

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Children & Enterprise
<u>Department:</u>	Economy, Enterprise and Property
<u>Period:</u>	Quarter 4 - 1 st January – 31 st March 2012

1.0 Introduction

This quarterly monitoring report covers the Economy, Enterprise and Property Department fourth quarter period up to 31st March 2012. It describes key developments and progress against all objectives and performance indicators for the service. The way in which the Red, Amber and Green, (RAG), symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 7.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2011 / 12 financial statements for the Department will be prepared once the Council's year-end accounts have been finalised and made available via the Council's Intranet. A notice will also be provided within the Members' Weekly Bulletin as soon as they are available.

2.0 Key Developments

2.1 Property Services (Operations)

Facilities Management

The procurement process for the new term maintenance contracts is almost complete with the appointment of contractors having been recommended. The new contracts are likely to generate efficiency savings of circa 7% on the mechanical contract, 10% on the electrical contract and 9% on the building contract over current rates

Five schools have opted out of the School Cleaning Services SLA for 2012/13, as a result a number of staff have now been TUPE transferred to the new providers, two of the school are taking on the cleaners direct, in these cases staff have been transferred direct to the schools.

Capital Works Team

The refurbishment of Runcorn Market Hall to provide a joint use Library and Direct Link facility is almost complete, the opening being due in late April. The partial refurbishment of Rutland House to accommodate staff from Grosvenor House is again almost complete with many staff already having been moved into the building, the final staff moves are due to take place in May. Accommodation for HPIJ in Rutland House was also refurbished during Q4. Improvements include new seating arrangements for meeting with clients and a new reception area. The asbestos removal and partial refurbishment at Picow Farm Depot Office accommodation is nearing completion with staff due to move back into the building in April. The demolition of Queens Hall is complete as is and the works to provide improved office facilities at Lowerhouse Lane. The welfare element of the Lowerhouse Lane scheme had to be re-tendered as such the final completion date for this has been put back slightly, to late summer.

3.0 Emerging Issues

There are currently no emerging issues to report for this service.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	8		8		0		0
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For further information please refer to 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 this service to be reported.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	4		1		0		3
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The prevailing economic climate has had a detrimental influence upon the achievement of some annual targets.

There are also a further 2 indicators for which information is currently unavailable. Additional information is provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	13		8		0		5
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There are currently 5 'other' indicators which have failed to meet the targets set for the financial year. There are also a further 3 indicators which can not be reported at this time and additional information is provided within Appendix 4.

6.0 Risk Control Measures

The backlog of maintenance on buildings will continue to be a risk as funding potentially decreases. However, in recent years, the Council has developed a longer term investment plan in respect of its maintenance programme. As a result, this has actually led to a small decrease in expenditure on maintenance of buildings in 2011/12.

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, 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 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 Q4	Supporting Commentary
Identify further property to be considered for sales and implement asset disposals by March 2012 .	<input checked="" type="checkbox"/>	Sites are identified and reported to the Asset Management Working Group.
Commence Review of the Council's investment portfolio (in light of broader regeneration assessment) by October 2011	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	Reports have now been submitted to the Council's Executive Sub Board.
To secure a developer(s)/development partner at Mossbank Park by March 2012	<input checked="" type="checkbox"/>	A development partner has been secured. It is expected that a legal agreement will be signed in the next period, Quarter 1 2012/13.


Appendix 1: Progress Against 'key' objectives / milestones

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

Milestones	Progress Q4	Supporting Commentary
Draft Widnes Market Review by November 2011 .		The review report has been completed.
Commence post review Action Plan implementation January 2012 .		The management of the Markets and Town Centre functions have been amalgamated as part of the review of the Economy, Enterprise and Property Department. The departure of the incumbent Town Centre Manager and Markets Manager and the need to bed in the new team has impacted upon the implementation of Market Review Action Plan
To hold three markets in Market Square by March 2012 .		<p>The following markets/events were undertaken in 2011-12 :-</p> <ul style="list-style-type: none"> ▪ April - Easter Treasure Hunt Commences. 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. ▪ 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. ▪ August – Widnes On Sea: Seaside themes, beach, donkey rides, free mini funfair rides and a Helter Skelter. ▪ September - My Halton Foody Fortnight: In Market: Chefs Demonstrations. ▪ October - Widnes Market Traders Naked Calendar Launch – to coincide with Breast Cancer Awareness Month. All monies raised to go to 2 local cancer charities.

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	Progress Q4	Supporting Commentary
Backlog to be reduced to £1.9 Million by March 2012 .		The backlog of maintenance has been reduced. The target has been met.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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Property Services

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%	86%			The significant proportion of buildings are now compliant. However it has to be remembered that in addition to a small number of buildings that will remain non-compliant due to cost / benefit considerations e.g. football changing rooms, the possibility exists that as we rationalise our accommodation the proportionate number suitable for disabled access may decrease.
Replacement NI 85 / NI 194	NEW green house gas (GHG) emissions indicator	25,817 Tonnes CO ₂ e	25,558 Tonnes CO ₂ e	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.

Development and Investment Services

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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Cost & Efficiency							
DIS LI01 (previous reference PYS LI03)	Occupancy of industrial units	81%	85%	72%			Economic climate remains very challenging. New marketing initiative being developed to promote units.
DIS LI02 (new)	Occupancy Widnes Market Hall	85.5% (Baseline figure as at 30 June 2011)	85%	Refer to comment	N/A	N/A	Due to a change in the management of the markets, it has not been possible to confirm the figures for this measure in this quarter. The information will be provided in quarter 1 2012/13.
DIS LI03 (new)	Improved revenue position £250,000	Baseline awaited	250,000	100,000		N/A	This figure was set to reflect future revenue savings made in respect of reducing the Council's property portfolio, and in particular, accommodation. The measure also reflects renegotiated rents and rates. The saving is less than anticipated, but this is predicated by the fact that recent work undertaken in 2011/12 will lead to more significant savings being made in 2012/13.





Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
DIS LI04 (new)	Capital receipts £2million	Baseline awaited	£2m	£1.92m		N/A	The Council's asset disposal programme is reported on a quarterly basis to the Council's Asset management Working Group. An ambitious target of £2m was set. Although the target has not been achieved it should be regarded as a positive outcome, given the state of the land and property market at the current time.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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Property Services

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%			13 projects over £50k have been completed within the timeframe, all have been completed within the available budget, however 3 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%			13 projects have been completed within the timeframe, 11 have been completed as planned 2 projects were delayed however. 1 was 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.

Appendix 3: Progress Against 'other' performance indicators



Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	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	N/A	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	N/A	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 4	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	N/A	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%.











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%	97%			The implementation of an automated system has improved general rent collection.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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%			New rent collection methods have been implemented within the market (indoor and outdoor). Despite this, the difficult retail environment has impacted rent collections.
DIS LI10 (new)	Occupancy of Commercial % (new)	81% (baseline as at 30 June 2011)	81%	81%			Target met.
DIS LI11 (new)	Occupancy of Business Centres % (new)	72% (baseline as at 30 June 2011)	65%	75.38%			Target exceeded.
DIS LI12 (new)	Occupancy of Leisure Sites % (new)	93% (baseline as at 30 June 2011)	93%	93%			Target met.
DIS LI13 (new)	Occupancy Outside Retail Market (new)	43.4% (baseline as at 30 June 2011)	43%	43%			Improvement on previous quarter which may be as a result of ongoing marketing of shopping centre and Widnes Town Centre Shopper Offer. There is a slight decrease but it is expected that target will be met.

Appendix 3: Progress Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
DIS LI14 (new)	Percentage of rent retail market collected as % of rent due (excluding bankruptcies)	96.5% (baseline as at 30 June 2011)	96%	85%			New rent collection methods have been implemented within the market (indoor and outdoor). Despite this, the difficult retail environment has impacted rent collections.
DIS LI15 (new)	Occupancy Widnes Flea Market (new)	91.3% (baseline as at 30 June 2011)	91%	91%			Figures will be dependant upon the day of the week as well as weather conditions at the time.
DIS LI16 (new)	Percentage of rent flea market collected as % of rent due (excluding bankruptcies)	100% (baseline as at 30 June 2011)	100%	94%			Refer comments above
DIS LI17 (new)	Occupancy Runcorn Street Market	71%	75%	60%			Refer comments above
DIS LI18 (new)	Percentage of rent Runcorn street market collected as % of rent due (excluding bankruptcies)	100%	100%	100%			Refer comment above