

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Resources
<u>Department:</u>	Policy & Performance
<u>Period:</u>	Quarter 1 – 1 st April to 30 th June 2010

1.0 Introduction

This monitoring report covers the Policy and Performance Department first quarter period up to period end 30th June 2010. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which symbols have been used to reflect progress is explained within Appendix 6.

2.0 Key Developments

The first twelve weeks of the year have been spent finalising recruitment and mobilising staff within the new team structures whilst ensuring continuity of priority work. Work programmes have been developed for agreement with the directorates which we support.

Within the Policy and Strategy Division the focus has been on the preparation of the framework of statutory plans (Children and Young People's Plan Review, Sustainable Community Strategy, Core Strategy, Local Transport Plan) and preparing for the Ofsted (Office for Standards in Education, Children's Services and Skills) and Care Quality Commission inspections expected in Children's Services and planned for September in Adult's Services.

Within the Performance and Improvement Division the focus in this first quarter has been to ensure statutory compliance with all Directorates specific statutory performance returns, submitted by the due date. Significant support was also given to the unannounced inspection in Children's services in May 2010 and ongoing evidence collation, submission and meetings with Regulators namely Ofsted (Office for Standards in Education, Children's Services & Skills) and the Care Quality Commission (CQC).

Within the Communications and Marketing Team the focus of activity has been on delivery of a number of key campaigns including work ensuring members of the public, and professionals working with adults, are aware of the signs of abuse and how to report it; along with the promotion of recent Respect Weeks to help reduce the perception that 'crime and antisocial behaviour is a problem'. The Team has also provided support in preparing for forthcoming inspections in Children's Services and Adult Services.

The award of the design and print contract has been completed, rationalising the supplier base from over 90 to around a dozen. With the in-house design team, print unit and the new contracts the aim is to deliver a far more efficient service with less reliance on external support.

The Department has also supported the preparation for the CQC Inspection of Adult Social Care from 7-16th September 2010. This has included policy support to ensure policy, practice and procedural guidance is comprehensive and up to date; collection of performance information and case study evidence for the self assessment; data quality reviews, and preparing and delivering an information and communications strategy for staff and partners.

3.0 Emerging Issues

The changes to policy and organisational arrangements announced by the new government give rise to the key emerging issues this quarter.

Policy and Strategy

A prime example is the new White Paper on NHS reform which details huge changes to the way NHS Services will be delivered in the future. The policy implications coming out the report will be equally huge and there will be a lot of work both locally and nationally to facilitate these changes. At this stage the proposals are in outline, and more detail will be required before the full impact can be assessed.

The swift abolition of the regional tier of policy making has generated some uncertainty. For example, the revocation of the Regional Spatial Strategy will leave a gap in the Planning Policy Framework. Specific areas including waste, minerals, housing, climate change and low carbon economy will need to be looked at to ensure consistent policy operation between national and local levels.

Budget impacts in the form of the in year reduction of Area Based Grant, Planning Delivery Grant and Working Neighbourhoods Fund mean that projects and initiatives require re-assessment in terms of future financial sustainability and where relevant the development of any appropriate exit strategies.

Communications & Marketing

Long-term sickness of one member of the press office, alternative arrangements to cover workload/ensure welfare of other staff being sought.

Subject to consultation, the coalition Government, 'is minded' to tighten up the *Code of Recommended Practice for Local Authority Publicity* in relation to the publication of council newspapers. While our own council newsletter, Inside Halton, is not comparable to those being targeted, there may be implications for the content, format of future editions as a result of the review.

Performance & Improvement

At the end of May 2010, an announcement was made by the Coalition Government that the Comprehensive Area Assessment will be abolished. Thus no new scores will be issued for the use of resources assessments, managing performance assessments or the overall organisational assessments. Ofsted has a statutory obligation to carry out an annual assessment of Children's Services which will continue. The Care Quality Commission is currently considering the implication of the ending of CAA for its assessment of Adult Social Care with the Department of Health, using the CAA timetable to publish conclusions of its ongoing inspections this year.

Set against this the Government in various announcements and consultation documents places heavy emphasis on publishing financial and performance data online to make councils and other bodies more accountable. The impact of further announcements expected in the late Autumn, will continue to be closely monitored so that appropriate performance management systems can be put in place to support the delivery of local needs and priorities.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	16		16		0		0
--------------	-----------	---	----	---	---	---	---

All key objectives/milestones are presently on track and additional details are provided within Appendix 1.

4.2 Progress against 'other' objectives / milestones

Total	4		4		0		0
-------	---	---	---	---	---	---	---

All of the remaining objectives/milestones are on track and therefore are not being reported by exception at this time.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	1		1		0		0
-------	---	---	---	---	---	---	---

All key performance indicators are presently on track and additional details are provided within Appendix 3.

5.2 Progress Against 'other' performance indicators

Total	2		2		0		0
-------	---	---	---	---	---	---	---

A number of indicators for the service draw on information normally collected through the Place Survey which was due to take place in the Autumn. In light of the recent announcement that the Place Survey will be postponed by the Government pending a review, options for a much slimmer survey using the national definitions to monitor satisfaction with local services, are currently being explored.

6.0 Risk Control Measures

During the development of the 2010 -11 Service activity, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were identified.

7.0 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 2010 – 2011

8.0 Data quality statement




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 'key' objectives / milestones
- Appendix 2 Progress against 'key' performance indicators
- Appendix 3 Financial Statement
- Appendix 4 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones



Ref	Objective
PPO1	Deliver the framework of statutory plans and other key strategies to provide a clear corporate direction for Council services and external partners.

Milestones	Progress Q1	Supporting Commentary
Review of the Children and Young People's Plan. June 2010.		The CYP Plan review has been completed to time against projected deadlines. The document has been approved by the Children's Trust Board and will be submitted to Ofsted (Office for Standards in Education, Children's Services and Skills) during July.
Joint consultation on Core Strategy Publication Document and draft Sustainable Community Strategy 2011 – 2026. November / December 2010.		Both documents are currently being drafted in preparation for the November consultation. The Sustainable Community Strategy is being drafted by a partnership drafting group and accompanying policy options papers are being prepared to provide a 'menu' of interventions that could be implemented to tackle Halton's biggest societal challenges. Draft documents will be submitted to the Special Strategic Partnership Boards and Policy and Performance Boards during September.
Submission of Core Strategy to Secretary of State. February 2011.		The Core Strategy is awaiting the final pieces of evidence upon which to justify policies (affordable housing, flood risk, energy efficiency targets). The impact of the revocation and proposed abolition of the Regional Spatial Strategy (RSS) is being assessed as this document has legally been part of the development plan. Removal of RSS may leave policy gaps in the Core Strategy and these must be revised prior to the November publication. If resultant changes are significant, the timetable for publications and submission may need to be reviewed. This stage is known as the Publication stage and formal representations against the 'soundness' of the plan can be lodged. The final version of the Core Strategy will be sent to the Secretary of State in February 2011.



Appendix 1: Progress Against 'key' objectives / milestones

Milestones	Progress Q1	Supporting Commentary
Support the implementation of the Telecare Strategy Action Plan that will ensure the continued use and development of Telecare. March 2011		The strategy has been completed and the support requirements of the service for implementation are being finalised. The strategy has been approved by the Executive Board, Healthy Halton Policy & Performance Board, and the Senior Management Team in Adults & Community Directorate. A new multi-agency group has been formed, the Early Intervention/Prevention Group. This group will meet on 21 st July and will receive Policy Officer support.








Ref	Objective
PPO2	Improve the effectiveness of the support intelligence and advice provided by the Council and Its partners to review policy, resource planning service delivery and performance.

Milestones	Progress Q1	Supporting Commentary
Monitor performance against Community Strategy targets and review delivery plans June 2010 ¹		This work is complete and has been reported to the Halton Strategic Partnership Report in May and all Policy and Performance Boards in May and June in the Sustainable Community Strategy Performance Report.
Monitor and review progress in delivering Local Area Agreement targets with partners and agree refresh with government office March 2011		The Local Area Agreement acts as the delivery plan for the Sustainable Community Strategy for Halton and is central to our policy framework. The Local Area Agreement was refreshed in March 2010 following a review with Government Office North West and approved by the Secretary of State on 1 st April 2010. Any changes to Performance targets that resulted from this review were reflected in the Sustainable Community Strategy Performance Report as noted above.


Appendix 1: Progress Against 'key' objectives / milestones

Milestones	Progress Q1	Supporting Commentary
Monitor & review existing MAA and city regional development plan progress and negotiate new MAA with city region partners and GONW March 2011	Refer to Comment	The structural reforms proposed by the new government place a great deal of uncertainty on the future of the MAA in its current format. Changes at the regional level mean that the City Region Development Plan may have to be revised as new Local Economic Partnerships take the place of the North West Development Agency and responsibility for European Regional Development Fund monies and a portfolio of other issues.
Following consultation and engagement, adopt new Sustainable Community strategy and new corporate plan for the period April 2011 on wards. March 2011		Consultation and engagement on the new Sustainable Community Strategy is planned for November and is running to time.
HSPB to agree exit strategy for end of WNF funding September 2010		Work is progressing to develop exit strategies by each Specialist Strategic Partnership.
Negotiate new Local Area Agreement 2011-2014 March 2011	Refer to Comment	The change in government brings uncertainty as to the future of Local Area Agreements (LAA). The current LAA will expire in March 2011 and may not be replaced in its current format. It is probable that locally established performance indicators will be selected to monitor progress in tackling local issues of greatest concern. This monitoring framework is likely to form part of the new Sustainable Community Strategy.
Agree local questions for Places Survey 2010 and commission it September 2010	Refer to Comment	The Places Survey has recently been postponed by the government pending a review. It will not proceed this financial year. Options for a much slimmer local survey using the national definitions to monitor satisfaction with local services are being explored
Complete design of and undertake Place Surveys - December 2010	Refer to Comment	
Analyse, evaluate and disseminate results to relevant audiences - March 2011	Refer to Comment	



Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
PPO3	Improve the quality and effectiveness of the Council's communications	
Milestones	Progress Q1	Supporting Commentary
Update corporate communications strategy and supporting directorate work programmes September 2010		Meetings have taken place with directorate senior management teams to discuss approach to work-programme development. Account Officers continuing to work with departments to establish priorities and objectives in line with service plans. Draft plans will be presented during July 2010.
Issue new A-Z guide to services August 2010		On schedule, draft copy now complete.
Deliver targeted 'you said, we did' campaign July 2010		Design and sign off of the campaign was completed in June 2010 and eight refuse vehicles will carry targeted messages from August 2010.
Review and reissue media guide September 2010		Initial planning underway, with draft to be ready for consultation by end August
Review use of corporate branding/audit of external publications September 2011		On schedule, presentation to management team planned for August 2010
Retender In Touch contract December 2010		Feedback from the InTouch reader survey will shape the requirements of the contract. Work on contract preparation will commence during October 2010.
Review and retender Inside Halton contract March 2011		Current contract extended to December 2010; process for reviewing and retendering contract underway – government changes to the code of practice on local government publicity may influence final format and frequency of publication

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
PP04	<i>To ensure continuing service delivery remains effective across the Council through the ongoing development of performance and improvement reporting systems through the implementation of new working arrangements in the Centre of Excellence and in response to central government initiatives.</i>	
<p><i>Provide information to support Statutory Inspections in Children and Young Peoples May 2010 and Adults and Community Directorate September 2010 and ongoing meetings with Regulators.</i></p>		<p>All statutory returns completed on time for Adults & Community and Children's Services by the Centre of Excellence and submitted to the relevant regulatory body by the deadlines (which were earlier this year). An additional voluntary return on Abuse of Vulnerable Adults was submitted and support was provided for new statutory special reviews of Health Care in Care Homes and Stroke Services.</p> <p>All meetings with CQC and Ofsted now supported by the Centre of Excellence who provide support by collating and submitting evidence. From a performance perspective all processes and procedures worked well in the unannounced inspection in May 2010 for Children and Young Peoples Services. Support is ongoing given the forthcoming Safeguarding Inspection in September 2010 for Adults and Community.</p>

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
Corporate Health							
<u>PPLI 1</u>	% Of LAA WNF Spend (%)	88.16	100	N/A	N/A	N/A	Expenditure claims are submitted in arrears after quarter end; therefore data is not yet available.
Cost & Efficiency							
<u>PPLI 8</u>	% Of departmental working days lost due to sickness absence.	3.9	3.7	1.9 (Apr - May)			Sickness absence for the Directorate is currently better than target. It is worth noting however, that 2 members of staff are now long term absences, which will have a noticeable impact upon future performance.

Appendix 3 Financial Statement

POLICY AND PERFORMANCE

Revenue Budget as at 30th June 2010

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Item
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	3,380	846	821	25	827
Premises					
Supplies & Services	438	97	88	9	190
Corporate Subscriptions	128	52	52	0	59
Agency & Contracted	0	0	0	0	0
Transport	40	10	11	(1)	11
Support Services	0	0	0	0	0
Total Expenditure	3,986	1,005	972	33	1,087
<u>Income</u>					
Sales	-2	0	0	0	0
Support Service Recharges	-409	0	0	0	0
Grants	0	0	0	0	0
Reimbursements & Other Grants	0	0	-1	1	-1
Fee & Charges Income	0	0	0	0	0
Total Income	-411	0	-1	1	-1
Net Expenditure	3,575	1,005	971	34	1,086

Comments on the above figures:

In overall terms spending is currently below the budget at the end of quarter 1.

Regarding expenditure, employee costs are under budget for the period, which is mainly due to a number of staff vacancies that existed within the Policy & Strategy division.

It is expected that the overall total net spending will be within the Department budget by year-end.

Appendix 3 Financial Statement

POLICY AND PERFORMANCE




Local Strategic Partnership expenditure as at 30th June 2010

	Annual Budget	Budget to Date	Actual to Date	Variance to Date
	£000	£000	£000	£000
Local Strategic Partnership				
LSP Team	221	55	15	40
Community Pot	679	0	0	0
Net Expenditure	900	55	15	40

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 Neighbourhood Renewal Fund is spent during the year.




Appendix 4 Explanation of Symbols

Symbols are used in the following manner:

Progress	<u>Objective</u>	<u>Performance Indicator</u>
Green	 Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber	 Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved.</i>
Red	 Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

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