

Departmental Quarterly Monitoring Report

Directorate: Children & Enterprise

Department: Extract for Property Services from Economy, Enterprise and Property

Period: Quarter 2 – 1st July - 30th September 2011

1.0 Introduction

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

The way in which the traffic light symbols and direction of travel indicators have been used to reflect progress is explained within the Appendix of the covering report.

2.0 Key Developments

2.1 Asset Management

Development proposals (sealed bids) have been evaluated for Mossbank Park (the former Gyproc site) with a decision to be made on 3rd November 2011 by Executive Board. A number of land disposals to Halton Housing Trust have been approved by Executive Board on 22nd September 2011, in order to facilitate the development of affordable homes in the borough. Whilst three new lettings have taken place on industrial estates with another unit under offer, one tenant has vacated six units at Oldgate.

2.2 Markets

Work has commenced on the review of the market by the National British Markets Association (Namba), this is expected to be completed by 30th November 2011 with an interim report available in October.


The Widnes On Sea event took place between Wednesday 24th and Saturday 27th August. The promotion increased the market footfall count by 7359 compared with the same weekly period last year. The promotion was well reported in local press and radio and at the last count there were 6750 post views on Facebook for the event. A Chefs On Stage event took place at the markets as part of Foody Fortnight.

3.0 Emerging Issues

There are currently no Emerging Issues to report for this area of the service


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.

4.1 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		12		0		1
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Of the 13 other performance indicators, there were 12 where progress was as expected and 1 where progress will not meet the target. This was in respect of the occupancy rates of the outside market.

Additional details are provided within Appendix 3.

6.0 Risk Control Measures

During the development of the 2011-12 Services activities, the services was required to undertake a risk assessment of all Key8 Service Objectives. No 'high' risk treatment measures were identified for the service.

7.0 Progress against high priority equality actions

As a result of undertaking a department 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. 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 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 Q2	Supporting Commentary
Identify further property to be considered for sales and implement asset disposals by March 2012 .	<input checked="" type="checkbox"/>	Sites continue to be identified and reported to the Asset Management Working Group for inclusion onto the disposals programme.
Commence Review of the Council's investment portfolio (in light of broader regeneration assessment) by October 2011	<input checked="" type="checkbox"/>	On schedule to commence.
Review and refresh Asset Management and Accommodation Strategies by March 2012 to ensure value for money	<input checked="" type="checkbox"/>	Reports being prepared for Corporate Services PPB and Executive Board. Both are on schedule to meet the deadline.
To secure a developer(s)/development partner at Mossbank Park by March 2012	<input checked="" type="checkbox"/>	Tender exercise completed and schedule to meet the deadline.

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective	
EEP 5 (New)	The provision of markets in Halton Borough Council	
Milestones	Progress Q2	Supporting Commentary
Draft Widnes Market Review by November 2011 .	<input checked="" type="checkbox"/>	Consultants work underway. Meeting with traders, markets working group and key council officers completed. This milestone is expected to meet the deadline.
Commence post review Action Plan implementation January 2012 .	<input checked="" type="checkbox"/>	Action plan will follow review completion (See above).
To hold three markets in Market Square by March 2012 .	<input checked="" type="checkbox"/>	<p>This milestone is expected to meet the deadline. The following markets have taken or are planned to take place before the end of March 2012:</p> <p>April - Easter Treasure Hunt Commences on 8th April. Built a rabbit house and Garden in the Market and stalls had pictures relating to treasure hunt, Employ Easter Bunny to roam the streets, Giant Easter Egg as Prize, etc.</p> <p>June - Street Market Art: Pavement artistes week at Widnes Market. Workshops in junior schools and art on outdoor market pavements space. Liaise with Arts Development Team.</p> <p>August – 24th to 27th Inclusive: Widnes On Sea: Seaside themes, beach, donkey rides, free mini funfair rides and a Helter Skelter.</p> <p>September - 17 September to 2 October 2011 My Halton Foody Fortnight: In Market: Chefs Demonstrations.</p> <p>October - 1st October Widnes Market Traders Naked Calendar Launch – to coincide with Breast Cancer Awareness Month. All monies raised to go to 2 local cancer charities.</p>

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	Q2 Progress	Supporting Commentary
Backlog to be reduced to £1.9 Million by March 2012 .	<input checked="" type="checkbox"/>	Programmed maintenance works identified and approved by the Asset Management Working Group (AMWG). Works currently being procured, on programme to complete works by March 31 st 2012.





Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
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Property Services

Service Delivery							
<u>PYS LI01</u> (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%	82%			Additional works have been carried out and with the changes in accommodation requirements later in the year we are on course for meeting this year's target.





Development and Investment Services

Cost & Efficiency							
<u>DIS LI01</u> (previous reference PYS LI03)	Occupancy of industrial units	81%	85%	72%			Economic climate remains very challenging. New marketing initiative being developed to promote units.
<u>DIS LI02</u> (new)	Occupancy Widnes Market Hall	85.5% (Baseline figure as at 30 June 2011)	85%	86.3%			In the existing climate holding occupation level steady is viewed as positive, and position is occupancy is slightly above target.
<u>DIS LI03</u> (new)	Improved revenue position £250,000	Baseline awaited	250,000	Refer to comment	N/A	N/A	This is reported annual in arrears to AMWG and therefore will be available at the end of the financial year.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
<u>DIS LI04</u> <u>(new)</u>	Capital receipts £2million	Baseline awaited	2million	Refer to comment	N/A	N/A	This is reported annual in arrears to AMWG and therefore will be available at the end of the financial year.

Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
Cost & Efficiency							
PYS LI02 (reference not changed)	Percentage cost performance on projects over £50k (Contract let to practical completion within 5% of allotted cost – excluding client charges)	100%	100%	100%			7 projects over £50k have been completed within the timeframe, all have been completed within the available budget, however 2 have a final outturn cost of more than 5% under budget and therefore technically fall outside the parameters of the indicator, we have included these as passes however as they are under budget
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%	85%			7 projects have been completed within the timeframe, 6 have been completed as planned 1 project was delayed however. This was 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.

Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
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Energy Usage							
PYS LI04 (previous reference PYS LI09)	Electrical consumption in KWh/m ² within corporate buildings	87.76 KWh/m ²	86.88 KWh/m ²	Refer to comment	N/A	N/A	This indicator can only be reported annually. The target set is inline with the target for the greenhouse gas emissions indicator of between 5% and 10% over a 5 year period which equates to an annual target of between 1% and 2%. The 2010/11 figure of 87.76 KWh/m ² is a 7% reduction on the 2009/10 figure of 94.31 KWh/m ² .
PYS LI05 (previous reference PYS LI10)	Gas consumption in KWh/m ² within corporate buildings	137.19 KWh/m ²	135.81 KWh/m ²	Refer to comment	N/A	N/A	This indicator can only be reported annually. The target set is inline with the target for the greenhouse gas emissions indicator of between 5% and 10% over a 5 year period which equates to an annual target of between 1% and 2%. The 2010/11 figure of 137.19 KWh/m ² is a 15% reduction on the 2009/10 figure of 161.72 KWh/m ² .









Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
PYS LI06 (previous reference PYS LI11)	Water consumption in m ³ /m ² within corporate buildings	0.603 m ³ /m ²	0.597 m ³ /m ²	Refer to comment	N/A	N/A	This indicator can only be reported annually. The target set is inline with the other energy indicators of between 5% and 10% over a 5 year period which equates to an annual target of between 1% and 2%. The 2010/11 figure was 0.603 m ³ /m ² , against 0.628m ³ /m ² for 2009/10, a reduction of 4%. Since the introduction of a water management contract in 2008/9 we have reduced water consumption at corporate sites by circa 33%











Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
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Development and Investment Services

Cost & Efficiency							
DIS LI08 (previous reference PYS LI04)	Percentage of industrial unit rent collected as percentage of rent due (excluding bankruptcies and the like)	92%	95%	92.5%			Slightly below target, but reflects a difficult market
DIS LI09 (new)	Percentage of rent market hall collected as percentage of rent due (excluding bankruptcies)	94.5% (baseline as at 30 June 2011)	94%	96.4%			Maintaining progress
DIS LI10 (new)	Occupancy of Commercial % (new)	81% (baseline as at 30 June 2011)	81%	82%			There has been a slight increase in the occupancy rates for Quarter 2 from Quarter 1.
DIS LI11 (new)	Occupancy of Business Centres % (new)	72% (baseline as at 30 June 2011)	65%	71%			There has been a slight decrease in the occupancy rates for Quarter 2 from Quarter 1.

Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
DIS LI12 (new)	Occupancy of Leisure Sites % (new)	93% (baseline as at 30 June 2011)	93%	93%			Occupancy of Leisure Sites has been maintained from Quarter 1.
DIS LI13 (new)	Occupancy Outside Retail Market (new)	43.4% (baseline as at 30 June 2011)	43%	39.5%			There has been a decrease in the Occupancy rates for Outside Retail Market from Quarter 1.
DIS LI14 (new)	Percentage of rent retail market collected as % of rent due (excluding bankruptcies)	96.5% (baseline as at 30 June 2011)	96%	96.4%			The percentage of rent retail market collected as a percentage of the rent due has met the target but is slightly below that of the previous quarter.
DIS LI15 (new)	Occupancy Widnes Flea Market (new)	91.3% (baseline as at 30 June 2011)	91%	94.7%			Occupancy has increased from the baseline set at Quarter 1.
DIS LI1 (new)	Percentage of rent flea market collected as % of rent due (excluding bankruptcies)	100% (baseline as at 30 June 2011)	100%	99.9%			Rent collected as a percentage of the rent due is slightly below the target set of 100%

Appendix 3: Progress against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
DIS LI17 (new)	Occupancy Runcorn Street Market	71%	75%	76.6%			Occupancy of Runcorn Street Market is higher than the target set and a positive increase on the figure set as baseline at Quarter 1.
DIS LI11 (new)	Percentage of rent Runcorn street market collected as % of rent due (excluding bankruptcies)	100%	100%	100%			This measure has maintained its position from Quarter 1.