

## Corporate Policy and Performance Board– Priority Based Monitoring Report

Reporting Period: **Quarter 2 – Period 01<sup>st</sup> July 2015 to 30<sup>th</sup> September 2015**

### 1.0 Introduction

- 1.1. This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the second quarter of 2015/16 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2. Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
  - Financial Services
  - People, Policy, Performance and Efficiency
  - ICT Infrastructure
  - Legal and Democracy
  - Catering, Stadium and Registration Services
  - Property Services
- 1.3. The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

### 2.0 Key Developments

- 2.1. There have been a number of developments within the Directorate during the period which include:-

#### *Finance*

- The audit of the 2014-15 year-end accounts has now been completed and the Council's appointed Auditor Grant Thornton provided an unqualified audit opinion and Value for Money conclusion. Their findings, which included no significant issues and highlighted the Council's high standard of working papers and excellent co-operation from the Finance Team, were presented to the Business Efficiency Board on 23rd September 2015. At the meeting the Board also approved the Council's Statement of Accounts (2014-15) for publication.
- The Council net spend position for the first quarter of the year was reported to Executive Board on 3rd September 2015. Net expenditure was £0.131m under the profiled budget to date figure of £21.494m. Capital spending as at 30th June 2015 totalled £4.575m, which is 96% of planned spending of £4.780m for the first quarter.
- The Annual Governance Statement for 2014/15 was approved by the Business Efficiency Board on 23rd September. The statement provides a summary of the Council's governance arrangements, the governance issues facing the Council, and the action being taken to address those issues. The document is signed by the Leader and Chief Executive and published alongside the Council's financial statements.

- In April 2013 the Council took on the claims handling of its casualty insurance claims. As part of this arrangement the Council's claims handling processes and performance are audited each year by its insurers and the annual audit has recently been completed. The Council achieved a score of 96%, which places it in the 'excellent' category. In addition the Council has now extended its insurance service to schools to provide a single point of contact for all insurance related matters as well as offering invoice processing and BACS payments to St Augustine's Academy on a commercial basis.
- On 1st September 2015 the Council's Fraud Section transferred to the Department for Works and Pensions (DWP) Single Fraud Investigation Service (SFIS), and they will now be responsible for investigating all DWP benefits and housing benefits. The Council will continue to investigate corporate fraud and this will include council tax discounts, business rates fraud, and social care fraud. Two Investigation Officers have been appointed and their role will involve carrying out pro-active investigations into these particular areas.
- The rollout of Universal Credit continues and statistics supplied by the DWP at 31st August 2015 show that there are 1,463 UC claimants in the Borough. The Council has a Delivery Partnership Agreement with the DWP that involves providing UC claimants with on-line help when claiming UC, and additionally offering personal budgeting support to those UC claimants who want it.
- The new Contact Centre telephone system went live at the end of August 2015 and early signs are that this has had a positive impact upon queue waiting times. Additionally work will now begin with ICT services to develop a 'web-chat' facility during the coming financial year in order to maximise the potential of electronic communications.
- In relation to Welfare Rights Advice demand for assistance with Mandatory Reconsiderations and appeals remains high. This is expected to remain the case as welfare reforms impact. As existing Disability Living Allowance claimants have changes in circumstance or become due for review, they fall to be assessed for a Personal Independence Payment. This benefit has quite different rules and particularly those with severe mobility impediments can lose out. The demand for assistance and help with form completion remains high.

#### *People, Policy, Performance and Efficiency*

- The ongoing review of existing business processes has led to the further deployment of electronic approaches to maximise capabilities, improve data security and accuracy, and make better use of existing resources. This includes the process of Amending Establishment, requests to advertise and reporting leavers.
- In addition the requirement process has been reviewed to enable a transition toward electronic portals via the SharePoint system. This will reduce costs and staff time and will improve accessibility and the security of the system.
- The Learning and Development Team continue to deliver a wide range of interventions across a number of service areas to support the effectiveness and resilience of the organisation. Promotion and expansion of e-learning modules is helping the team to maximise the use of limited resources and provide a broader reach of delivery.
- The team provide an extensive range of generic and bespoke management and specialist courses such as the ILM 5 and Stress Management sessions to the Administration of Medication in schools, Team Building for Children's Social Work Teams and Development and Improvement in Safeguarding Adults.

- Having passed through the consultation the Efficiency Review of Halton Supported Housing Network has moved to implementation with the final agreed structure being in place in January 2016. Additionally a proposed structure for Highways and Traffic Management will enter a period of staff and Union consultation during October.
- The review of Agency Staffing has resulted in the formulation of a new corporate approach founded upon an electronic approvals process and this has now been passed to colleagues in ICT services for development. This will provide a more robust process in terms of authorisation and accountability.
- Work has been undertaken to establish to position relating to the anticipated introduction of the National Living Wage which will be used to inform forecasting for the Medium-Term Financial Statement and work continues on the development of a replacement for the Council's People Plan which will be intended for publication in April 2016.
- The annual Business Plan development process has now commenced and Member engagement at the draft stage has been undertaken in consultation with relevant Policy and Performance Boards. Following the move to 2 Directorates a single Council Business Plan will be produced for 2016 – 17 that will articulate the Council's key areas of work for the coming financial year that will provide the basis for the continue provision of in-year Monitoring Reports.

#### *ICT and Administration Support Services*

- Recent technology investments in the authority's Data Centre capabilities have delivered what is a leading edge facility that will support both the ongoing efficiency programme and provide a foundation from which the Council can expand and realise additional commercial opportunities through the provision of services to schools and other local authorities.
- The Halton Records Management unit continues to develop additional services to reduce operating costs including the digitisation of existing paper records. Through developing additional capacity the unit continues to attract revenue from its commercial contracts.
- Following considerable recruitment issues experienced within the ICT service, approval has been sought to create a specialist apprenticeship scheme for the development of IT engineers. This is a scheme that will be supported by a number of the available Government financial incentives, but it also one that will be tailored specifically for the development of engineers within the Halton Technology environment

#### *Legal and Democratic Services*

- During the period extensive work has been carried out in relation to the Statement of Licensing and Statement of Gambling Policies both of which have been subject to consultation and subsequently approved by the Regulatory Committee. The review of the policies is a statutory requirement and both will be sent to Council for adoption during Quarter 3.
- Work on marketing the Fostering Service has been undertaken and support will be provided to evaluate the strategy through for example the provision of monthly web analytics and the annual survey of Foster Carers.

- The annual canvass of the Register of Electors is underway with a 50% rate of return by the end of Quarter 2.

### *Catering, Stadium and Registration Services*

#### *The Stadium*

- The Widnes Vikings have now played their final games and have secured their place in Super League for next year which is likely to positively influence match attendance figures.
- Both Liverpool and Everton Ladies football seasons are drawing to a close with both teams having a relatively disappointing season. Liverpool Ladies will be competing in the semi-final of the Continental Cup and will start their European campaign in a few weeks.
- The Stadium has been chosen to host a “three-headed” game this year that will see six teams from across the Country compete for different trophies, cups and promotion. Teams will be coming from Cumbria, Yorkshire and Leigh and this event will serve to further promote the Stadium at a regional level.
- During September a promotional campaign was delivered advertising Stadium Fitness and Legends Bar with 20,000 flyers being delivered to properties within the Borough. Given that the promotional period offered by a competitor has now ended, and combined with normal seasonal variations, this may lead to an increase in gym membership over the coming months. To the 30<sup>th</sup> September 2015 there has been a notable increase in Casual Junior Gym Membership to 1,031 from the 814 in April 2015
- Stadium Catering has on the whole been positive during the period with the Marquee being used in the evenings for themed music and sports and presentation events and during the day for weddings and large conferences. In addition catering on match days has proved successful particularly following the introduction of a carvery with its continuation beyond the season now being considered.

#### *Civic Catering*

- The Municipal Building coffee shop continues to prove popular and in response to customer feedback slimming world recipes, more salads and Jacket potatoes’ and vegetarian and gluten free sandwiches have been introduced.
- The Brindley coffee shop is currently extremely busy and during the evening we have introduced pre show meals for the cast of productions that are being staged and consideration is now being given to extending this to limited audience numbers. During quarter 2 planning has begun for catering for Bonfire Night, Christmas lunches and the Pantomime season.
- Halton Lea Café Bar remains popular with repeat customers from both library visitors and nearby offices such as the Police Station and Magistrates Courts. Whilst Runcorn Town Hall remains busy in catering for meetings consideration is being given to increasing the use of catering facilities at an individual level.
- As would be expected during the summer months catering within Victoria Park has proved popular venue given that activities that occur such as use of the Bandstand most Sundays and a weekly Saturday Run. The Mini Fun Fair was a great success in the summer holidays and at the end of September the Vintage Rally was held which meant the café bar was extremely busy all weekend.

- Naughton Fields is a new venture that the Council has entered into after being approached by Halton Housing Trust. This is an assisted Living initiative and the Council manages the Bistro which provides a number of catering options such as Afternoon Teas and Sunday Lunch. The viability of additional options to extend the offering is now being considered based upon customer feedback.

#### *School Meals*

- This is now the second year in which free school meals for infants and it is positive that many children in year 3 continue to opt for schools meals when free provision ends. The Prime Minister has recently announced, despite some speculation to the contrary, that free school meals for infants will continue.
- In order to positively contribute to reducing levels of obesity within Halton all primary schools offer a daily salad bar and in secondary schools salad and vegetables are free as part of the main course. Due to normal seasonal variation it is not yet possible to determine if the increase in meal prices to £2.40 which was introduced in April 2015 has had any impact upon take-up.
- The active marketing of school continues and all kitchens have been given a themed calendar for the academic year so they are able to arrange various menus to celebrate specific occasions and events and to link to curriculum topics.

#### *Property Services*

- The 2015/16 Education maintenance programme consisted of 19 individual projects. In the main all the projects have been completed with only a few minor snagging items to be undertaken. The programme of work for the financial year 2016/17 is currently being collated, the intention being to obtain Executive Board approval, subject to funding, prior to Christmas.
- In addition the 2015/16 corporate maintenance programme consists of 24 separate projects with a number of these projects having already been completed with the remainder on-going.

### **3.0 Emerging Issues**

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

#### *Financial Management*

- a) The Council has contributed towards a submission presented to HM Treasury covering the 2015 Spending Review. The submission seeks a new approach to determine funding allocations and the ability of some authorities to sustain further cuts to funding. It is expected the 2015 Spending Review will be published on 25 November 2015. Details of the review will be fed into the Medium term Financial Strategy.
- b) Following publication of the spending review the Local Government Finance Settlement will be announced in mid-December with final details published in February 2016. The impact of all announcements will be considered in finalising the 2016/17 budget.

- c) Work is currently underway with Liverpool City Region colleagues to consider potential areas for delivery of shared services. This work is being led for Halton by the Divisional Manager, Procurement and a key aspect being considered is the scope for shared procurement across the City Region

#### *People, Policy, Performance and Efficiency*

- d) The Division continues to work through the detail when announced and understand the potential financial implications, of recent announcements including; the delay in the implementation of the cap on care costs; the implementation of the National Living Wage from April 2016; in-year reductions to 2015/16 public health allocations; proposed changes to the retention of business rates for local authorities.
- e) Throughout quarter 3 the 2016-17 training calendar will be developed. This will take account of known demand within the organisation, but also seek to accommodate any new learning and development needs resulting from the changes that the organisation faces due to the external pressures upon it.
- f) Consideration will be given to the next wave of Efficiency Programme work (Wave 7), to be effective from the beginning of April 2016. It is expected that whilst there remain some services where reviews have not taken place, there are a number of cross-cutting organisational issues that require intervention.
- g) The Policy Team staffing complement will reduce by one third with effective from April 2016. Before then, the service will ensure that all Equality & Diversity related plans, policies and procedures are revised and refreshed (where appropriate), so that the Council is well placed to continue to meet its statutory and ethical obligations into the short and medium-term.

#### *ICT and Administration Support Services*

- h) The Corporate ICT Infrastructure is currently undergoing a major redesign to enhance data accessibility and security and involves for example the replacement of some infrastructure that is 7 – 10 years old. In addition to improving the user experience this work will allow the authority to make the most of the developments that have occurred within the technology field and ensure that the infrastructure retains the capacity to meet existing and future demands.
- i) This work will inevitably mean that there will be some disruption in service but work has been programmed as far as possible outside of normal working hours to minimise any negative impact upon operations.

#### *Legal and Democratic Services*

- j) The devolution issues around the Liverpool City Region Combined Authority are expected to enter a critical phase and will be discussed at forthcoming Council meetings in Quarter 3 2015/16. Significant legal & committee services support is expected to be required.
- k) A number of major projects will also continue to place demands on the legal team.
- l) In Quarter 1 it was reported that Legal Services assisted in the promotion of the Mersey Gateway modification order, and the Inspector's decision was expected, following the resolution of Council, in July 2015. At this stage the Inspectors decision is still to be received.

## *Property Services*

- a. The Construction Design and Management (CDM) regulations 2015 came into force on 01 April 2015. The 6 month transitional period is coming to an end and as of 06 October 2015 all previously appointed CDM-C's must have been re-appointed as Principle Designers where appropriate. The revised regulations have had a significant impact on our projects as they place additional Health and Safety responsibilities on clients and create a new role of Principal Designer which will be required on the vast majority of projects. Briefings were held for staff in late April 2015 outlining the main changes with regards the new regulations and how they will affect project delivery. Further briefings have also been given to Head Teachers, and the regulations will provide the main focus of the forthcoming annual Health & Safety briefing for schools in October.
- b. Rationalisation of our corporate accommodation has continued over the period. The Police have now completed the refurbishment of John Briggs House and this has now been opened as the new Police Station; as previously mentioned the old Police Station and Magistrates Court is not being listed and as a consequence are progressing with the procurement process in respect of its proposed demolition.

### **4.0 Risk Control Measures**

- 4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2014 – 15 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures which are relevant to the Board is included as appendix 1.

### **5.0 High Priority Equality Actions**

- 5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Council's latest annual progress report in relation to the achievement of its equality objectives was published on the Council website during quarter 4 and is available via:

[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality - objectives progress report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)






## 6.0 Performance Overview

6.1 The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas relevant to the remit of the Board:

### Financial Management

#### Key Objectives / milestones







Ref	Milestones	Q2 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board, <b>November 2015</b> .	
FS 03	Complete the Draft Statement of Accounts for certification by Chief Financial Officer <b>by 30<sup>th</sup> June 2015</b> .	
FS 03	Publish the Statement of Accounts <b>by 30<sup>th</sup> September 2015</b> .	

#### Supporting Commentary

The Medium term Financial Strategy (MTFS) will be reported to Executive Board on 10 December 2015. This is later than usual due to Comprehensive Spending Review not being published 25 November 2015 which will have significant impact upon the MTFS. The financial forecast is being regularly updated.

The 2014/15 Statement of Accounts certified by Chief Finance Officer on Tuesday 30th June 2015 and shared with External Auditor, Grant Thornton LLP, on the same day. The Statement of Accounts was published on the Council's web-site on 30th September 2015, following approval by the Business Efficiency Board and receipt of an unqualified audit opinion.

#### Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.47%	94.75%+	56.10%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	97.04%	95.00%+	54.76%		
FS LI 07	Average time for processing new claims (Housing & Council Tax Benefit).	14.42	20	18.22		

#### Supporting Commentary

Council Tax collection is slightly down by 0.06% compared with same point last year, primarily due to an additional 6,000 households now required to pay a proportion of their council tax liability under the council tax reduction scheme.





The collection of Business Rates is slightly down by 1.18% compared with same point last year although this is considered to be within normal variation.

Processing times are down by 3.66 days compared with same point last year as a result of a high volume of work experienced within the quarter but remain within target.

### Human Resources & Organisational Development

#### Key Objectives / milestones













Ref	Milestones	Q2 Progress
HRLD 01	On-going enhancements to i-Trent system capabilities <b>March 2016</b>	
HRLD 02	Promote and take forward the delivery of actions identified within Corporate People Plan <b>March 2016</b> .	



#### Supporting Commentary

Enhancements to the i-Trent system are ongoing. There are a number of areas identified for enhancement, some linking to existing service improvements, others are new initiatives.

On-going learning and development continues to be provided for employees with new courses, post entry training courses and E-Learning modules being offered.

#### Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness (Corporate).	10.44	10	4.23		
HRLD LI 04	% of training delegates attending as proportion of places reserved.	99	90	87		
HRLD LI 05	The percentage of top 5% of earners that are:					
	a) Women	55.62	50	52.8		
	b) From BME communities.	1.85	1.5	2.0		
	c) With a disability.	0.71	8.0	0.78		
HRLD LI 06	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.44	10.0	1.24		

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
HRLD LI 07	Minority of Ethnic Community staff as a percentage of the total workforce.	1.22	1.0	1.14		

### Supporting Commentary











Days lost to sickness absence is a cumulative measure which is subject to seasonal change and at this stage annual target remains on-track to be achieved with performance at Q2 showing improvement when compared to the same time last year (5.45 days).

There are Some variations in performance against top 5% of earners and these remain subject to change as structures across the organisation change. It is unlikely that the ambitious target for the disability indicator will be met despite a slight upward movement

In relation to BME / disability profiles these indicators are difficult to predict and are influenced based on demographics and changes to the workforce.

### ICT Infrastructure

### Key Objectives / milestones

Ref	Milestones	Q2 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies, <b>March 2016</b> .	
ICT 01b	Further development of Cloud Services Platform, <b>March 2016</b> .	
ICT 01c	SharePoint and Records Management enhancements <b>March 2016</b> .	
ICT 01d	Continued Social Care Systems Service Support Programme <b>March 2016</b> .	
ICT 01e	OC and Desktop OS Replacement Programme <b>March 2016</b> .	
ICT 01f	Continued Lync Enhancement Programme <b>March 2016</b> .	
ICT 01g	Interactive Web Services Enhancement and further SharePoint Integration <b>March 2016</b> .	
ICT 01h	Further development of commercial ICT opportunity within desktop, hosting and DR provision <b>March 2016</b> .	
ICT 02d	Continued development of document management and distribution services - <b>March 2015</b> .	
ICT 04a	Conduct & Evaluate point of contact Satisfaction survey for ICT & Support Services - <b>March 2015</b> .	

### Supporting Commentary







All objectives and milestones are presently progressing as planned.

Most notably in relation to the continued enhancement of the virtualisation platform this project is now underway with the key elements of this major development now in place and currently being configured. The project itself is expected to last approximately 4 months, but will realise considerable benefit to the authority over the coming years.

Further enhancements to the Cloud Services Platform have been developed and deployed, including further development to the Records Management Interfaces and with SharePoint which will realise considerable benefits within the desktop environment.

Lync 2013 will become part of the new desktop environment; negotiations with Microsoft are currently in place to license its deployment and the deployment of the new Agresso Income Manager project will develop and deploy enhancements to both internal and external users of web based self service facilities.

### Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
ICT LI 1	Average availability of the Council's operational servers (%).	99	99	98		
ICT LI 4	% Of all responsive repairs completed within 2 working days.	86	80	98		
ICT LI 8	Average working days from order to completion of a new PC.	5	10	10		


### Supporting Commentary

Availability of the Council's servers remains and completion of responsive repairs remains almost at ceiling. There were some outages of some individual servers during required office times, however these were rectified within 2 hours, and were isolated incidents.

The Council is not urgently replacing equipment, due to an emerging change in strategic direction however all new starters are being provided with equipment within 10 days of the user being requested.

## Legal & Democracy





### Key Objectives / milestones

Ref	Milestones	Q2 Progress
LD 02a	To ensure that all members have been given the opportunity of a having a MAP meeting.	

### Supporting Commentary

MAP meetings are continually taking place throughout the calendar year.

### Key Performance Indicators



Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10	10	10		
LD LI 05	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		

### Supporting Commentary

Both measures remain on target.

## Catering, Stadium & Registration Services

### Key Objectives / milestones















Ref	Milestones	Q2 Progress
CE 2	Identify areas for improvement in line with the Business Plan and Marketing Plan (this will drive the development of milestones for 2016/17). <b>January 2016</b>	
CE 3	Deliver a promotion and educational campaign (AOF 1) <b>September 2015 and January 2016</b>	

### Supporting Commentary

Having reviewed the financial performance of each of the trading areas a restructure is planned that will strengthen areas of the Stadium that should result in increased income streams.

A full promotional campaign, including parent leaflets, school visits and a full media campaign was organised and implemented in September.

### Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
CE LI 1	No. of meals served versus hourly input of labour (Previously SH1).	10.80	10.00	10.85		
The percentage (%) take up of free school meals to those who are eligible:						
CE LI 6	Primary Schools	91.7%	85%	82.2%		
CE LI 7	Secondary Schools	77.1%	75%	74.6%		
Take up of school lunches (Previously NI 52 a & b):						
CE LI 8	Primary Schools	60.8%	65%	61		
CE LI 9	Secondary Schools	54.95%	57%	56.6		
Food cost per school meal (pence):						
CE LI 14	Primary Schools	71p	78p	72p		
CE LI 15	Secondary Schools	£1.01	95p	97p		

### Supporting Commentary





The cost of meal provision continues to be closely monitored and controlled.

Although the take up of FSM is slightly below target the winter months are likely to see seasonal increases in the take-up and of school meals generally.

Food costs have reduced still further and work being carried out by the Council's Procurement team is having a positive impact on the cost of food.

## Property Services

### Key Performance Indicators

Ref	Measure	14 / 15 Actual	15 / 16 Target	Q2 Actual	Q2 Progress	Direction of travel
CED060	Occupancy of HBC industrial Units	89%	90%	90%		
CED061	Occupancy of Widnes Market Hall	85%	95%	82%		

### Supporting Commentary

With regards to Industrial Units there are 2 potential vacancies at Dewar Court in the next few months, however interest for the smaller units at the estate is still good.

Market occupancy rates are slightly lower than the same period last year. The trend appears to be more traders in the market taking less space which may reflect a tough retail environment and the need for many traders to reduce costs by reducing the space they use.

## 7.0 Financial Summaries

### FINANCE DEPARTMENT

#### Revenue Budget as at 30<sup>th</sup> September 2015

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend) £'000
	£'000	£'000	£'000	£'000
<b><u>Expenditure</u></b>				
Employees	7,421	3,590	3,308	282
Supplies & Services	553	328	351	(23)
Other Premises	86	57	47	10
Insurances	1,614	991	992	(1)
Concessionary Travel	2,127	997	997	0
Rent Allowances	56,000	24,274	24,274	0
Non HRA Rebates	66	32	32	0
Discretionary Housing Payments	387	169	169	0
Local Welfare Payments	150	45	45	0
<b>Total Expenditure</b>	<b>68,404</b>	<b>30,483</b>	<b>30,215</b>	<b>268</b>
<b><u>Income</u></b>				
Fees & Charges	-308	-153	-69	(84)
SLA to Schools	-798	-798	-747	(51)
NNDR Administration Grant	-166	0	0	0
Hsg Ben Administration Grant	-782	-391	-391	0
Council Tax Admin Grant	-208	-208	-208	0
Rent Allowances	-55,600	-27,729	-27,729	0
Clerical Error Recoveries	-398	-284	-284	0
Non HRA Rent Rebates	-66	-36	-36	0
Discretionary Housing Payments Grant	-387	-115	-115	0
Reimbursements & Other Grants	-149	-57	-264	207
Liability Orders	-421	-368	-368	0
Transfer from Reserves	-791	0	0	0
<b>Total Income</b>	<b>-60,074</b>	<b>-30,139</b>	<b>-30,211</b>	<b>72</b>
<b>Net Controllable Expenditure</b>	<b>8,330</b>	<b>344</b>	<b>4</b>	<b>340</b>
<b><u>Recharges</u></b>				
Premises	399	199	199	0
Transport	24	12	12	0
Asset Charges	19	0	0	0
Central Support Services	3,546	1,773	1,773	0
Support Services Income	-7,540	-3,770	-3,770	0
<b>Net Total Recharges</b>	<b>-3,552</b>	<b>-1,786</b>	<b>-1,786</b>	<b>0</b>
<b>Net Department Total</b>	<b>4,778</b>	<b>-1,442</b>	<b>-1,782</b>	<b>340</b>



**Comments on the above figures:**

In overall terms spending is below the budget profile at the end of quarter two.

With regards to expenditure, employee costs are below the budget profile due to vacant posts that exist primarily within the Revenues and Benefits Division and the Procurement Division. Revenues and Benefits has recently undergone a restructure and a number of posts are currently being recruited to, in order to support the ongoing Benefits Reform programme. Other vacant posts within the Finance Department are being utilised as savings for 2016/17.

With regards to income, SLA to Schools income is lower than the budget estimate which is due to a lower than expected take-up of the Procurement SLA. Reimbursements & Other Grant Income is in excess of the budget profile due to the receipt of a number of one-off Revenues and Benefits new burdens grants.

At this stage it is anticipated that overall spending will be below budget at the end of the financial year.

**POLICY, PEOPLE, PERFORMANCE AND EFFICIENCY DEPARTMENT**

**Revenue Budget as at 30<sup>th</sup> September 2015**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<b>Expenditure</b>				
Employees	1,847	949	932	17
Employee Training	133	31	31	0
Supplies & Services	125	101	94	7
<b>Total Expenditure</b>	<b>2,105</b>	<b>1,081</b>	<b>1,057</b>	<b>24</b>
<b>Income</b>				
Fees & Charges	-106	-106	-106	0
Reimbursements & Other Grants	-6	-6	-6	0
School SLA's	-381	-381	-381	0
<b>Total Income</b>	<b>-493</b>	<b>-493</b>	<b>-493</b>	<b>0</b>
<b>Net Operational Expenditure</b>	<b>1,612</b>	<b>588</b>	<b>564</b>	<b>24</b>
<b>Recharges</b>				
Premises Support	100	50	50	0
Transport Recharges	5	3	3	0
Central Support Recharges	855	427	427	0
Support Recharges Income	-2,942	-1,471	-1,471	0
<b>Net Total Recharges</b>	<b>-1,982</b>	<b>-991</b>	<b>-991</b>	<b>0</b>
<b>Net Departmental Total</b>	<b>-370</b>	<b>-403</b>	<b>-427</b>	<b>24</b>

**Comments on the above figures:**

In overall terms, spending is slightly below the budget profile at the end of the second quarter.

With regards to expenditure, employee related expenditure is lower than the budget profile due to vacancies that exist within the Department. Some posts will be put forward as saving proposals in balancing the Council wide budget for 2016/17.

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

## ICT AND SUPPORT SERVICES DEPARTMENT

### Revenue Budget as at 30<sup>th</sup> September 2015

	Annual Budget £'000	Budget to Date £'000	Actual to Date £'000	Variance to Date (Overspend) £'000
Employees	5,546	2,649	2,645	4
Supplies & Services	682	331	228	103
Computer Repairs & Software	641	439	437	2
Communications Costs	332	291	291	0
Other Premises	23	18	19	(1)
Capital Financing	372	205	205	0
Transfers to Reserves	75	0	0	0
<b>Total Expenditure</b>	<b>7,671</b>	<b>3,933</b>	<b>3,825</b>	<b>108</b>
<b><u>Income</u></b>				
Fees & Charges	-551	-194	-194	0
Reimbursements & Other Grants	-176	-176	-176	0
Internal Billing	-12	-12	-12	0
Transfers from Reserves	-150	0	0	0
SLA to Schools	-556	-510	-509	(1)
<b>Total Income</b>	<b>-1,445</b>	<b>-892</b>	<b>-891</b>	<b>(1)</b>
<b>Net Controllable Expenditure</b>	<b>6,226</b>	<b>3,041</b>	<b>2,934</b>	<b>107</b>
<b><u>Recharges</u></b>				
Premises	397	199	199	0
Transport	27	13	13	0
Asset Charges	1,161	0	0	0
Central Support Services	1,121	560	560	0
Support Service Income	-8,932	-4,466	-4,466	0
<b>Net Total Recharges</b>	<b>-6,226</b>	<b>-3,694</b>	<b>-3,694</b>	<b>0</b>
<b>Net Department Total</b>	<b>0</b>	<b>-653</b>	<b>-760</b>	<b>107</b>

### Comments on the above figures

In overall terms spending is below the budget profile at the end of the second quarter.

With regards to expenditure, employee related expenditure is lower than the budget profile due to staff turnover and vacancies that exist within the Admin Division. Some posts are in the process of being filled and some will be put forward as saving proposals in balancing the Council wide budget for 2016/17. The in-year underspend is temporarily being used to alleviate pressures on the fees & charges income target.

Expenditure on supplies and services is also lower than the budget profile which is a result of tighter controls now being in operation in respect of the purchasing of stationery, office equipment and external printing. Again, some of the budget will be put forward as a savings proposal in balancing the Council wide budget for 2016/17.

At this stage it is anticipated that the overall net Department spending will be within budget at the year end.

### Capital Projects as at 30<sup>th</sup> September 2015

Capital Expenditure	2015/16 Capital Allocation £'000	Allocation to Date £'000	Actual Spend to Date £'000	Total Allocation Remaining £'000
IT Rolling Programme	1,718	1,358	1,358	360
<b>Net Expenditure</b>	<b>1,718</b>	<b>1,358</b>	<b>1,358</b>	<b>360</b>

### Comments on the above figures

It is expected that the full capital allocation will be spent by the financial year end.

## LEGAL & DEMOCRATIC SERVICES DEPARTMENT

### Revenue Budget as at 30<sup>th</sup> September 2015

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<b>Expenditure</b>				
Employees	1,919	964	942	22
Supplies & Services	337	193	137	56
Civic Catering & Functions	27	1	2	(1)
Mayoral Allowances	22	22	18	4
Legal Expenses	215	66	67	(1)
<b>Total Expenditure</b>	<b>2,520</b>	<b>1,246</b>	<b>1,166</b>	<b>80</b>
<b>Income</b>				
Land Charges	-101	-46	-46	0
License Income	-251	-101	-102	1
Schools SLA's	-55	-55	-70	15
Government Grants	-34	-34	-34	0
Other Income	-73	-65	-76	11
Transfers from Reserves	-10	0	0	0
<b>Total Income</b>	<b>-524</b>	<b>-301</b>	<b>-328</b>	<b>27</b>
<b>Net Operational Expenditure</b>	<b>1,996</b>	<b>945</b>	<b>838</b>	<b>107</b>
<b>Recharges</b>				
Premises Support	132	66	66	0
Transport Recharges	26	13	13	0
Central Support Recharges	425	213	213	0
Support Recharges Income	-2,054	-1,027	-1,027	0
<b>Net Departmental Total</b>	<b>525</b>	<b>210</b>	<b>103</b>	<b>107</b>

#### Comments on the above figures

In overall terms spending is below the budget profile at the end of quarter two.

With regards to expenditure supplies & services expenditure is lower than the budget profile due to reduced spend on legal books and publications as a result of a move to using on-line resources. Also, the external contract for website design has not been renewed as this work will now be undertaken in-house. The resulting savings will be put forward as saving proposals in balancing the Council wide budget for 2016/17.

With regards to income, buy-back of the Legal Services SLA has exceeded the original forecast.

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

**COMMUNITY & ENVIRONMENT DEPARTMENT**

**Revenue Budget as at 30 September 2015**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	12,045	6,141	6,179	<b>(38)</b>
Other Premises	1,182	712	690	<b>22</b>
Supplies & Services	1,570	643	583	<b>60</b>
Book Fund	142	71	74	<b>(3)</b>
Hired & Contracted Services	1,151	437	446	<b>(9)</b>
Food Provisions	652	299	292	<b>7</b>
School Meals Food	2,077	771	755	<b>16</b>
Transport	54	22	13	<b>9</b>
Other Agency Costs	674	249	196	<b>53</b>
Waste Disposal Contracts	5,160	1,545	1,585	<b>(40)</b>
Leisure Management Contract	1,496	547	592	<b>(45)</b>
Grants To Voluntary Organisations	322	161	155	<b>6</b>
Grant To Norton Priory	222	111	117	<b>(6)</b>
Rolling Projects	32	32	32	<b>0</b>
Transfers To Reserves	0	0	0	<b>0</b>
Capital Financing	9	5	0	<b>5</b>
<b>Total Spending</b>	<b>26,788</b>	<b>11,746</b>	<b>11,709</b>	<b>37</b>
<b><u>Income</u></b>				
Sales Income	-2,229	-1,152	-1,062	<b>(90)</b>
School Meals Sales	-2,180	-717	-725	<b>8</b>
Fees & Charges Income	-3,265	-1,782	-1,727	<b>(55)</b>
Rents Income	-235	-209	-238	<b>29</b>
Government Grant Income	-1,186	-1,170	-1,159	<b>(11)</b>
Reimbursements & Other Grant Income	-548	-402	-425	<b>23</b>
Schools SLA Income	-79	-79	-83	<b>4</b>
Internal Fees Income	-120	-66	-81	<b>15</b>
School Meals Other Income	-2,270	-1,694	-1,700	<b>6</b>
Meals On Wheels	-196	-98	-72	<b>(26)</b>
Catering Fees	-225	-88	-35	<b>(53)</b>
Capital Salaries	-53	-24	-14	<b>(10)</b>
Transfers From Reserves	-44	-23	-23	<b>0</b>
<b>Total Income</b>	<b>-12,630</b>	<b>-7,504</b>	<b>-7,344</b>	<b>(160)</b>
<b>Net Controllable Expenditure</b>	<b>14,157</b>	<b>4,242</b>	<b>4,365</b>	<b>(123)</b>

<b>Recharges</b>				
Premises Support	1,947	997	997	0
Transport Recharges	2,390	707	706	1
Departmental Support Services	9		0	0
Central Support Services	3,146	1,612	1,612	0
Asset Charges	3,005		0	0
HBC Support Costs Income	-382	-382	-382	0
<b>Net Total Recharges</b>	<b>10,115</b>	<b>2,934</b>	<b>2,933</b>	<b>1</b>
<b>Net Departmental Total</b>	<b>24,273</b>	<b>7,176</b>	<b>7,298</b>	<b>(122)</b>

**Comments on the above figures:**

The net budget is currently £122,000 over budget profile at the end of the second quarter of the financial year.

Expenditure on employee costs is currently £38,000 over budget profile however this budget does include a staff savings target of £372,250 of which £52,380 relates to premium pay. Although savings were identified last year, delays in the reduction of staff have led to a small overspend to date, however it is anticipated that the savings will be met by year-end. Agency staff expenditure has continued to stay at a significantly lower level than last year with the introduction of the apprenticeship schemes and vacant posts being filled.

Supplies and services are currently under budget profile across all divisions on areas such as advertising, equipment, clothing and training. Expenditure is being restricted in these areas to offset other budget pressures within the department.

Although expenditure on the leisure management contract continues to be over budget profile, the contract is now in its final year and will end in January 2016, after which the service will be brought back in house.

Other agency costs are £53,000 under budget profile, due in the main, to expenditure on Area Forums where some projects have not yet been identified.

Income continues to struggle across the department with sales income, fees & charges and internal catering fees the most significant under-achievers. Last year income for these specific areas underachieved by over £322,000, although this was partially offset by an over achievement on other income streams. Although sales have increased slightly this year, at the midpoint of financial year 2015/16, income is expected to under achieve against budget by a similar figure to 2014/15. Income relating to the collection of green waste has overachieved budget by £40,000 to date. This is not expected to increase further for the rest of the financial year.



### Capital Projects as at 30<sup>th</sup> September 2015

	2015-16 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Total Allocation Remaining £'000
Stadium Minor Works	30	30	31	(1)
Stadium 3G Equipment	12	0	0	12
Widnes Recreation Site	741	544	544	197
Norton Priory	2,843	200	193	2,650
Norton Priory Biomass Boiler	107	0	0	107
Children's Playground Equipment	138	55	55	83
Upton Improvements	13	1	1	12
Crow Wood Play Area	4	0	0	4
Runcorn Hill Park	250	250	560	(310)
Runcorn Cemetery Extension	9	0	0	9
Cremators Widnes Crematorium	109	109	173	(64)
Open Spaces Schemes	18	14	14	4
Playground Third Party Funding	340	0	0	340
Litter Bins	20	0	0	20
<b>Total</b>	<b>4,634</b>	<b>1,203</b>	<b>1,571</b>	<b>3,063</b>

#### Comments on the above figures

The Widnes Recreation project has now completed although there are still a number of payments due in respect of retention and project completion. Total spend will be within the allocation.

The Norton Priory "Monastery To Museum" project commenced on-site in August 2015, and has an anticipated completion date of July 2015. Total Heritage Lottery funding amounts to £3.9M over the course of the project.

Funding for the Runcorn Hill Park project remains a concern. The initial contractor tasked with phase one of the building works went into liquidation once work had commenced.

The decision was taken to continue with the project with the expectation that extra funding may be secured to meet the resulting increased costs. The additional costs of the re-tendered contract, together with remedial works required to the original constructions, and additional security costs, are in the region of £370,000.

Requests to external bodies for additional funding have so far proved unsuccessful. Heritage Lottery Fund, the principal contributor to the scheme, has recently advised (October 2015) that they are unwilling to contribute further to phase one of the works. Total project funding from the Heritage Lottery Fund amounts to £2.2M until 2018 for a number of phases of the programme, and consideration is currently being given as to whether the costs of subsequent phases of the work can be reduced, whilst still attracting the full level of grant funding originally offered.

The allocation for Playground Third Party Funding represents funding carried forward from previous years to provide match funding for external grants. Any residual funding will be carried forward at year-end.

## ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

### Revenue Budget as at 30 September 2015

	Annual Budget £'000	Budget to Date £'000	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b><u>Expenditure</u></b>				
Employees	4,359	2,074	2,098	(24)
Repairs & Maintenance	2,731	1,201	1,202	(1)
Premises	40	37	37	0
Energy & Water Costs	625	258	247	11
NNDR	542	518	516	2
Rents	456	307	304	3
Marketing Programme	22	3	3	0
Promotions	8	3	3	0
Supplies & Services	1,634	654	647	7
Agency Related Expenditure	42	6	3	3
Grants to Non Voluntary Organisations	323	311	311	0
Surplus Property Assets	-685	-342	0	(342)
Revenue Contrib'n to / from Reserves	35	35	35	0
<b>Total Expenditure</b>	<b>10,132</b>	<b>5,065</b>	<b>5,406</b>	<b>(341)</b>
<b><u>Income</u></b>				
Fees & Charges	-574	-413	-422	9
Rent - Markets	-766	-375	-383	8
Rent - Industrial Estates	-639	-333	-342	9
Rent – Investment Properties	-656	-307	-310	3
Transfer to / from Reserves	-591	-591	-591	0
Government Grant - Income	-1,876	-924	-924	0
Reimbursements & Other Income	-257	-39	-42	3
Recharges to Capital	-227	-26	-26	0
Schools SLA Income	-486	-475	-480	5
<b>Total Income</b>	<b>-6,072</b>	<b>-3,483</b>	<b>-3,520</b>	<b>37</b>
<b>NET OPERATIONAL BUDGET</b>	<b>4,060</b>	<b>1,582</b>	<b>1,886</b>	<b>(304)</b>
Premises Support Costs	1,924	980	980	0
Transport Support Costs	32	13	13	0
Central Support Service Costs	1,824	932	932	0
Asset Rental Support Costs	2,543	0	0	0
Repairs & Maint. Rech. Income	-2,558	-1,279	-1,279	0
Accommodation Rech. Income	-2,763	-1,382	-1,382	0
Central Supp. Service Rech. Income	-1,836	-918	-918	0
<b>Total Recharges</b>	<b>-834</b>	<b>-1,654</b>	<b>-1,654</b>	<b>0</b>
<b>Net Expenditure</b>	<b>3,226</b>	<b>-72</b>	<b>232</b>	<b>(304)</b>

### **Comments on the above figures**

Spend against the employee budget is higher than the profiled budget due to the staff turnover target not being achieved as a result of low staff turnover in the earlier part of the year.

Premises costs have remained stable during quarter 2. Property Services will continue to utilise council accommodation wherever possible and outsource accommodation space to external agencies to generate additional income.

Energy & Water costs at quarter 2 are below budget to date, due a utility provider undertaking a reconciliation exercise of bills paid to date resulting in reimbursements of previous years charges.

It is anticipated that the Surplus Property Assets savings target will not be fully achieved by year-end. Whilst an action plan has been developed the time required developing and implementing the measures to realise savings means they will not be in place in the current year and total savings of £1m against this heading will not be found in full until 2016/17 at the earliest.

In order to ease budget pressures spending will be restricted in-year on Supplies & Services; Promotions and Marketing has also been kept to a minimum in an effort to achieve savings for the Department.

It is projected Investment Properties and Industrial Estates rental income will remain constant during the year and envisaging minimal change in the occupancy rates. Market rental income is above budget at the end of Quarter 2. Both market hall and open market income has remained stable during the first half of the year.

Work will continue with managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be overspent against the overall Departmental budget by year-end. In the main this is due to the savings target against surplus property assets. However work is being undertaken to minimise this where possible. It is estimated the value of the overall variance will be in the region of £500k-£600k.

## ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT

### Capital Projects as at 30<sup>th</sup> September 2015

	2015/16 Capital Allocation £'000	Allocation To Date £000's	Expenditure to Date £'000	Variance to Date (overspend) £'000
<b>Economy, Enterprise &amp; Property Dep't</b>				
Castlefields Regeneration	635	56	56	0
3MG	3,493	52	52	0
Widnes Waterfront	200	0	0	0
Johnsons Lane Infrastructure	450	119	119	0
Decontamination of Land	6	0	0	0
Sci Tech Daresbury	10,965	5	5	0
Former Crossville Depot	518	82	82	0
Peel House Lane – Enabling Costs	65	19	19	0
Peel House Lane Cemetery	1,019	12	12	0
Peel House Lane Roundabout & Cemetery Access	51	5	5	0
John Briggs House – Police Station	342	22	22	0
Travellers Site - Warrington Road	1,162	1,209	1,209	(47)
Widnes Town Centre Initiative	21	0	0	0
Lower House Lane Depot – Upgrade	24	4	4	0
Equality Act Improvement Works	250	18	18	0
Signage at The Hive	100	0	0	0
Advertising Screen – The Hive	100	0	0	0
<b>Grand Total</b>	<b>19,401</b>	<b>1,603</b>	<b>1,603</b>	<b>(47)</b>

### Comments

The timing of spend for Castlefields Regeneration scheme is unknown as the main expenditure item relates to a compulsory purchase order claim (which is likely to be referred to Lands Tribunal).

The bulk of the capital allocation for 3MG will be used to fund the construction of rail sidings which will commence in quarter 3.

Widnes Waterfront and Bayer project will only commence once the developer has an end-user in place so timing of spend is hard to predict at this moment in time.

Decontamination of Land allocation will fund final contract retention payment.

Sci Tech Daresbury spend will relate to purchase of Tech Space building which is expected to commence towards the end of the financial year.

**POLICY, PLANNING & TRANSPORTATION DEPARTMENT**

**Revenue Budget as at 30<sup>th</sup> September 2015**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<b><u>Expenditure</u></b>				
Employees	4,555	2,223	2,209	14
Other Premises	222	78	67	11
Hired & Contracted Services	243	45	46	(1)
Supplies & Services	287	122	123	(1)
Street Lighting	2,082	617	617	0
Highways Maintenance	2,290	1,469	1,469	0
Bridges	98	4	4	0
Fleet Transport	1,397	477	477	0
Lease Car Contracts	516	222	222	0
Bus Support – Hopper Tickets	180	80	80	0
Bus Support	525	300	299	1
Out of Borough Transport	51	13	13	0
Finance Charges	406	166	166	0
Grants to Voluntary Organisations	68	34	34	0
Direct Revenue Financing	14	14	14	0
NRA Levy	60	30	30	0
<b>Total Expenditure</b>	<b>12,994</b>	<b>5,894</b>	<b>5,870</b>	<b>24</b>
<b><u>Income</u></b>				
Sales	-372	-138	-141	3
Planning Fees	-531	-285	-297	12
Building Control Fees	-201	-123	-134	11
Other Fees & Charges	-449	-280	-290	10
Rents	-8	0	0	0
Grants & Reimbursements	-539	-135	-134	(1)
Efficiency Savings	-60	0	0	0
School SLAs	-40	-40	-40	0
Recharge to Capital	-312	0	0	0
Transfer from Reserves	-217	0	0	0
<b>Total Income</b>	<b>2,729</b>	<b>-1,001</b>	<b>-1,036</b>	<b>35</b>
<b>Net Controllable Expenditure</b>	<b>10,265</b>	<b>4,893</b>	<b>4,834</b>	<b>59</b>

<b>Recharges</b>				
Premises Support	642	388	388	0
Transport Recharges	629	301	304	(3)
Asset Charges	7,791	0	0	0
Central Support Recharges	1,935	968	968	0
Departmental Support Recharges	393	196	196	0
Departmental Support Recharges Income	-491	-246	-246	0
Support Recharges Income – Transport	-3,734	-1,700	-1,700	0
Support Recharges Income	-1,022	-396	-396	0
<b>Net Total Recharges</b>	<b>6,143</b>	<b>-489</b>	<b>-486</b>	<b>(3)</b>
<b>Net Departmental Total</b>	<b>16,408</b>	<b>4,404</b>	<b>4,348</b>	<b>56</b>

### Comments on the above figures

In overall terms revenue spending at the end of quarter 2 is below budget profile. This is due to small variances in a number of expenditure and income budget areas

The 'Other Premises' item is below budget to date mainly due to lower than expected utility and NNDR bills for Lower House Lane Depot within the Logistics Division.

Planning fee income is over the profiled budget to date due to a one-off, high value planning amount received during the last quarter, this is not expected to continue throughout the rest of the year. It is expected that income will be in line with the budget at year end.

Building Control income is exceeding the budget profile to date, the increased income reflects the increase in the number of control inspections provided by the department to members of the public, this is despite strong competition from outside competitors who can provide the same service except for the issuing of the certificate.

The above budget increase in 'Other Fees and Charges' is mainly due to income generated within the Traffic Division for overrun charges on statutory undertakers, the issuing of permits etc. This is expected to be just above budget throughout the year.

At this stage of the year it is anticipated that overall-spend will be within the Departmental budget at the financial year-end.

**POLICY, PLANNING & TRANSPORTATION DEPARTMENT**

**Capital Projects as at 30<sup>TH</sup> September 2015**

	2015/16 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<b><u>Local Transport Plan</u></b>				
Bridges & Highway Maintenance				
Bridge Assessment, Strengthening & Maintenance	967	65	64	903
Road Maintenance	1,261	430	427	834
<b>Total Bridge &amp; Highway Maintenance</b>	<b>2,228</b>	<b>495</b>	<b>491</b>	<b>1,737</b>
<b>Integrated Transport</b>	<b>908</b>	<b>190</b>	<b>191</b>	<b>717</b>
<b>Total Local Transport Plan</b>	<b>3,136</b>	<b>685</b>	<b>682</b>	<b>2,454</b>
<b><u>Halton Borough Council</u></b>				
Street lighting – Structural Maintenance	200	55	53	147
Street lighting – replacement programme	1,700	180	181	1,519
Risk Management	120	45	45	75
Fleet Replacement	2,174	600	598	1,576
<b>Total Halton Borough Council</b>	<b>4,194</b>	<b>880</b>	<b>877</b>	<b>3,317</b>
<b><u>Grant Funded</u></b>				
Local Pinch Point – Daresbury E'way	943	10	9	934
Surface Water Management Grant	122	5	7	115
S106 schemes	384	0	0	384
STEPS programme	664	0	0	664
<b>Total Grant Funded</b>	<b>2,113</b>	<b>15</b>	<b>16</b>	<b>2,097</b>
<b>Total Capital Programme</b>	<b>9,443</b>	<b>1,580</b>	<b>1,575</b>	<b>7,868</b>

**Comments on the above figures**

The programme of spend regarding surface water management is dependent on uptake by members of the public. This in turn is affected by local weather conditions.




The STEP (Sustainable Transport Enhancement Package) programme is scheduled to start from quarter 3, this spend will then be reflected from this period onwards.






## 8.0 Explanation of Symbols

Symbols are used in the following manner:

### Progress Symbols

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

### Direction of Travel Indicator

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