

Departmental Quarterly Monitoring Report

Directorate: Children & Enterprise

Department: Economy, Enterprise and Property (Extract)

Period: Quarter 3 - 1st October – 31st December 2011

1.0 Introduction

This quarterly monitoring report covers the Economy, Enterprise and Property Department third quarter period up to 31st December 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

2.0 Key Developments

2.1 Property Services

The procurement process for the new term maintenance contracts has now reached the tender evaluation stage as such we should be in a position to appoint contractors within the next 3 months which will hopefully help generate efficiencies for 2012/13.

2.9 Capital Works Team

A key development commenced within the quarter included the development of Runcorn Market Hall as well as preparation for the refurbishment and relocation of staff from Grosvenor House to Rutland House. In addition, the partial refurbishment of Picow Farm Depot Office accommodation, the improvement to facilities at LowerHouse Lane and the demolition of Queens Hall is progressing.


3.0 Emerging Issues

3.3 The Markets Review

The review of the markets reported in Quarter 2 was completed during the quarter. The recommendations from the review will be presented to the Executive Board for consideration which will culminate in an Improvement and Implementation Plan to support the future management and operation of the market.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	8		7		0		1
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With one exception, relating to the post review action plan for markets, progress against key objectives remains largely positive 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 'other' objectives / milestones for the service.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	3		2		0		1
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It is unlikely that the occupancy of industrial units will achieve target by year-end. Details of progress on all key performance indicators for the service are provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	13		9		0		4
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Of the 13 'other' performance indicators four are being reported by exception and additional details are provided within Appendix 3. There are also a further 3 'other' indicators where performance information is currently unavailable.

6.0 Risk Control Measures

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

There are no High Priority Equality Actions identified in the quarter.

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, sourced externally, 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 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 Q 3	Supporting Commentary
Identify further property to be considered for sales and implement asset disposals by March 2012 .		Sites continue to be identified and reported to the Asset Management Working Group for inclusion on the disposals programme.
Commence Review of the Council's investment portfolio (in light of broader regeneration assessment) by October 2011		A review of the Council's investment portfolio has commenced.
Review and refresh Asset Management and Accommodation Strategies by March 2012 to ensure value for money		Reports are being prepared for Corporate Services PPB and Executive Board. Both are on schedule to meet the deadline. The Council is undertaking a root and branch review of all its land and property holding. The first stage of this review is a categorisation of our assets scheduled to commence in Quarter 4.
To secure a developer(s)/development partner at Mossbank Park by March 2012		Tender exercise completed and scheduled 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 Q 3	Supporting Commentary
Draft Widnes Market Review by November 2011 .		The review report has been completed.
Commence post review Action Plan implementation January 2012 .		It is anticipated that the implementation will not complete by January 2012. However, roll out of the action plan will be complete by 31 st March 2012
To hold three markets in Market Square by March 2012 .		<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 an 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>


Appendix 1: Progress Against 'key' objectives / milestones

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



Milestones	Progress Q 3	Supporting Commentary
		<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 are 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	Q 3 Progress	Supporting Commentary
Backlog to be reduced to £1.9 Million by March 2012 .		<p>The backlog figure has been reduced in line with the target by a combination of the following:-</p> <ul style="list-style-type: none"> • Greater preparation, prioritisation and scrutiny of the revenue funded repair and maintenance programmes. • Recent capital improvement projects have contributed to reduction in maintenance backlog. • Carrying out value for money exercises • Planning of Maintenance Works <p>Works are organised and carried out with forethought, control and use of records to a pre-determined plans.</p> <p>By investing in effective planned maintenance the level of reactive maintenance that has to be carried out has been reduced.</p>

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
Service Delivery							
<u>PYS LI01</u> <u>(previous reference PYS LI12)</u>	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.
<u>Replace ment NI 185/194</u>	NEW green house gas (GHG) emissions indicator	25,817 tonnes CO2e	25,558 Tonnes CO2e	N/A	N/A	N/A	This is a new indicator, 2010-11 being the first year this has had to be recorded. A 5 year target reduction of between 5% and 10% has been set which equates to an annual reduction of between 1% and 2%. This indicator is only reported annually, the information for 2011/12 will therefore be available in the 2 nd quarter 2012/13.



Appendix 2: Progress Against 'key' performance indicators



Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
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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%	87%			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	N/A	N/A	N/A	This is reported annual in arrears to AMWG and therefore will be available at the end of the financial year.
<u>DIS LI04</u> (new)	Capital receipts £2million	Baseline awaited	2million	N/A	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 3	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%	80%			10 projects have been completed within the timeframe, 8 have been completed as planned 2 projects were delayed however. One of these were delayed due to the late delivery of structural steelwork, the other 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 LI09 (new)	Percentage of rent market hall collected as percentage of rent due (excluding bankruptcies)	94.5% (baseline as at 30 June 2011)	94%	86.5%		N/A	The implementation of an automated system has improved general rent collection although it is unlikely that annual targets can be achieved.
DIS LI1 (new)	Percentage of rent from Widnes flea market collected as % of rent due (excluding bankruptcies)	100% (baseline as at 30 June 2011)	100%	98.5%		N/A	

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
DIS LI17 (new)	Occupancy Runcorn Street Market	71%	75%	59.5%		N/A	Seasonal variation has had an impact on occupancy during the current period although it is unlikely that the annual target can be achieved.