	-119	-127	8	-127
Support Service	-1,836	0	0	0	0
Recharges					
Other Income	0	0	-1	1	-1
Total Income	-1,979	-119	-128	9	-128
Net Expenditure	17	1,083	990	93	995

Comments on the above figures:

In overall terms spending is below the budget profile at the end of quarter 3. This is mainly due to a number of vacant staff posts within the Internal Audit Division, some of which have now been recruited to. However, net expenditure will still be below the overall Departmental budget at the end of the year.

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 is on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</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>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective will not be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.</p>

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy
SERVICE: I.C.T. Services
PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This Monitoring Report covers the I.C.T. Services first quarter period up to period end 31st June 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 printing issues that have previously been experienced by Members have now been rectified as a result of the installation of new citrix software. This has led to positive feedback being received concerning systems capability.

The virtualisation project and the Microsoft directory deployments over this quarter have exceed their planned status and both projects are moving forward at a pace releasing further service capability and cost savings within the Microsoft server environment as a number of new software solutions no longer required individual servers to operate and were successfully deployed within this new environment.

Following some delay in manufacture new laptop devices, built to an HBC specification, were released for test at the beginning of December. Following the completion of testing and devices being technically approved devices are expected to be released during the final quarter of the year. This will provide a proofed solution for the authority over the next 5 years.

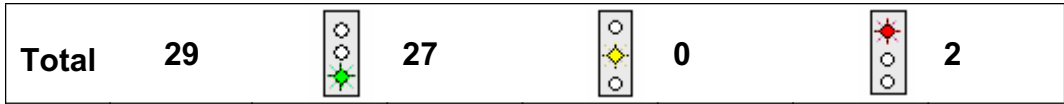
Further enhancements were made to the social care application Care 1st with the deployment plan for the version 6 planned for the 4th quarter; the revenues and benefits software updates and replacement Unix hardware were purchased at the end of December and will be ready for installation in February 09.

3.0 EMERGING ISSUES

The code of connection programme is still very much in progress with the deadline expected to be met within the timeframe allocated. A report will be taken to the corporate management team and executive board sub to define any changes to the councils existing infrastructure and the personal impact and commitment required under the new guidelines.

As the process of change is implemented all communication channels will be used utilising the intranet, the in touch magazine and the current format of departmental meetings will continue beyond the April 09 deadline as it is expected that issue 4 of the guidelines for 2009/2010 will bring with it further technical, policy compliance and regulation.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES



Progress to date on all objectives is largely on track with the exception of manufacturing delays imposed upon the PC replacement programme. Additional details are provided within Appendix 1.

4.1 PROGRESS AGAINST OTHER OBJECTIVES / MILESTONES



Progress to date on all other objectives is on track and there are no issues to be reported by exception this quarter.

5.0 SERVICE REVIEW

There are a number of changes required within the department in order for us to effectively respond to changes within the operating environment.

As a result of technical policy and documentation standards the department will seek to appoint a Security Officer during February 2009.

In order to comply with current and future regulation a small team will be established to deal with both organisational and Directorate specific guidelines in relation to the use of technology. This will be vital for the authority to satisfy external scrutiny over the coming years as technology becomes fully embedded within our day to day business activity.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS



One of the Key Performance Indicators for the service is slightly below targeted level at this quarter. Additional details are provided within Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS



Two of the remaining performance indicators for the service have failed to achieve their target due to the level of end of year demand for ICT services across the authority and by the manufacturing delays imposed by HP for new desktop devices. Additional details concerning progress for both of these indicators are included within Appendix 2.









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 ‘key’ service objectives
 Appendix 2 – Progress against performance indicators
 Appendix 3 – Financial Statement
 Appendix 4 - Application of Traffic Light Symbols

Progress against Key objectives / milestones







Service Plan Ref.	Objective	Key Milestone	Progress Quarter 2	Commentary
ICT O1	Constantly evaluate and improve the usability, resilience, control and flexibility of the Council's Data Communications Network Infrastructure	PC Replacement 95,98,NT. June 2008		Completed as planned
		Implement Clientless VPN PC June 2008		As above
		VM Ware Phase 2 March 2009		As above
		New Citrix Farm March 2009		As above
		Schools Internet May 2008		As above
		Active Directory Phase 1 June 2008		Completed as planned
		3 Node Corporate Internet July 2008		Completed as planned
		Quality of Service Provision June 2008		Project on hold due to competing priorities.

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 2	Commentary
ICT O1 cont'd	Constantly evaluate and improve the usability, resilience, control and flexibility of the Council's Data Communications Network Infrastructure	<p>End of life PC replacement programme March 2009</p> <p>SAN and NAS replacement Sept 2008</p>	 	<p>Project underway, all non windows devices and devices under Win2K standard have been removed and all devices now locked down, with the new replacement programme starting Nov 2008.</p> <p>Completed as planned</p>
ICT O2	Satisfy the business needs of the Council's Corporate and Directorate requirement by providing a scaleable and robust hardware infrastructure	<p>Complete exchange server upgrades (e-mail facility) June 2008.</p> <p>Introduce data encryption to all laptop and tablet devices June 2008</p> <p>Complete annual technology replacement programme (Elected Members) May 2008.</p> <p>Complete annual PC / laptop replacement programme (377 devices) March 2009</p> <p>Complete planned upgrades to CITRIX software systems March 2009</p>	    	<p>As above</p> <p>Completed within target date, to be rolled out with new device strategy.</p> <p>Completed within target date, changes due to CoCo compliance will impact upon this project due to new requirements.</p> <p>Underway and the 1st of the new HP devices will be ready for delivery late Nov 2008.</p> <p>Phase 1 complete as all member devices now work through the latest version of citrix.</p>




APPENDIX ONE – PROGRESS AGAINST KEY OBJECTIVES/ MILESTONES (ICT Services)

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 2	Commentary
ICT O3	Satisfy the business needs of the Council's Corporate and Directorate requirement by providing a scaleable and robust software platform	Implement Corporate web reporting tools September 2008		Completed within target date
		Complete provision of intranet services to all secondary and primary schools June 2008		Completed within target date
		Implementation of corporate spyware for servers and PC's September 2008		In place and ready to rollout but held awaiting confirmation of the CoCo requirement set.
		Complete planned operating system upgrades Phase 2 March 2009		Tests are in place with XP Service pack 3 – standard build portfolio completed – Vista tests underway.
		Share point evaluation and trial December 2008		Project underway with test system complete, and test environment under development.
		CSD back office rollout Phase 1 December 2008		Completed within target date
		Planning services links to CSD June 2008		as above
		CMS rebuild September 2008		Capital Bid for April 09 under review.



APPENDIX ONE – PROGRESS AGAINST KEY OBJECTIVES/ MILESTONES (ICT Services)

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 2	Commentary
ICT O4	The implementation of a range of new corporate wide facilities including Web services, records & document management, business process workflow, corporate desktop portal.	Implementation of document imaging supporting adoption records Phase 1 December 2008		Completed within target date
		Planning and Building Control document imaging October 2008		As above
		Pilot workflow, internal ICT processes November 2008		As above
		EDT Delivery through HDL Phase 2 - in partnership between H & C, CYP and St Helen's MBC September 2008		Completed within target set, for the HBC aspect of the delivery – St Helens awaiting technology upgrade to comply.
		Staff Harassment system- corporate wide system meeting legislative requirements April 2008		Completed within target date
		Mayrise Highways and Streetworks integration into HDL September 2008		AS above

Progress against 'Key Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
ITCLI 1	Average availability of the Council's operational servers (%).	99.82	99	99.12		On target
ITCLI 2	Average availability of the Councils WAN infrastructure (%).	99.62	99	99.76		On Target
Service Delivery						
ITCLI 6	Member Support: % of calls responded to within 1 working day.	100	95	94		June – Octobers printing issues caused the drop but with the Nov/December figures now back at 100%, with the new version of Citrix. Members have noted the improvement in service.

Progress against 'other' Performance Indicators

Service Delivery						
ITCL1 8	Average working days from order to completion of a new PC	20.9	10	22		Within both the laptop and PC targets, delays have been due to stock levels and unavoidable delays with new contracts currently under development.
ITCL1 9	Average working days from delivery to completion of a new PC	13.6	5	9		This is expected to roll over into the fourth quarter as the authority will be in the early stages of a new contractual arrangement. Also with the start of the Code of Connection lock down process this will impact upon installations as technical teams will have to focus upon priority areas for compliance.

ICT SERVICES – Financial Statement

Revenue Budget as at 31st December 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<u>Expenditure</u>					
Employees	2,463	1,862	1,858	4	2,539
Premises	192	10	10	0	13
Supplies & Services	157	118	118	0	118
Computer Repairs & Software	403	330	382	(52)	382
Communications Costs	115	86	50	36	50
Transport	49	37	38	(1)	38
Asset Charges	946	0	0	0	0
Support Services	165	0	0	0	0
Total Expenditure	4,490	2,443	2,456	(13)	3,140
<u>Income</u>					
Support Service Recharges	-4,384	0	0	0	0
SLA to Schools	-189	-142	-180	38	-180
Total Income	-4,573	-142	-180	38	-180
Net Expenditure	-83	2,301	2,276	25	2,960

Comments on the above figures

In overall terms spending is currently below the budget to the end of the third quarter. With regards to expenditure, employees costs are lower than budget but there are increased costs of agency staff because of difficulties in recruiting and retaining staff. It is expected that the overall total net spending will be below budget by the year end.

Capital Projects as at 31st December 2008




Capital Expenditure	2008/09 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	£000	£000	£000	£000
IT Rolling Programme	2,323	1,937	1,357	966
Net Expenditure	2,323	1,937	1,357	966

Comments on the above figures.

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

Explanation of the use of 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 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>Amber</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>Red</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.

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate & Policy

SERVICE: Legal and Member Services, Organisational Development & Human Resources

PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This Monitoring Report covers the Legal and Member Services and Organisational Development & Human Resources third quarter period up to period end 31st 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 5.

2.0 KEY DEVELOPMENTS

Formal job evaluation appeals are well underway and the team is functioning very effectively.

Relevant Council consents have now been given to the Mersey Gateway Project.

Work continues to be carried out on the Council's governance arrangements.



3.0 EMERGING ISSUES

Job Evaluation appeals will continue well into the next municipal year. Extensive support continues to be given to the Mersey Gateway Project in the lead up to the public inquiry, which is expected early in the next municipal year.

The Department's application for re - accreditation to the Lexcel & ISO standards will be determined in January.

Support continues to be given to Building Schools for the Future.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES

Total	7		6		0		1
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As reported previously, the majority of objectives are progressing as planned, although the job evaluation appeals will take longer due to the volume. More details are contained in Appendix 1.

5.0 SERVICE REVIEW

There are no issues regarding service review to be reported for this quarter.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	9		4		5		0
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Of the key performance indicators for the service those relating to sickness absence and BME/ Disabled staff and ill health retirements may not achieve annual target. Additional details for all key indicators are provided within Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	7		3		4		0
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Four of the remaining seven indicators for the service remain slightly below target and are being reported by exception for this period. Further details for these indicators are provided in Appendix 3.






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 Key Objectives/ Milestones
Appendix 2 - Progress against Key Performance Indicators
Appendix 3 - Progress against Other Performance Indicators
Appendix 4 – Financial Statement
Appendix 5 - Explanation of Traffic Light Symbols





Progress against service objectives

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
LOD O1	To provide a high quality legal service to the Council and its departments to ensure that the Council is able to deliver its services effectively.	Secure renewal of Lexcel & ISO Accreditation January 2009		The outcome of the application for renewal of accreditation will be reported at year-end.
LOD O2	To ensure that decision makers are supported through the provision of timely and accurate advice and information and are kept informed of changing legislation and responsibilities.	Review Constitution May 2008		Reviewed as planned.
LOD O3	To provide efficient and effective Democratic Support Services that provides Elected Members, as key decision makers, with the necessary information, support and training opportunities to fulfil their individual potential and management and governance role effectively.	To ensure that all members have been given the opportunity of a having a MAP meeting		MAP (Member Action Plan) meetings continue to take place as planned.
		To induct all new members – by October 2008		Induction completed on 7 th May 2008.
LOD O4	To ensure the Council's strategic approach to the management of Human Resources is reviewed and is consistent with best practice and reflects a modern, excellent authority.	Implement Priority Actions identified within the new HR Strategy March 2009		As previously reported, as a result of emerging issues, and to ensure synergy and consistency with best practice, the HR Strategy will now become an integral part of the People Strategy that is currently being developed.

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
LOD O5	To ensure that the Council rewards staff in accordance with legislation through a modern pay and grading system.	Implement the outcomes of the completed Pay and Grading Review and undertake any appeal hearings that may arise March 2009		The appeals process is being progressed although the volume of appellants will mean that the process will not be concluded until later in the calendar year.
LOD O6	To ensure that the Council has a modern and effective Human Resource management IT system to improve the relevance, availability and use of HR information.	Implement the remaining modules of the Trent IT system. March 2009		Implementation continues to progress on a phased basis.


Key Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
<u>LOD 2</u>	No. Of Members with Personal Development Plans (56 Total)	51	52 (92%)	52		Performance remains on target
<u>LOD 4</u> (BVPI 11)	The percentage of top 5% of earners that are: -					
	Women	46.86	45.00	44.65		Performance remains on track for annual target to be achieved.
	From black and ethnic minority communities	1.84	2.00	0.83		Current 'performance' is slightly behind target level. However as in the case with other staff related indicators small changes in numbers can result in significant variation in figures.
	With a disability	3.05	3.30	3.01		Annual target remains achievable but may be affected by staff turnover within quarter 4.
<u>LOD 5</u> (BVPI 12)	The number of working days / shifts lost due to sickness (Corporate)	12.58	11.25	10.07		Although current level of performance falls within targeted level further analysis of absence patterns is being undertaken across the organisation in order to inform actions to reduce sickness absence.

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health Cont'd						
<u>LOD 6</u> (BVPI 14)	Early retirements (excluding ill-health) as a percentage of the total workforce.	0.08	0.14	0.03		Performance is on target
<u>LOD 7</u> (BVPI 15)	% Of employees retiring on grounds of ill-health as a percentage of total workforce	0.15	0.12	0.18		Each of these indicators are slightly below annual target at Quarter 3. However relatively small changes in numbers can have a significant impact upon the position at year end.
<u>LOD 8</u> (BVPI 16a)	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.41	1.50	1.24		
<u>LOD 10</u> (BVPI 17a)	Minority Ethnic community staff as % of total workforce.	0.83	1.00	0.65		

Other Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
Fair Access						
LOD 12	Members of Public attending Council Meetings (Council, PPBs, Exec Board, Exec Board Sub, Area Forums)	686	600	381		Figures are being kept under review, but in the case of these indicators it should be remembered that levels of attendance and engagement are heavily influence by subject matter under discussion. Also it should be remembered that formal meetings are complemented by other activities to support public access and engagement.
LOD 13	No. Of Questions asked by Members of the Public at Council Meetings (Council, PPBs, Exec Board, Exec Board Sub, Area Forums)	138	150	66		
Service Delivery cont'd						
LOD 15	Average time taken to complete Conveyancing Transactions	321	350	345.88		The mix of caseload (leasing, buying and selling land) includes a thankfully small element of recalcitrant cases where delays are caused by arguments between Solicitors over wording of documents, loose ends from negotiations having to be tied up or adventitious factors over which the Council has no direct control. When these cases are concluded the full delay adversely affects the overall performance figures.

Ref	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
LOD 16	Average time taken to complete Child Care Cases (calendar days)	222	275	282		Figure influenced by other outside services.

LEGAL, ORGANISATIONAL DEVELOPMENT AND HUMAN RESOURCES**Revenue Budget as at 31st December 2008**




	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	3,126	2,378	2,408	(30)	2,476
Members Expenses	747	565	576	(11)	576
Premises	676	191	201	(10)	259
Supplies & Services	685	504	504	0	685
Training Costs	236	177	105	72	143
Civic Catering & Functions	82	61	13	48	15
Legal Expenses	92	69	178	(109)	178
Transport	55	42	48	(6)	49
Asset Charges	10	0	0	0	0
Support Services	1,346	0	0	0	0
Total Expenditure	7,055	3,987	4,033	(46)	4,381
<u>Income</u>					
Land Charges	-287	-234	-234	0	-234
Printing Recharges	-303	-202	-169	(33)	-169
SLA to Schools	-221	-165	-192	27	-192
Licence Income	-210	-157	-159	2	-159
Other Income	-34	-25	-22	(3)	-22
Support Service Recharges	-3,794	0	0	0	0
Total Income	-4,849	-783	-776	(7)	-776
Net Expenditure	2,206	3,204	3,257	(53)	3,605

Comments on the above figures:

In overall terms spending appears to be slightly above budget at the end of the third quarter. With regards to expenditure Legal Expenses are higher than expected due to a number of large and complex cases requiring the need for outside consultants. This is partly offset by savings in Training and Civic Catering but it is expected there will be a slight overspend above the departmental budget by the year end.

Application of 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 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>Amber</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>Red</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.

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy
SERVICE: Property Services
PERIOD: Quarter 3 to period end 31st December 2008

1.0 INTRODUCTION

This Monitoring Report covers the Property Services third quarter period up to period-end 31st 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 5.

2.0 KEY DEVELOPMENTS

Two new permanent and one temporary member of staff have started to assist with the Estates workload at the expense of Agency and Consultants.

The Asset Transfer Policy has now been completed and is being presented to the Corporate Services Policy and Performance Board at its

3.0 EMERGING ISSUES

The number of occupants either going into liquidation or having difficulty meeting rental payments is dramatically increasing leading to both loss of income and increased workload of the Estates section. Further Properties are being taken on in connection with Mersey Gateway and Castlefields leading to further increased workload on Property Services.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	6		6		0		0
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All service objectives and milestones are progressing as planned and additional details are provided within Appendix 1.

5.0 SERVICE REVIEW



Following a minor reorganisation of the operational team earlier in the year some difficulty has been experienced in recruiting to a vacant post. Further consideration is being given as to how this situation can best be addresses to ensure continued deliver of service.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	3		1		1		1
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In relation to key performance indicators the economic downturn is impacting upon occupancy rates at both Widnes (77%) and Runcorn (50%) markets. Additional details are provided within Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	7		4		3		0
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Of the 'other' indicators for the service there are three, two relating to rental income and one to project performance, that are being reported by exception this period. Additional details are provided within Appendix 3.







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 Service Objectives/ Milestones
Appendix 2 - Progress against Key Performance Indicators
Appendix 3 - Progress against Other Performance Indicators
Appendix 4 - Financial Statement
Appendix 5 - Use of traffic light symbols

Progress against objectives

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 3	Commentary
PS O1	Review of Property Assets for potential disposal	Annual review to produce disposal programme complete March 2009		A draft disposal programme has been produced with a view to it being finalised prior to March 2009
PS O2	Reduce backlog of maintenance on property portfolio (currently £3.5m)	£3.4Million		Works progressing on programme in order to reduce maintenance backlog
PS O3	Review Value of Property Assets for Councils accounts (20%)	<i>Annual Review of Value complete March 2009</i>		Progressing as planned
PS O4	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>		Works now complete and staff relocated. Three leases at Grosvenor House have now been surrendered generating significant revenue savings.
PS O5	Fulfil requirements of Asbestos Audits and Management Regulations	Confirm 100% compliance		Objective progressing as planned
PS O6	DDA Works Corporate (Non Schools) subject to funding (currently £200k per annum)	Complete 60% of Priority 2 works by March 2009		DDA Works progressing as planned

Progress against 'Key' Performance Indicators

Ref ¹	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Corporate Health						
PYSLI 3	Occupancy of Industrial Units	83	80	92		Occupancy levels have dropped slightly as a result of the current financial difficulties being faced nationally and are anticipated to drop further
PYSLI 5	Occupancy of Market (Widnes) %	86.5	90	76%		As above. Present occupancy rates are : Indoor 92%, outdoor 50% flea market 85%
PYSLI 7	Occupancy of Market (Runcorn) %	50	90	50%		Refer comment above. Given the current climate it is unlikely that 90% occupancy will be achieved by year end.

Progress against 'other' performance indicators

Ref ²	Description	Actual 2007/8	Target 08/09	Quarter 3	Progress	Commentary
Cost & Efficiency						
PYSLI 4	% Of rent collected as % of rent due (Excluding bankruptcies and the like)	92.5	95	87.5		Financial climate is having a severe affect on the units, whilst not included in the figures 3 firms have gone into liquidation in the past quarter
PYSLI 6	% Of rent collected as % of rent due	95	95	90		Some traders are struggling to keep up with payments and it is likely to get worse following Christmas period
Service Delivery						
<u>PYS LI 10</u>	Time performance on projects over £ 50 K (Contract let to practical completion within a margin of 5% - excluding Client changes)	63	90	84%		19 projects have been completed, 16 of them were 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 unexpected problems on site.

² Key Indicators are identified by an **underlined reference in bold type**.

Financial Statement

PROPERTY SERVICES

Revenue Budget as at 31st December 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	1,431	1,073	1,058	15	1,085
Repairs & Maintenance	3,307	2,618	2,649	(31)	3,307
Energy & Water Costs	799	599	513	86	729
NNDR	660	660	844	(184)	844
Rents	932	755	964	(209)	1,141
Property Recharges	1,394	0	0	0	0
Other Premises Costs	457	370	199	171	199
Supplies & Services	203	117	128	(11)	132
Surveys & Audits	646	484	364	120	364
Transport	36	27	30	(3)	30
Asset Charges	2,380	0	0	0	0
Support Services	1,276	0	0	0	0
Total Expenditure	13,521	6,703	6,749	(46)	7,831
<u>Income</u>					
Rent – Markets	-1,087	-829	-710	(119)	-710
Rent – Industrial Estates	-1,159	-869	-842	(27)	-842
Rent – Commercial	-522	-363	-357	(6)	-357
Recharges to Capital	-750	-387	-383	(4)	-383
Accommodation Recharges	-3,456	0	0	0	0
Repair & Maintenance Recharges	-3,572	0	0	0	0
Support Service Recharges	-2,079	0	0	0	0
Other Income	-3	-2	-56	54	-56
Total Income	-12,628	-2,450	-2,348	(102)	-2,348
Net Expenditure	893	4,253	4,401	(148)	5,483

Comments on the above figures:

In overall terms spending in the third quarter is currently over budget. A revaluation of the business rates relating to Catalyst House and Rutland House has resulted in an increase in NNDR costs. Delays in relocating the personnel in Grosvenor House have resulted in additional Rent costs.

In addition Runcorn Market is still not fully occupied and therefore income from stallholder rents is lower than budgeted. There has also been a reduction in income from Widnes Market and income is expected to be lower than budget.

It is expected that the overall net spending will be above budget by the year end.

PROPERTY SERVICES**Capital expenditure as at 31st December 2008**




Capital Expenditure	2008/09 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	£000	£000	£000	£000
Runcorn Town Hall Refurbishment	1,232	1,048	1,061	171
Disabled Access	300	150	81	219
Net Expenditure	1,532	1,198	1,142	390

Comments on the above figures

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

Explanation of the use of 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 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>Amber</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>Red</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.

REPORT TO: CORPORATE SERVICES POLICY AND PERFORMANCE BOARD

DATE: 24TH FEBRUARY 2009

REPORTING OFFICER: STRATEGIC DIRECTOR CORPORATE AND POLICY

SUBJECT: CORPORATE SERVICES POLICY AND PERFORMANCE BOARD WORK PROGRAMME 2009/10

WARDS: BOROUGH-WIDE

1. PURPOSE OF REPORT

- i. The report asks members to decide to on a work programme of 2-4 topics to be undertaken in the next municipal year.

2. RECOMMENDATION

- i. That the Policy and Performance Board decide on a work programme of 2-4 topics to be examined in 2009/10.

3. SUPPORTING INFORMATION

- i. Members will recall that at its last meeting, the Board resolved that Members provide the Operational Director Legal, Organisational Development and Human Resources with suggestions of possible topics for inclusion in the 2009/10 work programme, for consideration and agreement at the February meeting of the Board.
- ii. Members indicated at that meeting that they would be happy for consideration to be given to a topic examining the carbon management issue. It is suggested that the Board might wish to broaden this area, to consider extending it to encompass natural resources, including materials, water, recyclables, and renewable energy. A short presentation will be given at the meeting to assist in the consideration of this possible topic.
- iii. Members are asked to consider this and any additional ideas with a view to formulating a work programme within the next municipal year.

4. POLICY IMPLICATIONS

- i. There are no direct policy implications.

5. OTHER IMPLICATIONS

- i. There are none.

6. IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

None.

- i. Children and Young People in Halton – none.
- ii. Employment, Learning and Skills in Halton – none.
- iii. A Healthy Halton – none
- iv. A Safer Halton – none
- v. Halton's Urban Renewal – none.

7. RISK ANALYSIS

- i. No risk assessment is necessary

8. EQUALITY AND DIVERSITY ISSUES

- i. No specific issues.

9. LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

There are no background papers under meaning of the Act.

REPORT TO: Corporate Services Policy and Performance Board

DATE: 24 February 2009

REPORTING OFFICER: Strategic Director Corporate and Policy

SUBJECT: Local Area Agreement

WARD(S): Boroughwide

1.0 PURPOSE OF REPORT

To report on the progress being made to meet the Government's deadline for a refreshed 2008-11 LAA (2nd March), and to report on the findings of the Government Office Annual Review of progress to date in delivering the LAA.

2.0 RECOMMENDATION

- (1) Note progress with the refresh of the LAA; and
- (2) Note the outcome of the Annual Review of Halton's LAA

3.0 BACKGROUND

- 3.1 The annual performance review of the LAA has been undertaken by GONW. The review found that overall good progress had been made and some excellent examples of good practice were identified including attainment and achievement on Children's Services, joint work on healthy lifestyles, effectiveness and inclusivity of the Safer Halton Partnership, and the increases in the rate of VAT business registrations and stock. Key development issues facing the Halton Strategic Partnership include better promotion of healthy behaviours, NEET performance and the latest proposals for post-16 provision and attainment. The slides are attached as Annexe A.
- 3.2 The 2008-11 LAA is undergoing its first annual refresh, and a revised draft has to with GONW by the 2nd March. The focus of this review is to agree targets for those indicators for which no baseline information was available last May. This includes all those indicators measured by the Places Survey which was conducted in the autumn. Results from the Places Survey are still awaited from government. There are also a number of targets for which local baseline information was used which need to be checked in the light of new national data sets. Finally, there will be discussion about how and when the impact of

the recession should be factored in. The final draft of the revised agreement will be put to members for approval. A matrix of the LAA indicators showing the necessary work still outstanding is attached as Annexe B. It is on course to hit the deadline, although the process is rather last minute because of the wait for data to become available.

4.0 POLICY IMPLICATIONS

4.1 The Local Area Agreement acts as a delivery plan for the sustainable community strategy and as such is central to our policy framework.

5.0 OTHER IMPLICATIONS

5.1 Achievement of our Local Area Agreement targets has direct implications for our comprehensive area assessment. Further consideration of any areas of under-performance may give rise to other implications for the Council and its partners.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 This report deals directly with progress in delivering our five priorities.

7.0 RISK ANALYSIS

7.1 The key risk is failure to improve the quality of life for residents of Halton in accordance with the objectives of our community strategy. This risk can be mitigated by regular reporting of performance, and reviewing the action being taken where under-performance occurs.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 One of the guiding principles of the LAA is to reduce inequalities in Halton.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1

<i>Document:</i>	<i>Place of inspection</i>	<i>Contact officer</i>
Local Area Agreement 2008	2 nd floor Municipal Building	Rob MacKenzie Rob.mackenzie@halton.gov.uk 0151 471 7416



GOVERNMENT OFFICE
FOR THE NORTH WEST

HALTON LOCAL AREA AGREEMENT ANNUAL REVIEW

9 January 2009

AIMS OF REVIEW

- **Identifying what's working well, and areas of best practice - achievements**
- **Outlining areas of under-performance – risks to delivery**
- **What happens next – refresh**

Scope for Refresh

- **Missing data (Places Survey, deferred indicators etc) NIs 5, 7, 17, 32, 111, 115, 116, 139, 150, 154, 171, 173**
- **Indicator may be subject to change (definition/annual measures/new baselines) NIs 8, 16, 20, 30, 39, 40 53, 124, 153, 163**
- **Baselines and targets agreed. NIs 33, 56, 63, 80, 112, 117, 120, 123, 142, 175, 186, 192**

REWARD ELEMENTS

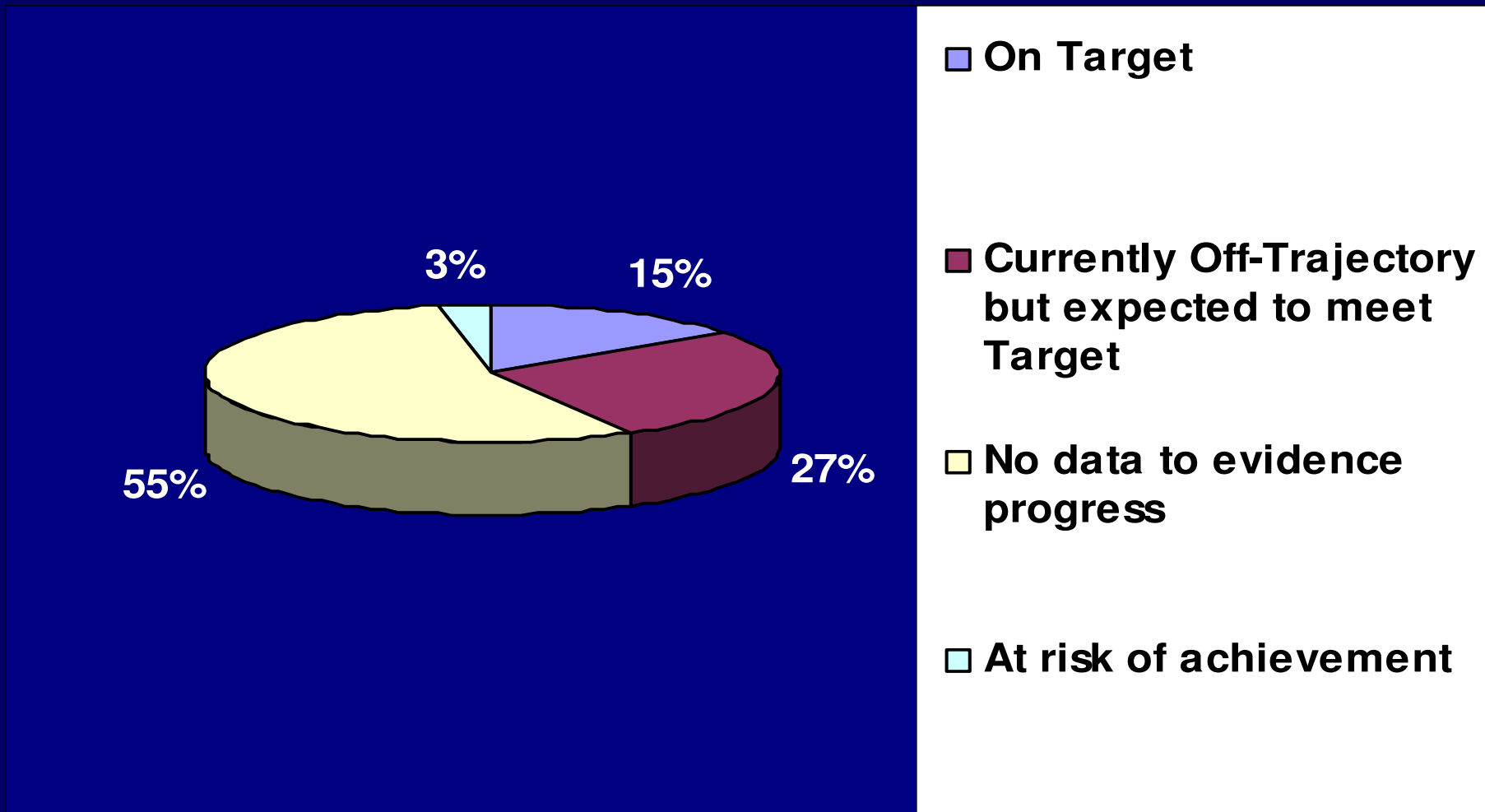
HCOP	SSC	CYP	EDE
Percentage of adults participating in sport/active recreation	Reduce level of violent crime *	Improved educational attainment at KS4 *	Increase numbers on IB moving to work
Reducing the harm caused by drugs misuse	Reduction in vehicle crime *	Improved literacy, numeracy and spoken English *	
Smoking cessation	Tackling problems of DV *	Improved participation of LAC *	
Improved care for long term conditions	Reducing vehicle arson *		



GOVERNMENT OFFICE
FOR THE NORTH WEST

OVERVIEW

PERFORMANCE OVERVIEW



WHAT'S WORKING WELL?

- **Strong commitment to partnership working**
- **Ambition of partnership**
- **Achievement and attainment on Children's Services**

WHAT'S WORKING WELL?

- **Overall governance structure**
- **Comprehensive understanding of key issues**
- **Activity – Some really good projects emerging on the ground**

DEVELOPMENT ISSUES

- **Performance against key targets – scale of challenge**
- **Streamlining reporting and risk management systems**
- **Resource Issues**



GOVERNMENT OFFICE
FOR THE NORTH WEST

HEALTHIER COMMUNITIES AND OLDER PEOPLE

WHAT'S WORKING WELL?

- **Emerging Misuse Pilot (drugs and alcohol)**
- **Methodology for cross-block monitoring LAA NI 39 alcohol related target to assess and weight impact on Domestic Violence, Anti Social Behaviour and offending**
- **Local Authority/ Health Partnership working on Healthy Lifestyles**

DEVELOPMENT ISSUES

- **Data flows, alignment and validation issues: coterminosity issue for PCT and forthcoming PCT Vital Signs refresh**
- **Life Expectancy/ All Cause Mortality: 05-07 figures indicate Halton off track for males and more significantly off track for females**
- **Key components for Life Expectancy gap include CVD, cancer and alcohol**



GOVERNMENT OFFICE
FOR THE NORTH WEST

SAFER AND STRONGER COMMUNITIES

WHAT'S WORKING WELL?

- **Effective and inclusive CDRP - overall outcomes are good compared to sub-regional/NW averages**
- **Partners working well to help reduce fear of crime, ASB, CoCo, good range of diversionary activities on offer**
- **Good performance on re-cycling rates – testing but lowest target in NW**
- **Tangible impact of responsive project to address drug and alcohol related crime**

DEVELOPMENT ISSUES

- **Performance on acquisitive crime**
- **Impact of the re-alignment of Drug Treatment Services with St Helens and Warrington**
- **Refresh of Alcohol Strategy – Action Plan delivery**
- **Perception measures – robust and consistent**



GOVERNMENT OFFICE
FOR THE NORTH WEST

CHILDREN AND YOUNG PEOPLE

WHAT'S WORKING WELL?

- **Proportion of young people achieving five or more A*-C GCSEs is now above that found in similar areas. Rate of improvement faster than the national average**
- **Consultation and engagement of children and young people**
- **Sustained high outcomes and improvement in safeguarding**

DEVELOPMENT ISSUES

- **NEET**
- **Post 16 provision and attainment**
- **FE provision**



GOVERNMENT OFFICE
FOR THE NORTH WEST

ECONOMY AND INFRASTRUCTURE

WHAT'S WORKING WELL?

- **2007 enterprise figures show promising increases in the rate of VAT business registrations and stock**
- **Some good community based projects supporting workless people**
- **Good practice on helping IB claimants back into employment and support for small employers with long term staff illness issues**

DEVELOPMENT ISSUES

- **Adult skills – slow progress on NVQ 2+ and very low figures for NVQ 3+ and 4+ - more competition for jobs and negative impact on earnings and GVA**
- **Large JSA claimant increases will impact on employment rate and NI 153 – full engagement with partners needed to respond to this**
- **Challenge to help newly unemployed whilst maintaining focus on support for longer term workless**

NEXT STEPS

- **Quality Assurance Update – 16 January 2009**
- **Finalise Negotiations – 20 February 2009**
- **Submission of Final LAA to GO North West – 2 March 2009**
- **Submission by GONW to Ministers – 9 March 2009**

PLANNING FOR REFRESH: 17 th DECEMBER 2008			
GO	NW	Area	HALTON
Targets			
Designated Target	Issue	Action to be taken	Timescale
NI 5 – Overall/general satisfaction with local area	Baseline and target setting reliant on the Place Survey data. No proxy target set.	Baseline and Targets to be agreed following publication of Places Survey	Place survey data from LA's available by 30 January and validated data available from AC by 16 February.
NI 7 – Environment for a thriving third sector	New Indicator	Data from the national survey of Third Sector organizations will be used to establish baseline and discussions on a % improvement targets will take place once results are known. Participants will receive questionnaires on 15/09/08	January 09
NI 8 - Adult participation in sport	Baseline figure to be reviewed.	If baseline figure changes – targets may change to reflect this.	January 09
NI 16 – Serious Acquisitive crime	New APACS baseline figures expected	Revised baselines to be agreed – awaiting clarification from Home Office	After Refresh 2009.
NI 17 - Perceptions of anti-social behaviour	Baseline figure to be reviewed.	If baseline figure changes – targets may change to reflect this.	January 09
NI 20 – Assault with injury crime rate	New APACS baseline figures will be available by to inform refresh discussions.	Ongoing issues re classification and recording - awaiting clarification from Home Office	Unlikely to be resolved before Refresh (First year audited figures available July 2009)
NI 30 – Re-offending rate of prolific and priority offenders	Target set on an annual basis, based on PPO cohort recorded on J Track.	Numerical targets for two years to be agreed with GOs	From October 2008
NI 32 – repeat	Indicator	HO Currently	February 2009

incidents of domestic violence	deferred until 2009. LA included local targets in interim. Final targets to be agreed at refresh in line with TNB.	working to establish baselines	
NI 33 - Arson incidents	Nothing Raised	Baseline and targets agreed.	-
NI 39 - Alcohol-harm related hospital admission rates – Rate per 100 000 admissions	PCT has questioned the definition. Awaiting confirmation from DOH	TNB still to be finalized.	After Refresh 2009??
NI 40 - Drug users in effective treatment	PCT has questioned the definition. Awaiting confirmation from DOH	TNB still to be finalized.	After Refresh 2009??
NI 53 - Prevalence of breastfeeding at 6-8 weeks from birth	Definition is changing.	New targets to be based on quarter 2 data and the new definition.	February 2009
NI 56 – Obesity among primary school age children in Year 6	Nothing Raised	Baseline and targets agreed.	-
NI 63 - Stability of placements of looked after children	Nothing Raised	Baseline and targets agreed.	-
NI 80 - Achievement of a Level 3 qualification by the age of 19	Nothing Raised	Baseline and targets agreed.	-
NI 111 – First-time entrants to the Youth Justice System	Indicator deferred until 2009. LA included local targets in interim. Final targets to be agreed at refresh in line with TNB.	Baselines to be available Mid-end Oct 08. Targets to be agreed with GO	November 2008
NI 112 – Under 18 conception rate	Third year target to be considered at Refresh.	Meeting arranged with Halton CYP leads for 25 th September to discuss the final year target for this	

		indicator	
NI 115 – Substance misuse by young people	Indicator deferred until 2009. LA keeping as place holder. Baseline data available in Autumn 2008 via the Tellus3 survey.	Targets to be agreed with GO	January/February 2009
NI 116 - Proportion of children in poverty	DWP still to finalise TNB – can't currently be moved forward.		
NI 117 - 16-18 year old not in education, training or employment	WNF Reward Element	Targets to be reviewed in light of the economic downturn.	January 09
NI 120 – All-age all cause mortality	Nothing Raised	Baseline and targets agreed.	-
NI 123 - 16+ current smoking rate prevalence	Nothing Raised	Baseline and targets agreed.	-
NI 124 – People with long-term condition supported to be independent and in control of their condition	Indicator deferred until 2009. LA included local targets in interim. Final targets to be agreed during refresh in line with TNB	Baseline data now available. Targets to be agreed with GO	End October 2008
NI 139 – People over 65 who say that they receive the information, assistance and support needed to exercise choice and control to live independently	This is a new measure. Target setting dependent on the Place Survey.	Baseline and Targets to be agreed following publication of Places Survey	Place survey data from LA's available by 30 January and validated data available from AC by 16 February.
NI 142 - Number of vulnerable people supported to maintain independent living	Nothing Raised	Baseline and targets agreed.	-
NI 150 – Adults in contact with secondary mental health services in employment	Deferred until 2009	Baseline data will be 1 st quarter 2008.	Available November 2008 for completion by Feb 08.
NI 153 - Working age people claiming out of work benefits in	WNF Reward Element	Targets to be reviewed in light of the economic	January 09

the worst performing neighbourhoods		downturn.	
NI 154 – Net additional homes provided	Indicator to be re-visited in light of Housing Growth Point decision.	Propose that discussion of this NI is deferred until later in 2009 and after Refresh when we will be better able to judge full impact of current market conditions	2009 – Post Refresh
NI 163 - Working age population qualified to at least Level 2 or higher	WNF Reward Element	Targets to be reviewed in light of the economic downturn.	January 09
NI 171 – VAT Registration rate	Indicator deferred until 2009.	Awaiting further advice from DWP. TNB to be finalised	
NI 173 - People falling out of work and on to incapacity benefits	Indicator deferred until 2009.	Awaiting further advice from DWP. TNB to be finalised	
NI 175 - Access to services and facilities by public transport walking and cycling	Nothing Raised	Baseline and targets agreed.	-
NI 186 - Per capita CO2 emissions in LA area	The LA have indicated that they would like to replace NI 186 with NI 185 (CO2 reductions from Local Authority operations).	Further discussions with Halton will take place during Refresh.	
NI 192 - Household waste recycled and composted	Nothing Raised	Baseline and targets agreed.	-