

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Communities Directorate
<u>Department:</u>	Community and Environment Services
<u>Period:</u>	Quarter 3 - 1 st October – 31 st December 2011

1.0 Introduction

This quarterly monitoring report covers the Community and Environment Services 3rd 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 School Meals

Meal Productivity and Food Costs

Due to improved performance the productivity rate (meals per hour of labour) has increased from 9.51 in period 2 to 9.84 in period 3, this is significantly higher than neighbouring Authorities and is also an improvement on the same period last year.

Due to the concerning rate of food inflation, which presently is running at around 8%+ following consultation with Pupils and Staff a more economic Winter Primary Menu was introduced.

The more economic menu coupled with the food savings linked to better procurement has resulted in a decrease in the food cost per meal in both the Primary and Secondary sectors.

In Q2 the cost of food per meal was 73p. In Q3 the cost of food has reduced to 72p.

Marketing

An advert promoting school meals was featured in the local press and in the In Touch magazine which will contribute to our aim of increasing school meal uptake at the same time increase the awareness of the excellent value for money and health benefits of school meals.

A hospitality leaflet promoting buffets and other catering has also been issued to schools to try and increase the income to the school catering service.

The Stobart Stadium Halton is supporting the service where large buffets and dinners are required.

Catering Award

The Catering team based at The Heath School, Runcorn won a National Award sponsored by a Food Supplier for the tremendous improvement in the quality of the service to the school, this improvement has seen the numbers of children having meals has increase by over 20%.

Since the recent appointment of the Catering Supervisor the catering service at The Heath has been transformed, there is always a great variety of tasty food on offer and an excellent atmosphere in both the kitchen and dining areas.

2.2 Stobart Stadium Halton

Pitch Activities

The final game of the 2011 Super League season was the final eliminator for the Grand Final between St Helens and Wigan Warriors, the match attracted over 10,000 spectators. St Helens have formally acknowledged the support and help given to them during their season without a ground, they have been extremely complimentary about the Council, Stadium Facilities and our staff.

St Helens have now moved in to their new home and have invited a number of HBC staff to the opening game, we will continue to foster these close links with St Helens.

I-Pitch

In October work started in removing the grass pitch at the Stadium and replacing it with the latest third generation artificial pitch (3G), this new pitch will allow significantly increased usage of the pitch area and we have already had a number of enquiries – Lancashire Cup Finals, Championship Final play off matches, Everton Ladies, University Games.

The local amateur and community groups have all been invited to try the new pitch for only £20 per session (third pitch for 1 hour) the uptake has exceeded our expectations.

Widnes Vikings will be the first Rugby League team in the World to play their first team home matches on such a surface, SKY TV are to broadcast live from the Stadium on Friday 3rd February featuring the debate “Grass or Plastic”.

Interest from other Super League and lower league football clubs has been high.

Events

A number of high-profile events have taken place at the Stadium since the last report (30th September 2011) they include:-

- 2nd November – Halton Business Fayre with over 50 exhibitors
- Six large events in the Marquee Suite
- 17th October – Wedding Fayre with over 400 footfall and 32 exhibitors
- 10 weddings
- Cheshire Fire Brigade awards Event
- Halton Scouts Evening
- Christmas Pensioners events with over 1200 local Senior Citizens attending
- Christmas celebration events with over 1800 attendees

Solar Panels

Over one third of the South Stand roof is now fitted with Solar panels, these panels will not only provide over 18% of the Stadium energy needs they will also contribute to the Council through the feed in tariff incentive scheme.

2.3 Stadium Fitness

Stadium Fitness Gym has recently undergone a refurbishment this has included the introduction of an increase in free weights, improved cardio equipment, a new carpet, plus the gym and café bar have been decorated and a new CCTV system has been installed.

These improvements will encourage new members.

A number of staff have progressed and achieved NVQ at Levels 1, 2 and 3.

All bookings and access and egress to the i-pitch will be through Stadium Fitness.

Stadium Fitness staff have or will be visiting:- Marks & Spencers (Widnes), New Look (Widnes), Municipal Buildings (Widnes), O2 (Runcorn), Halton Lea (Runcorn), to promote both the gym and general facilities here at the Stadium.

3.0 Emerging Issues

There are no emerging issues to report at this time.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	3		3		0		0
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All 'Key' objectives/milestones are currently on target at this point in the financial year and further details of progress are provided within Appendix 1

4.2 Progress against 'other' objectives / milestones

Total	10		9		0		1
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The majority of 'Other' objectives/milestones are currently on target at this point in the financial year and are therefore reported by exception. The single red indicator relates to the extension of the cashless payment *Smart Card* scheme to additional schools. The cost is around £25k per school and as no schools have volunteered to extend the pilot the service can not continue without the financial support from those schools taking part. Additional details are provided within Appendix 2.



5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	6		6		0		0
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Further details of progress concerning 'Key' performance indicators for the service are provided within Appendix 3.

5.2 Progress Against 'other' performance indicators

Total	9		9		0		0
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All other performance indicators are currently on target and are therefore reported by exception.

6.0 Risk Control Measures

6.1 Food Purchasing Contracts

With food inflation presently running at 6% above headline inflation and with the Authority spending over £2M on food each year, significant measures have been taken that have seen a reduction in food cost at a time when other Authorities are experiencing a substantial increase.

Senior Management and HBC Procurement Unit are/have reviewed all food contracts and as a result have re-negotiated a number of contracts that have actually resulted in significant savings whilst maintaining the same suppliers and deliveries.

The latest area to be reviewed is the Fruit & Vegetable contract, which incorporates Bread and Milk deliveries and the Brewery tender.

6.2 Alcohol Contract – Stadium & Brindley

Following an exhaustive and very detailed exercise between Stadium Management, The Procurement Team and TUCO a new contract has been signed that will see savings in the region of £40K per year realised from the alcohol spend of The Stadium and The Brindley, a competitive contract already existed but by joining the TUCO framework prices have been driven down still further with no loss of quality and have in fact resulted in an increase in product choice.

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. 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 'other' objectives / milestones




Appendix 3 Progress against 'key' performance indicators

Appendix 4 Emerging Indicators

Appendix 5 Financial Statement


Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
CE3	Increase the number of Pupils having a school lunch, to raise awareness, and increase levels, of healthy eating











Milestones	Progress Q 3	Supporting Commentary
<i>Deliver a promotion and educational campaign Sept 2011 and Jan 2012</i>		The new Menu leaflets distributed to the pupils on their return to school in September have had a positive effect on meal numbers, further promotions are planned for early January.
<i>Review and update the strategy and action plan to increase the uptake of free school meals. July 2011</i>		Completed.
<i>Develop effective joint working and agree funding, with the private/public sector to address childhood obesity, Sept 2011</i>		A number of meetings have taken place and further exploratory meetings are planned to ascertain the availability of funding streams that could support healthy eating initiatives within schools, opportunities may arise once public health is transferred to the Authority.

Appendix 2: Progress Against 'other' objectives / milestones



Ref	Objective
CE3	Increase the number of Pupils having a school lunch, to raise awareness, and increase levels, of healthy eating

Milestones	Progress Q 3	Supporting Commentary
<i>Extend the cashless payment Smart Card scheme to additional schools, which reduces queuing times and helps parental monitoring of actual spend and food consumption Sept 2011</i>		The cost to provide this system is around £25K per school, as yet no schools have volunteered to extend the pilot and core funding is not at a level that the service can extend without financial support from schools.

Appendix 3: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
Cost & Efficiency							
CE LI 1	No. Of meals served versus hourly input of labour (Previously SH LI5)	9.20	9.00	9.84			The increase in productivity over the past twelve months has been significant. It now means the service has reduced labour costs by over 10%.
Service Delivery							
CE LI 8	% Of schools complying with National Nutritional Guidelines (66 Schools) (Previously SH LI1)	100	100	100			All schools remain fully compliant.
Service Delivery							
CE LI 9	% Take up of free school meals to those who are eligible - Primary Schools (Previously SH LI8a)	81.22	80	78.08			Although the actual is slightly below target we are fully confident the annual target will be met or exceeded.
CE LI 10	% Take up of free school meals to those who are eligible - Secondary Schools (Previously SH LI8b)	79.35	70	75.11			Considering the national trend on this area this result is exceptional.
CE LI 13	Take up of school lunches (%) – primary schools	48	50	49.56			Although the actual for P3 is lower than the annual target it is anticipated that the annual target will be met.

Appendix 3: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
CE LI 14	Take up of school lunches (%) – secondary schools	49	51	48.96			Although the actual for P3 is lower than the annual target it is anticipated that the annual target will be met.

Appendix 4: Emerging Indicators

Proposed Performance Indicators (Derived from Department of Culture, Media and Sport Business Plan)

Ref ¹	Description	Halton 09/ 10 Actual	Halton 10/11 Target	Halton 10/11 Actual	Halton Targets		
					11/12	12/13	13/14
	<i>Input Indicator</i> – DCMS subsidy per home with broadband access that would not otherwise be connected						
	<i>Input Indicator</i> – Tourism (e.g. subsidy per foreign visitor)						
	<i>Input Indicator</i> – Arts (e.g. Arts Council England subsidy per funded performance)						
	<i>Input Indicator</i> – Museums (e.g. subsidy per visit)						
	<i>Input Indicator</i> – Sport (e.g. subsidy per coach, subsidy per total number of sport sessions)						
	<i>Input Indicator</i> – Heritage (e.g. subsidy per property, subsidy per visit)						
	<i>Impact Indicator</i> – Proportion of adults and children who regularly participate in sport						
	<i>Impact Indicator</i> - Proportion of adults and children who regularly participate in cultural activities and/or proportion of adults and children satisfied with their last cultural experience						
	<i>Impact Indicator</i> – Proportion of people who volunteer or donate to cultural or sporting organisations						
	<i>Impact Indicator</i> – Proportion of people employed in tourism and/or spend per foreign visitor						
	<i>Impact Indicator</i> – UK broadband take-up						

Further detailed information is awaited from Department of Culture, Media and Sport Business Plan regarding the above measures. The Business Plan can be obtained from the Number10.gov website.

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Appendix 5: Financial Statement

COMMUNITY & ENVIRONMENT DEPARTMENT Revenue Budget as at 31/12/2011

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	11,565	8,684	9,135	(451)
Other Premises	1,144	771	689	82
Supplies & Services	1,286	960	835	125
Book Fund	232	174	93	81
Promotional	153	115	164	(49)
Other Hired Services	936	661	638	23
Food Provisions	541	388	338	50
School Meals Food	1,614	871	856	15
Bar Provisions	329	253	272	(19)
Transport	30	22	27	(5)
Other Agency Costs	951	702	644	58
Waste Disposal Contracts	5,232	2,682	2,521	161
Leisure Management Contract	1,395	799	851	(52)
Development Projects	213	0	0	0
Capital Financing	84	5	5	0
Gross Spending	25,705	17,087	17,068	19
<u>Income</u>				
Sales Income	-1,891	-1,363	-1,349	(14)
School Meals Sales	-2,128	-1,054	-1,065	11
Fees & Charges Income	-2,588	-1,857	-1,785	(72)
Rents Income	-83	-63	-34	(29)
Government Grant Income	-26	-20	-58	38
Reimbursements & Other Grant Income	-893	-727	-715	(12)
Schools SLA Income	-240	-136	-127	(9)
Internal Fees Income	-319	-239	-202	(37)
School Meals Other Income	-1,850	-1,593	-1,626	33
Capital Salaries	-101	-61	-61	0
Transfers From Reserves	-290	-211	-211	0
Gross Income	-10,409	-7,324	-7,233	(91)
Net Operational Expenditure	15,296	9,763	9,835	(72)
<u>Recharges</u>				
Premises Support	1,186	846	846	0
Transport Recharges	2,162	1,529	1,529	0
Departmental Support Services	9	0	0	0
Central Support Services	2,925	2,204	2,204	0
Asset Charges	2,399	0	0	0
HBC Support Costs Income	-314	-63	-63	0
Net Total Recharges	8,367	4,516	4,516	0
Net Departmental Total	23,663	14,279	14,351	(72)

Comments on the above figures:

Revenue Spending

Net operational budget is £72,000 above budget profile at the end of the third quarter of the financial year. Employee spending is still the main area of concern as well as internal and external fees incomes lines.

Staffing expenditure continues to spend above budget, though primarily due to savings targets for premium pay elements. Libraries have made savings in this area by reducing posts and adjusting hours worked. The use of agency staff for Open Spaces and Waste Management to sustain front line services is a main factor in the collective overspends. All Overtime budgets are in an overspend position with the exception of School Catering.

Supplies and Services expenditure is continuing to spend under budget as managers across the Department make savings mainly on advertising and marketing, but also school meals repairs and equipment.

Quarter three has seen a large amount of expenditure on the promotional heading. Income for these events is actually overachieving but is offset by shortfalls in a number of income budgets within Open Spaces and Waste Management. A general fall in custom has been experienced across other divisions like the Stadium and winter has an impact on some Commercial Catering cost centres such as parks. Sales incomes have fallen in quarter three and are not in proportion with the earlier part of the year. The Stadium has suffered due to no fixtures whilst the pitch is re-laid and registrars, cemeteries and crematorium incomes have also dipped. It is possible all these incomes could pick up but reliance on custom received.

Food provisions continue to be lower than budget profile with a fall in purchases for Stadium fixtures and savings made on School catering contracts. As mentioned above, Stadium income, both internal and external has suffered due to lower sales of food products meaning any chance of profits are also not realised.

Contracts for Waste Management and Leisure & Recreation have been evaluated from updated information obtained on projected costs. It is likely Waste management costs will underspend. The Leisure contract had a significant budget reduction last year and contract prices remain at a higher level. It is not expected to fully meet this requirement for the full year.

Leisure & Recreation reimbursement income for the use of sports facilities by the Ormiston Bolingbroke Academy has been resolved and income has now been received. Future year's incomes could be affected if the Academy does continue to look to other providers. Rents income continues to be affected by the reduction in use by Everton, who may not wish to use the artificial pitch. However, other sources of rental income may be possible once the pitch works are completed.

At this stage, net expenditure for the Department is anticipated to be £90,000 above budget at the end of the financial year.

Appendix 5: Financial Statement

Capital Projects as at 31 December 2011

	2011/12 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	23	47	(17)
Children's Playground Equipment	75	56	5	70
Landfill Tax Credit Scheme	340	255	5	335
Playground Arley Drive	114	85	105	9
The Glen	32	24	33	(1)
Crow Wood Park	9	6	17	(8)
Open Spaces Scheme	150	113	53	97
Runcorn Cemetery Extension	256	192	98	158
Installation of 5 Multi Use Games Areas	107	80	78	29
Allotments	6	4	6	0
Dev of Facilities at RTH Park	127	95	16	111
Litter Bins	20	15	1	19
Total Spending	1,266	948	464	802