

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy

SERVICE: Property Services

PERIOD: Quarter 4 to period end 31st March 2010

1.0 INTRODUCTION

This monitoring report covers the Property Services fourth quarter period up to period end 31st March 2010. It describes key developments and progress against key objectives and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2009 / 10 financial statements for the Department will be prepared and made available via the Council's Intranet once the Council's year-end accounts have been finalised. A notice will be provided within the Members' Weekly Bulletin as soon as they are available.

The way in which the Red, Amber and Green, (RAG), symbols have been used to reflect progress is explained within Appendix 4

2.0 KEY DEVELOPMENTS

We currently have 2 vacant posts, one within the operational team and one within the market team, it has been decided however not to fill these posts at present as the structure of the department is currently being reviewed.

3.0 EMERGING ISSUES

The current financial climate continues to have an effect on the rental income of our investment portfolio which is evidenced by the occupancy levels for both the markets and industrial units being below target levels.

The continued advance purchase of land associated with the New Mersey Gateway Crossing will have a significant impact once this gathers pace putting increased pressure on Property Services in respect of both the acquisitions and the management of the property.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES




Total	7		7		0		0
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All key objectives have been achieved.

5.0 SERVICE REVIEW




Work is now being undertaken through soft market testing to determine the most efficient and economic means by which the functional area of property services can be undertaken. It is expected that a report will be submitted to Executive Board during summer 2010.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	6		3		0		0
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Three of the key performance indicators are associated with occupancy levels of both the markets together with the industrial units. The current financial climate has had an impact on these as such final occupancy levels are just below target figures, a green light has been given however. The other three indicators in this section are NI's 185, 186 & 194, which are associated with CO2 emissions, year end figures will not be available until June so at this stage it is too early to determine whether we are on target to reduce consumption figures or not.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	7		4		0		3
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Three of these indicators are associated with energy consumption where it is too early at this stage to determine if we are on target to reduce our consumption figures or not as the year end figures will not be available until June. Where performance can be reported a small number of measures have marginally missed the annual target and additional information is provided within Appendix 3.

7.0 RISK CONTROL MEASURES

During the production of the 2009-10 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

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

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2009 – 2010






9.0 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.

10.0 APPENDICES



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

Progress against key objectives/milestones

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 4	Commentary
PS 01	Ascertain the full cost of holding surplus properties and to identify possible sales	Identify, seek Member approval and commence sales December 2009		The list has now increased to include smaller parcels of land) and further work is being carried out prior to approval being sought
PS 02	Develop and Implement Strategic Asset Management	Together with service departments complete a review of suitability and sufficiency surveys and analysis for both corporate and service delivery buildings. Conduct cost and value and value analysis December 2009		Surveys completed and examined, work being undertaken on needs arising from surveys, consideration is also being taken account of recent accommodation moves
PS 03	Reduce Backlog of maintenance on property portfolio (currently £3.4 m)	£3.3 million March 2010		All maintenance monies spent by 31 st March, full review of maintenance backlog to be carried out next year as updated condition surveys currently being carried out
PS 04	Consider and implement phase 2 of the currently approved accommodation strategy to include Catalyst, Midwood and Grosvenor House, using 8 square meters per person as a basis	Identify accommodation requirements and select preferred option, commence next stage. October 2009		Phase 2 underway on 1 st floor of Municipal Building due for completion Early 2011. Further moves have taken place including use of Kingsway House.
PS 05	Using Performance Indicators ascertain and improve VfM for the Corporate and Service delivery buildings.	Identify costs and uses for each property holding or group of holdings		VFM indicators submitted to Government with results published. Local group set up (Warrington & St Helens) to examine results and see what actions we need to undertake

APPENDIX ONE – PROGRESS AGAINST OBJECTIVES/ MILESTONES (Property Services)






Progress against key objectives/milestones

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 4	Commentary
PS 06	Fulfil requirements of Asbestos Audits and Management Regulations	Confirm 100% compliance March 2010		Asbestos site surveys completed.
PS 07	DDA Works Corporate (Non Schools) subject to funding (currently £200k per annum)	Complete 90% of Priority 2 works by March 2010		Completed, review to be carried out next year to prioritise remaining works.


Progress against 'Key' Performance Indicators

Ref ¹	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
Corporate Health						
<u>PYSLI 3</u>	Occupancy of Industrial Units	89	80	78		Economy still difficult but some signs of recovery
<u>PYSLI 5</u>	Occupancy of Market (Widnes) %	76	85	77		Internal Market 98% external 48%. Trading still difficult but stabilising
<u>PYSLI 7</u>	Occupancy of Market (Runcorn) %	50	60	61		Internal Market 45% street Market 77% Street Market successful but not bringing further traders to indoor Market
<u>NI 185</u>	CO ² Reduction from LA operations	New PI for 08-9	New PI	n/a	n/a	Baseline figure for 08/09 now produced and submitted to Defra. Year end figures for 09/10 will not be available until June therefore it is too early to determine whether we are on course for a percentage reduction.
<u>NI 186</u>	Per capita reduction in CO ² emissions in the local authority area	8.9 tonnes (2007)	7.52% reduction	n/a	n/a	Commentary to be done by Debbie Houghton, Figures not yet available for 09/10
<u>NI 194</u>	Air quality - % reduction in NO _x and primary pm10 emissions through local authority estate and operations	New PI for 08/09	New PI for 08/09	n/a	n/a	Baseline figure for 08/09 now produced and submitted to Defra. Year end figures for 09/10 will not be available until June therefore it is too early to determine whether we are on course for a percentage reduction.

Progress against 'Other' Performance Indicators


Ref ²	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
Corporate Health						
PYSLI 1	% Of undisputed invoices paid within 30 days	100	100	100		
Cost & Efficiency						
PYSLI 2	% Cost Performance on projects over £50k (Contract Let to Practical Completion within 5% of the allotted cost – excluding Client changes)	90	90	77		All projects completed on budget or under budget, 3 projected actually completed more than 5% under budget therefore outside of parameter
PYSLI 4	% Of rent collected as % of rent due (Excluding bankruptcies and the like) (Industrial units)	87	95	89		Industrial collection still difficult but stabilising.
PYSLI 6	% Of rent collected as % of rent due - Widnes market	94	95	96		Target marginally exceeded.
PYSLI 8	% Of rent collected as % of rent due - Runcorn market	88	95	92		Continuing economic and trading difficulties have resulted in target being marginally missed

Progress against 'Other' Performance Indicators

Ref	Description	Actual 2008/9	Target 09/10	Quarter 4	Progress	Commentary
Energy Usage						
PYSLI 9	Electrical consumption in KWh/m2	-	New PI for 09/10	N/A	N/A	Baseline figure for 08/09 now produced, figures for 09/10 only available at year end. Year end figures for 09/10 will not be available until June therefore it is too early to determine whether we are on course for a percentage reduction.
PYSLI 10	Gas consumption in Kwh/m2 within corporate buildings	-	New PI for 09/10	N/A	N/A	Baseline figure for 08/09 now produced, figures for 09/10 only available at year end. Year end figures for 09/10 will not be available until June therefore it is too early to determine whether we are on course for a percentage reduction.
PYSLI 11	Water consumption in m3/m2 within corporate buildings	-	New PI for 09/10	N/A	N/A	Baseline figure for 08/09 now produced, figures for 09/10 only available in June. Due to introduction of water management contract reductions are anticipated but there are no current figures for this.
Fair access						
PYSLI 12	The percentage of Authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	72	70	80		Completed




APPENDIX THREE– PROGRESS AGAINST 'OTHER' PERFORMANCE INDICATORS (Property Services)

Progress against 'Other' Performance Indicators

Ref ³	Description	Actual 2008/8	Target 09/10	Quarter 4	Progress	Commentary
Service Delivery						
PYS LI 13	Time performance on projects over £ 50 K (Contract let to practical completion within a margin of 5% - excluding Client changes)	85	90	92		12 out of 13 projects completed within 5% margin.

Explanation of the RAG Symbols

Application of RAG symbols:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the milestone/objective <u>will</u> be achieved within the identified timeframe.	Indicates that the annual target <u>will</u> , or has, been achieved or exceeded.
<u>Amber</u>	 Indicates that at this stage it is <u>uncertain</u> as to whether the milestone/objective will be achieved within the identified timeframe.	Indicates that at this stage it is either <u>uncertain</u> as to whether the annual target will be achieved.
<u>Red</u>	 Indicates that the milestone/objective <u>will not</u> , or has not, been achieved within the identified timeframe.	Indicates that the annual target <u>will not</u> , or has not, been achieved.