

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Children & Enterprise
<u>Department:</u>	Extract for Property Services From Economy Enterprise and Property
<u>Period:</u>	Quarter 1 - 1 st April – 30 th June 2011

1.0 Introduction

This quarterly monitoring report covers the Property function first quarter period up to 30th June 2011. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 4.

2.0 Key Developments

2.1 Development and Investment Services

Asset Management

Development proposals (sealed bids) have been received for Mossbank Park (the former Gyproc site). These will be evaluated and recommendations made to the Asset Management Working Group in the near future.

Work has commenced with Open Spaces on reviewing maintenance specifications on HBC industrial estates with a view to making the estates more attractive.

Markets

Work has been progressed, in particular the Executive Board Sub Committee has approved the appointment of the National Association of British Markets Authorities to undertake a review of the Market as part of the divisional efficiency review and the Widnes Market Traders Committee has been reconstituted. In addition initial feasibility work has been commissioned to look at Wi-Fi options for the market hall. This is linked to developing on-line trading opportunities for stall holders.

2.2 Property (Operations)

Facilities Management Team

The new Corporate Cleaning structure came into force on June 6th which will help deliver over £70,000 worth of efficiency savings in 2010/11. A review of cleaning within schools is currently being carried out to determine the most appropriate way of delivering a cost effective service in the future.

Work associated with the acquisition of properties for the Mersey Gateway project have now commenced, 1 officer has now been dedicated to this task and is working with the Mersey gateway team on a full time basis carrying out all necessary surveys etc. The first 2 properties have now been approved for demolition and a procurement process is now taking place.

Capital Works Team

We have now appointed a project manager to fill the vacant post. Justine Cuerden has been appointed and will take up her new post on August 22nd, Justine is currently working in the major projects team. This new appointment will help us deliver capital projects going forward as it is envisaged that the workload of this team will increase as more monies become available for Educational works in the future.

With regards to the above Education have now provided a draft programme with regards the basic need funds as such the capital works team have been tasked with helping develop proposals with regards those schools affected, Education have still to take this programme to Exec board for approval.

Progress is being made with all capital projects and maintenance projects being delivered by the capital works team, such as the Runcorn Market refurbishment scheme.

3.0 Emerging Issues

Financial close on the BSF project has now meant that the Local Education Partnership (LEP) can come into being. This has a potential impact on the procurement of future projects as the LEP could now be used to deliver a variety of schemes going forward. Benchmarking will need to be undertaken on the LEP to determine value for money, as the benchmarking undertaken as part of the BSF procurement process has focussed on larger scale Educational work, as such we need to ensure they deliver value for money across other sectors.

The outcome of the James review will potentially have a significant impact on how both capital and maintenance projects are delivered in schools in the future, as such we will need to keep a close watching brief on this in the future in order that the outcomes can be addressed in due course.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	8		8		0		0
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All key objectives / milestones for the service are presently proceeding as planned and additional details are provided within Appendix 1.

4.2 Progress against 'other' objectives / milestones

Total	0		0		0		0
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There are currently no performance indicators of this type to report at this time.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators



Total	3		2		1		0
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The two of the key performance indicators for the service remain on track to achieve annual target with the exception of occupancy rates of industrial units.

There are 2 indicators relating to financial information which are unable to be reported at this time.

Additional details are provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	13		11		1		1
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There are currently 11 performance indicators which are not being reported by exception at this time as the target has been or is on track to be met.

For the occupancy Runcorn Street Market, it's uncertain if the target will be met at this point in the year.

Performance on PYS LI03, time performance on projects over £50k, has been affected due to a combination of factors such as an optimistic contract period and poor delivery details from some of the consultants These issues have now been addressed.

Details of energy usage will be reported at Quarter 2 as details are unavailable at this time.

Additional details are provided within Appendix 3.

6.0 Risk Control Measures

During the Development of the 2011-12 Service activity, the service was required to undertake a risk assessment of all Key Service objectives.

Where a Key service objective has been assessed and found to have an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4.

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 2011 – 2012.

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.

9.0 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 use of symbols




Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP 1 (previous refs PS01, 2 & 5)	To strategically manage the Council's Land and Property Assets

Milestones	Progress Q1	Supporting Commentary
Identify further property to be considered for sales and implement asset disposals by March 2012 .		All land and property for disposals follows the surplus property procedure that is managed by the Asset Management Working Group (AMWG)
Commence Review of the Council's investment portfolio (in light of broader regeneration assessment) by October 2011		This is on target to meet the October 2011 deadline and reporting will be into AMWG.
Review and refresh Asset Management and Accommodation Strategies by March 2012 to ensure value for money		This is on target to meet the March 2012 deadline and work is expected to commence in the Autumn
To secure a developer(s)/development partner at Mossbank Park by March 2012		The Council has retained property agents on the programme and sealed bids have been received.


Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP 5 (New)	The provision of markets in Halton Borough Council






Milestones	Progress Q1	Supporting Commentary
Draft Widnes Market Review by November 2011		The market review is part of the divisional Efficiency Review.
Commence post review Action Plan implementation January 2012		The implementation of the plan is expected to commence once the Market review has been completed and the action plan has been developed and approved.
To hold three markets in Market Square by March 2012		First planned for July, second for August, third not yet scheduled but is expected to be prior to target of March 2012.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
EEP6 (previous reference: PS03)	To manage the Council's built assets and reduce the backlog of maintenance on the property portfolio (currently £2.0million)



Milestones	Q1 Progress	Supporting Commentary
Backlog to be reduced to £1.9 Million by March 2012.		Programmed maintenance works identified and approved by the AMWG. Works currently being procured, on programme to complete works by 31 March 2012.


Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
Service Delivery							
PYS LI01 (previous reference PYS LI12)	The percentage of Authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	83%	86%	83%			This is on track to be met.
Cost & Efficiency							
DIS LI01 (previous reference PYS LI03)	Occupancy of industrial units	81%	85%	79%			Occupancy of Industrial Units has fallen slightly this quarter, which is reflective of prevailing economic conditions
DIS LI02 (new)	Occupancy Widnes Market Hall	85.5% (Baseline figure as at 30 June 2011)	85%	85%		n/a	This is the first year that the market hall has been monitored separately. The quarter 1 occupancy has been used as a baseline for comparison in future quarters.
DIS LI03 (new)	Improved revenue position £250,000	Baseline awaited	250,000	Refer comment	n/a	n/a	The quarter 1 data will be used as a baseline for comparison in future quarters when available
DIS LI04 (new)	Capital receipts £2million	Baseline awaited	2million	Refer comment	n/a	n/a	The quarter 1 data will be used as a baseline for comparison in future quarters when available

Appendix 3: Progress Against 'other' performance indicators




Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Cost & Efficiency							
PYS LI03 (previous reference PYS LI13)	Time performance on projects over £50k (Contract let to practical completion within a margin of 5% - excluding Client changes)	92%	94%	0%			Only one project over £50k was completed within the period. This was delayed due to a combination of factors mainly an over optimistic agreement by the design team with regards the contract period and poor delivery of details from some of the consultants. which has been addressed.

Cost & Efficiency							
DIS LI17 (new)	Occupancy Runcorn Street Market	71%	75%	71%		n/a	The quarter 1 percentage has been used as a baseline for comparison in future quarters. This is slightly below target.




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 whether the annual target is on course to be achieved</u>.</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 unless there is an intervention or remedial action taken</u>.</i>

Direction of Travel Indicator

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

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