

Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 1 – 1st April 2019 – 30th June 2019**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2019/20 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
 - Human Resources, Organisational Development, 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:-

Financial Services

Final Accounts

- 2.2 Following closure of the 2018/19 year-end accounts, the draft Statement of Accounts was signed off as required by the Operational Director, Finance on Friday 31st May 2019 and passed to Grant Thornton UK LLP for them to start the audit of the accounts. An update report on the audit findings will be reported to the Business Efficiency Board on 24th July 2019.

2018/19 Financial Outturn

- 2.3 The 2018/19 outturn was reported to the Executive Board on 13th June 2019. Net expenditure for the year was £2.4m above the approved budget of £109.2m. The level of the general fund balance as at 31st March 2019 stands at £5.0m, considered a prudent balance following review of the Council's earmarked reserves. School balances at year-end total £4.6m which will carry forward into 2019/20. Capital expenditure for the year was £21.9m, which is 64.6% of the total capital programme of £33.9m (which assumes a 20% slippage between years).

Council Tax and Business Rate Collections

- 2.4 Including major preceptors, the amount of council tax billed during 2019/20 annual billing was £62.7m. The cash collection rate for the period to 30th June 2019 is £17.6m (28%). A further £0.5m (6%) has been collected from previous year arrears.
- 2.5 Including preceptors, the amount of 2019/20 billed business rates as at 30th June 2019 is £58.8m. The cash collection rate for the period is £18.1m (30.7%)

Making Tax Digital

- 2.6 The Council is well positioned to meet HMRC's 1st October 2019 deadline for meeting phase one of the Making Tax Digital for VAT requirements. The Council has now procured software that will enable the monthly VAT Returns to be submitted by the new method from October onwards.

Annual Governance Statement

- 2.7 The Council's Annual Governance Statement (AGS) has been published on the Council's website. The AGS will be formally reviewed by the Business Efficiency Board at its meeting on 24th July 2019. The document explains the processes and procedures in place to enable the Council to carry out its functions effectively and includes an action plan to address any significant governance issues identified.

Fraud and Corruption

- 2.8 The number of identified frauds and attempted frauds in 2018/19 totalled £70k, which is a slight reduction from 2017/18 when the equivalent figure was £86k. In part, the reduction was due to the number of fraudulent Single Occupiers Discount claims continuing to fall. Since 2016 the Council's Fraud Investigator Officers have worked closely with the Council Tax team to target this type of fraud and irregularity. This has proved very successful and resulted in significant reductions in the level of this type of fraud year on year. The overall level of identified fraud in Halton continues to be low when compared to other local authorities of a similar size and profile

Human Resources, Organisational Development, Policy, Performance and Efficiency

Recruitment Demand

- 2.9 A high volume of recruitment work continues to be received by the service, with high demand for Adult Social Care resources in the People Directorate resulting in a continued stream of posts to be filled. The multi-disciplinary approach to such exercises, using the expertise of HR, Marketing, Social Care and Customer Intelligence colleagues proved to be very effective during 2018/19, and will be deployed again as required. This model of recruitment will be deployed into other areas during 2019/20 to tap into the local labour market and attract new applicants to advertised roles in other business disciplines, as required.

Level 3 Disability Confident Leadership Award

- 2.10 The Organisation Development Service, in conjunction with other services within the Council, has achieved the Level 3 Disability Confident Leadership Award. The Council has already undertaken and achieved the self-assessment at level 2 and is recognised as a Disability Confident Employer.

2.11 The Council will also be acting as a champion for the Disability Confident Scheme within our local and business communities. We will encourage and support other businesses in our supply chains and networks to become Disability Confident. In doing so, we will be showing disabled people that we are leading the way in getting every business to become Disability Confident and benefitting from being able to draw from the widest possible pool of talent and skill, and are securing, retaining and developing disabled staff.

ILM Leadership & Management Programmes

2.12 An ILM Level 5 Award in Leadership & Management is currently underway and a cohort of 12 started in April 2019 and are due to complete in July 2019. Further ILM 3 and 5 Leadership & Management programmes have also been planned and advertised for later in the year.

Staff Mental Health and Wellbeing

2.13 Learning and support is being strengthened to help employees to maintain good mental health, through the delivery of a range of learning opportunities focused on stress management, conflict management, and developing resilience. 1:1 Mindfulness and Group Sessions continue to be delivered to promote good mental health in the workplace. Collaborative work is underway with colleagues in the Health Improvement Team to develop approaches to wellbeing in line with the 'Time to Change' pledge.

Traded Service Update

2.14 Annual traded service level agreements with Halton schools for 2019/20 are now in place. Recruitment for the new academic year commencing September 2019 is in hand. As a result of the changing funding situation in schools, a surge in restructuring activity within schools is currently being experienced, meaning that resources in the HR Employment Relations Service are under significant pressure. Contingent resources have had to be engaged within the service to manage this demand.

ICT Infrastructure

Mobile Device Management

2.15 Mobile Device Management (MDM) that are now part of the M365 suite of products will also become part of the proposed developments moving forward. This will allow the authority to manage all mobile devices such as Mobile Phones, iPads, and Laptop's remotely increasing the levels of security across this extensive estate of devices.

SharePoint Development

2.16 SharePoint 2019 is now under development and this major upgrade is underway together with the creation of a clustered server solution based within the Halton Data Centre Locations allowing for greater resilience and uptime.

One Stop Shops / Contact Centre

2.17 The One Stop Shop staff continue to deliver council services through our location in Widnes and Runcorn and during this financial quarter handled 23,352 cases with average wait times at Halton Lea and Widnes within target:

2.18 The Contact Centre during the first quarter handled 21,252 calls. The average wait time for the third quarter was 5 minutes and 3 seconds. These calls resulted in 27,521 cases being logged relating to customers enquiries.

Legal and Democracy

2.19 During May the revised Constitution was approved by Executive Board and full Council, the Local and European elections were successfully carried out and the installation of the new Mayor and Deputy Mayor took place.

2.20 The Council's final submissions have now been made to the Boundary Commission in respect of the ongoing review.

Catering, Stadium and Registration Services

Crucial Crew

2.21 Crucial Crew is a multi-agency training programme which has been held at the Stadium for a number of years. Unfortunately the Police and Fire Service have found it necessary to remove their support and it is therefore likely that this event will move next year to the specialist centre in Warrington.

Karalius Suite

2.22 Work is now complete on the newly refurbished Karalius Suite this work has enabled the Stadium to release the Halton Suite to be used for staff accommodation for approximately 80 staff and this will contribute to the Council further reducing accommodations costs.

School Meals

2.23 School Meals has again been inspected by the Hospitality Assured, gaining great recognition of a service that has seen self- improvement over the past 9 years, this is a prestigious award and one this service can be rightly proud of achieving over the past 9 years, it is used to measure the quality of a service and the continued improvement of that service.

2.24 Due to the low take up of meals within a number of schools, Officers are visiting the Head Teachers and Finance Managers to discuss options with them and following visits to a number of schools are finding they are receptive to the plans being put forward..

Property Services

Belvedere - Proposed Care Home

2.25 The feasibility study carried out in respect of converting Belvedere, which is currently surplus to requirements, into a 30 bed care facility for older vulnerable people with complex needs, is to be refreshed following further discussions with the Adult Social Care team in order to better determine likely costs. Capital funding is currently being sought for the project as unfortunately the bid submitted to the One Public Estate fund to help develop the project was unsuccessful.

Oakmeadow - Refurbishment

2.26 Works to convert the first floor offices back into residential accommodation to create more bed space for the elderly are now complete, 11 bedrooms having been created, 4 with ensuite shower rooms.

Additional works are now also going to be carried out at ground floor level to further improve the facility which will mainly consist of redecoration and new floor coverings and is due for completion by August.

Millbrow Care Home - Proposed Refurbishment

2.27 A feasibility study has been completed in respect of upgrading the facilities at Millbrow. We are currently in the process of assessing and prioritising works as it is likely that they will have to be phased over the next couple of years, subject to funding and due to the complexity of carrying the works out in an operating care home.

Well Windmill Hill Project

2.28 The feasibility study has been developed over the past 12 months with regards the options for the Well Windmill Hill Integrated Hub. Following further discussion between all stakeholders the latest preferred option is to focus on developing the Church facility, as such that is now being explored further.

Education Maintenance Programme

2.29 The programme of work for 2019/20 has now been approved by Executive Board and full Council. 13 individual projects have been identified and all are being developed in order to ensure they are completed by year end. The majority of the works will be undertaken across the summer period.

Corporate Maintenance Programme

2.30 The 2019/20 Corporate maintenance programme has been approved by the Asset Management Working Group (AMWG). The various projects are now being developed and will be implemented across the year to ensure the works are complete by year end although, some projects may have to be deferred to 2020/21 due to the accommodation works.

Orchard House - Refurbishment

2.31 Works to convert Orchard House, a large domestic bungalow, into 2 separate units for adults with substantial learning disabilities are due to go out to tender later this month, with a view to having works completed by year end.

Changing Places Facilities

2.32 Works to create a Changing Places toilet facility are almost complete at the Catalyst Museum. The facility when fully complete will enable people who cannot use standard accessible toilets, such as those with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis and cerebral palsy, to use the facilities. Additionally works have now commenced on site in respect of providing a Changing Places facility within the pavilion building at Phoenix Park, Runcorn which are due to be completed by late July 2019.

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 Services

Online application for Council Tax Reduction and Housing Benefit

- 3.2 Later this year the Benefits Division will introduce an online system for making new claims and reporting changes in circumstances for Council Tax Reduction and Housing Benefit. Testing is currently being carried out and when implemented will make the service more accessible for customers.

Medium Term Financial Strategy

- 3.3 Work is underway in revising the Medium Term Financial Strategy (MTFS). The Budget Working Group (BWG) have had an initial meeting to start the process for identifying 2020/21 savings. The MTFS is based on a number of assumptions involving business rate retention, fair funding review and future public spending plans. Although much of this key information will not happen in time for the development of next year's budget, which is of real concern.

Cheque payments

- 3.4 The Council will cease making payments by cheque to its suppliers and other customers from 22nd July 2019. This will deliver cost savings to the Council and benefit suppliers and customers as they will in future receive payment directly into their bank accounts by BACS transfer.

National Fraud Initiative

- 3.5 The Council's Fraud Investigation Officers are currently in the process of reviewing the data matches received from the 2018/19 National Fraud Initiative (NFI) exercise and a Business Rates pilot run by the Cabinet Office. This has resulted in 8,500 being received and each match will be all assessed and investigated to determine if there is an indication that fraud has been committed. The summary results from the investigation work will be reported to the Business Efficiency Board.

Human Resources, Organisational Development, Policy, Performance and Efficiency

UK Employment Legislation

- 3.6 The impact upon UK employment legislation following a UK exit from the EU remains largely unknown, with significant changes unlikely. This continues to be monitored on a monthly basis, with recent monitoring revealing that two new EU employment directives have been finalised for a 2022 implementation; on work-life balance rights related to paternity, parental and carers' leave/pay and flexible working; and on transparent and predictable working conditions, including a change to written statements (contracts) and new minimum employment rights which are principally aimed at the casual workforce.
- 3.7 Both would lead to changes in the Councils HR policy to some degree, however depending on the UK's Brexit terms and Government policy, these directives may or may not apply in the UK. The first would introduce 5 days' unpaid carers' leave per year and some changes to UK family leave/pay rules, the second reflects many policy aims already contained in the UK Governments Good Work Plan, elements of which are expected to result in some policy changes in the coming year related to particularised terms for all workers; a 52 week reference period for statutory holiday pay, a lower threshold for setting up information and consultation arrangements with implementation in April 2020.

Voluntary Overtime Confirmation

- 3.8 The Court of Appeal has confirmed that voluntary overtime pay is likely to constitute "normal pay" which should be included in the calculation of holiday pay unless it is exceptional (*Flowers v East of England*

Ambulance Trust). Although an appeal seems likely, a further critical aspect of the law which remains unclear and is unlikely to be resolved for quite some time, is how far back any such claims for payments should go.

- 3.9 The law is not settled on this issue, which makes it difficult for the Council to take a view on implementing a change. Work is ongoing in the sub region, in conjunction with the Regional Employers Organisation, to establish a position.

Public Sector Exit Payment Cap and Recovery Regulations

- 3.10 As previously reported revised regulations and implementation guidelines in respect of the Public Sector Exit Payment Cap and Public Sector Exit Payment Recovery regulations were subject to a new consultation on a revised set of regulations aimed at capping Public Sector Exit payments. The consultation ends in July 2019 and a phased implementation is now envisaged, however the cap could apply to most public sector bodies as early as October 2019.
- 3.11 Planning for this is problematic because the enactment of the regulations (when finalised) will require the reworking of elements of the LGPS regulations via a statutory instrument. The timing of these regulatory changes does not appear to be aligned. A watching brief is being maintained on this matter.

Agency Worker Demand

- 3.12 The engagement of agency workers to meet increased service demand in areas such as adult social care continues, however the HR service is supporting operational areas to restructure services that were TUPE's inwards and have been areas of high usage, with a view to establishing a more stable permanent staff structure. Pay rate increases for lower graded posts linked to the NJC pay award 2018-20 have inevitably pushed costs upwards.

Cheshire Anti-Slavery Network

- 3.13 The service is coordinating partnership work to develop the next iteration of a plan for the Cheshire Anti-Slavery Network, designed to further embed knowledge and measures to prevent the trafficking of vulnerable individuals into activities that constitute modern day slavery. This work will bolster awareness and preventative measures in the Cheshire area, ensure that procurement procedures and business practice is compliant with the requirements of the Modern Slavery Act 2015.

ICT Infrastructure

Eclipse Social Care System

- 3.14 The programme has now started for the upgrade and implementation of the new Eclipse Social Care System, replacing the existing CareFirst 6 Application suite, it is intended that the Children's services aspect of the system will be developed ahead of the Adults aspect. It is also envisaged that the Children's systems will be live by April 2020, with the Adults Systems following within 3 - 4 months of this delivery.

Agresso Development

- 3.15 Ongoing developments within the Agresso suite to ensure PCI-DSS compliance for the acceptance of credit cards throughout the authority are underway. This relates to the Payment Card Industry Digital Security Standards, aimed at the reduction of fraud and the safeguarding of the clients data. These

stringent standards bring with them some considerable changes and limitations upon how the authority can manage such payment methods. The project is in place in line with continued developments of the authorities' financial management systems.

Virtual Desktop Infrastructure (VDi) Rollout

- 3.16 The VDi rollout now has over 1,600 corporate users leaving a small number to be brought into the new desktop facility over the next quarter. This project has been a great success enabling the centralisation of services and data assets across the desktop environment. The final number of users will be converted over together with some of the more complex needs of some of these service users.
- 3.17 Adult learning, a long standing programme driven by the authority, will also now benefit from the use of VDi. This development is now underway, the project is considerably larger than expected but will be integrated within the new Halton Learning platform currently under development and set for completion by the August.

Legal and Democracy

- 3.18 The Marketing & Communications, Legal and Customer Intelligence Unit teams will remain deeply involved in developments arising from the Boundary Review.
- 3.19 Ongoing Mersey Gateway and Major Projects issues continue to require extensive legal support.

Property Services

Minimum Energy Efficiency Standards (MEES)

- 3.20 The Minimum Energy Efficiency Standards (MEES) come into force in April 2018 which make it unlawful to let buildings in England and Wales which do not achieve a minimum EPC rating of 'E'. Whilst we have significantly reduced our investment property portfolio over recent years we have now identified the properties that require EPC's and we are currently in the process of ensuring these are in place by the due date.

Emissions Reduction Pledge 2020

- 3.21 Following on from the publication of the Government's Clean Growth Strategy in October 2017 further guidance has been published in July 2018 in respect of the new voluntary target of 30% reduction in carbon emissions by 2020/21, based on a baseline year of 2009/10. The guidance also outlines the new 'Emissions Reduction Pledge 2020' which has been introduced, which local authorities as well as the wider public sector are encouraged to sign up to and report against the new targets.

Climate Emergency Declaration

- 3.22 Liverpool City Region, along with numerous other Local Authority areas have declared a climate emergency and information will be progressed through Executive Board in due course for ratification of the Councils approach.

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 2019 – 20 Directorate Business Plans.
- 4.2 Progress concerning the implementation of all high-risk mitigation measures relevant to the Board will be reported at Quarter 2.

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.
- 5.2 The Councils latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:






<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>


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 that have been identified by the Directorate.
- 6.2 It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.
- 6.3 Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Financial Management

Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01a	Report 2020-23 Medium Term Financial Strategy to Executive Board - November 2019.	
FS 01b	Report 2020/21 revenue budget, capital programme and council tax to Council - March 2020.	
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	
FS 03a	Publish the Statement of Accounts following external audit by 31st July 2019.	
FS 04a	Establish Treasury Management Policy and report to Council - March 2019.	

Ref	Milestones	Q1 Progress
FS 05a	Establish and report prudential indicators to Council - March 2019.	

Supporting Commentary

The **Medium Term Financial Strategy** is on target to be reported to Executive Board in November 2019 and the **financial forecast** is being regularly updated.









Work has commenced with Management Team and Budget Working Group to develop budget proposals for 2020/21 and the Quarter 1 monitoring report on the **overall budget** will go to Executive Board on 19th September 2019.

It is uncertain at this stage if the **Statement of Accounts** will be published on time due to a potential delay in receiving an external audit opinion.

The 2018/19 **Treasury Management Policy** was approved by Council on 06th March 2019 and the half-year report scheduled to be reported to Executive Board on 14th November 2019.

2019/20 **prudential indicators** reported to Council on 06th March 2019 as part of Treasury Management Policy and the monitoring report on track to be reported to Executive Board on 14th November 2019.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	N / A	N / A	N / A
FS LI 02	Receive positive comment (annually) from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	N / A	N / A	N / A
FS LI 03	Proportion of Council Tax that was due that was collected	94.75%	94.25%	27.98%		
FS LI 04	The percentage of Business Rates which should have been received during the year that were received	98.32%	97.50%	30.71%		
FS LI 05	Average time for processing new claims (Housing Benefit & Council Tax Reduction)	16.90 (Days)	20 (Days)	14.6 (Days)		
FS LI 06	Average time for processing notifications of changes in circumstances	7.5 (Days)	9.0 (Days)	7.9 (Days)		

Supporting Commentary

External audit expected to provide **audit opinion** before the end of September. The Council's **external auditor commented** in the 2017/18 Audit Findings report that it was satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The external auditor also concluded that it was satisfied with management's assessment that the Council will continue for the foreseeable future and that the going concern basis was appropriate for the 2017/18 financial statements. The Audit Findings report relating to the 2018/19 financial statements should be received before the end of September.

Council Tax collection rates is down by 0.08% compared with the same point last year. The impact of the council tax reduction scheme is continuing to be felt on collection levels although the budgeted level of Council Tax for 2019/20 is expected to be achieved.

The collection of Business Rates is presently showing an increase in collection of 0.37% compared to the same point last year although this will be subject to some fluctuation as we move through the year.

New claims and changes of circumstances processing times remain positive when compared to this time last year which were 18.79 days and 8.54 days respectively.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q1 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2019	
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions April, September, December 2019, and March 2020.	
PPPE 01d	Implement Leadership and Management Development Programme September 2019.	
PPPE 02a	Establish 10 new apprentice placements within Council services, compliant with the requirements of apprenticeship legislation March 2020	
PPPE 02b	Establish 20 new existing employee apprenticeships to enable up-skilling in a range of business areas, compliant with the requirements of apprenticeship legislation March 2020	
PPPE 04b	Implement resourcing plans with service management in appropriate areas September 2019.	
PPPE 04c	Ongoing monitoring of agency usage and spend April, September, December 2019, and March 2020.	

Supporting Commentary

Work regarding the delivery of the **Organisational Development Plan** is referenced within the Key Developments section of the report.




Engagement with Service Managers has continued during Quarter 1 with a successful range of different departmental interventions delivered or in progress, to meet operational requirements.



The **ILM Development Programme** is being delivered with 10 delegates due to commence sponsored MBA / MSc programme, in conjunction with Liverpool John Moores University, in September 2019. This has been funded via the Apprenticeship Levy.

3 new **Apprenticeship Placements** were established in Quarter 1 and although no new **'conversion' apprenticeships** were established during Quarter 1, 45 are currently in the pipeline, many of which will activate during quarters 2 and 3.

Information concerning Agency usage and spend is included within the preceding Key Developments and Emerging Issues sections and within the following section of this report.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	11.36 (Days)	10 (Days)	2.68 (Days)		
PPPE LI 03	Percentage of Employees without sickness	N / A	TBC	80%	Refer to comment	Refer to comment
PPPE LI 04	Total Full Time Equivalent Staffing Establishment (Indicator for information only)	3,470	For information Only	3,426	For information Only	For information Only
PPPE LI 05	Total Staff (head count) (Indicator for information only)	4,648		4,549		
PPPE LI 06	Total Agency Worker Usage (number of placements – year to date)	1,411	650	196		
PPPE LI 07	Total Agency Worker Cost (cumulative cost – year to date)	£1.96m (Gross Cost)	£1.5m (Gross Cost)	£409K (Gross Cost)		
PPPE LI 08	Number of apprenticeship placements established in the Council. (Cumulative – year to date)	15	20 (Government target is 55)	3		
PPPE LI 10	The percentage of top 5% of earners that are: ¹					
	a) Women	57.74%	50.00%	60.63%		
	b) from BME communities	2.53%	1.50%	3.45%		

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
	c) with a disability	0.93%	8.00%	0.88%		
PPPE LI 13	Average time to recruit (Applicant Tracking System reported figure)	N / A	19 (Days)	12 (Days)	Refer to comment	Refer to comment
PPPE LI 14	Staff turnover rate (Permanent & temporary staff. Excludes casual)	N / A	N / A	0.79%	Refer to comment	Refer to comment

Supporting Commentary

Sickness absence is showing a positive outturn when compared to same period last year although this measure is subject to seasonal variation.

As new processes bed in the number of agency worker placements, and the associated costs, are expected to show a reduction over time. However it has to be recognised that service continuity and the provision of statutory obligations will unavoidably have some impact in this area of operations. At this point costs have decreased by £10,000 when compared to the same period last year.






1 apprentice has begun in the Registration Service and 2 within Logistics during the period. Number of current New Apprentices within HBC: 18

Average time to recruit is a new indicator for 2019/20. This is the average length of time from the date a Notice of Conditional Offer is received from recruiting manager, to the date that a Written Statement of Particulars is issued to the individual employee being appointed.

Staff turnover is also a new indicator for 2019/20, to report level of staff turnover across whole Council workforce and track trends over medium to long term.

ICT and Administrative Support Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2020.	
ICT 01b	Further development of Cloud Services Platform - March 2020.	
ICT 01c	SharePoint and Records Management enhancements - March 2020.	
ICT 01d	Interactive Web Services Enhancement and further SharePoint Integration - March 2020.	
ICT 02a	Continuing improvements, enhancements and commercial use of Cloud system - March 2020.	

Supporting Commentary

Roll-out of the new desktop facilities is underway with over 1600 Virtual Desktop Users utilising the Remote Desktop Session Host (RDSH) platform for desktop access – roll-out to continue over the coming months to cover all users and technical upgrades to the underlying server infrastructure of the cloud platform are planned.

Many of the authorities’ internal and external clients are now successfully utilising the cloud solution which is delivering HBC services to partners, clients and internal users.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI01	Average availability of the Council’s operational servers (%).	99.5%	99.00%	99.99%		
ICT LI02	Average availability of the Councils WAN infrastructure (%).	100%	99.00%	99.99%		
ICT LI03	School Support SLA: % of calls responded to within <u>agreed</u> target*:					
	a) Priority 1	100%	85.00%	100%		
	b) Priority 2	99%	90.00%	100%		
	c) Priority 3	100%	95.00%	100%		
	d) Priority 4	100%	95.00%	100%		
ICT LI04	Average working days from delivery to completion of a new PC.	10 (Days)	10 (Days)	10 (Days)		




Supporting Commentary

All measures are presently in line with expectations.

Legal & Democracy

Key Objectives / milestones

Ref	Milestones	Q1 Progress
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Ref	Milestones	Q1 Progress
LD 01	Review constitution - May 2019 .	
LD 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
LD 02b	To induct all new members by October 2019 .	

Supporting Commentary

The revised Constitution was approved at Annual Council in May.

All Members are given the opportunity to have a MAP meeting although this remains a matter of personal choice. The recently elected Member took part in an induction programme which reflected the fact that she had previously been a Councillor for some time. The induction of any further new members is programmed throughout the year.

Key Performance Indicators


Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI 03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10 (Days)	10 (Days)	10 (Days)		
LD LI 04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	3 (Days)	3 (Days)	3 (Days)		
LD LI 05	% of Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

All measures are presently in line with expectations.

Community & Environment









Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE 0 1a	Deliver a promotion and educational campaign (school meals) - September 2019 and January 2020 .	

Supporting Commentary

A full programme has been pulled together that will see all schools visited during September 2019 to continue the work around increasing the number of Pupils having a school lunch and to raise awareness of the benefits of healthy eating.

Key Performance Indicators


Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	76.26%	TBC	80.37%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	84.14%	TBC	79.05%		
CE LI 03	Take up of school lunches (%) – primary schools.	59.61%	TBC	60.63%		
CE LI 04	Take up of school lunches (%) – secondary schools.	74.68%	TBC	102.9%		





Supporting Commentary

All measures are presently showing positive results with the take up of secondary school lunches indicating that more is being purchased than was originally prepared.

Property Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
EEP 07a	Complete the handback process for all the Mersey Gateway Temporary Use Areas (TUA's) by December 2019	

EEP 07b	Vacate Kingsway House, and relocate all staff to other Council buildings by October 2019	
EEP 07c	Deliver all annual programmed maintenance projects by March 2020	
EEP 07d	Deliver Social, Emotional and Mental Health (SEMH) projects at Halton Lodge & Beechwood Primary schools by September 2019	
EEP 07e	Deliver Crow Wood Park pavilion by June 2019	

Supporting Commentary

Based on projections by Merseyflow the handback for Temporary Use Areas may be achieved earlier than originally anticipated and this situation will be monitored as we move forward throughout the remainder of the year.





The accommodation works at Halton Stadium are on programme, the completion of these will allow staff to vacate Kingsway House by October 2019.

Programmed Maintenance works are progressing as planned although some projects may have to be deferred until 2020/21 as a result of expenditure on the accommodation works referred to above.

Whilst the project at Beechwood Primary is due to complete for September 2019, the project at Halton Lodge has taken longer to get on site and will not now be complete until December.

Similarly works in relation to the park pavilion has been delayed on site and is now due to complete in late August.

Key Performance Indicators

Ref	Measure	18/19 Actual	19/20 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e).	14,811 tonnes CO ₂ e (actual 17/18)	14,663 tonnes CO ₂ e (target 18/19)	11,730 tonnes CO ₂ e (actual 18/19)		
EEP LI 05	Occupancy of Widnes Market Hall.	84%	84%	87%		
EEP LI 06	Unit Costs – office accommodation (reported annually).	£1,054	£1028	N / A	N / A	N / A

Supporting Commentary

The reporting requirements for emissions were amended last year whereby the figures for academies are no longer included. 2 schools have converted to Academy status in the reporting period as such the figures reflect this change.

The overall emissions for 2017/18 amounted to 14,811 tonnes. The emissions for 2018/19 are 11,730 tonnes which equates to a 20% overall reduction. Energy consumption has reduced slightly, however as the kw/h-CO₂ conversion factor has been amended to reflect the greater mix of renewable energy being generated the overall CO₂ emissions have reduced significantly.

The breakdown is as follows:- School Buildings 3531t, Corporate buildings 4624t, Unmetered supply 2173t, Fleet Transport 1088t, & Business Mileage 314t. The target for 2019/20 has been set at 11,612 tonnes CO₂e, a 1% reduction. The annual figure for this indicator is a year behind and therefore only reported in the following year.

The market has taken on a number of new tenants in the past few months hence the occupancy figures have risen.

Unit costs can only be completed at year end, there are no interim figures available.

7.0 Financial Statements

FINANCE DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	5,487	1,341	1,377	(36)	(145)
Supplies & Services	381	158	143	15	64
Insurance	1,053	506	506	0	(3)
Rent Allowances	42,900	7,422	7,422	0	0
Non HRA Rent Rebates	65	15	15	0	0
Discretionary Social Fund	106	22	22	0	0
Discretionary Housing Pmts	470	106	106	0	0
Concessionary Travel	2,218	0	0	0	(27)
LCR Levy	2,241	0	0	0	0
Total Expenditure	54,921	9,570	9,591	(21)	(111)
<u>Income</u>					
Clerical Error Recovery	-400	-32	-32	0	0
Rent Allowances fees & Charges	-42,500	-8,048	-8,048	0	0
Non HRA Rent Rebate	-227	-33	-36	3	13
Burdens Grant	-65	-20	-20	0	0
Dedicated Schools Grant	-66	-66	-81	15	15
Dedicated Schools Grant	-102	0	0	0	0
Discretionary Hsg Payment Grant	-469	-157	-157	0	0
Hsg Benefit Admin Grant	-445	-111	-111	0	0
Council Tax Admin Grant	-204	-204	-208	4	4
Council Tax Liability Order	-406	-266	-266	0	0
Business Rates Admin Grant	-156	0	0	0	0
Schools SLAs	-818	-818	-853	35	35
LCR Reimbursement	-2,241	0	0	0	0
Reimbursements & Other Grants	-223	-73	-86	13	(1)
Transfer from Reserves	-27	-10	-10	0	0
Total Income	-48,349	-9,838	-9,908	70	66
Net Operational Expenditure	6,572	-268	-317	49	(45)
<u>Recharges</u>					
Premises Support	248	62	62	0	0
Central Recharges	2,493	623	623	0	0
Support Service Income	-4,877	-1,219	-1,219	0	0
Net Total Recharges	-2,136	-534	-534	0	0
Net Department Expenditure	4,436	-802	-851	49	(45)

Comments on the above figures

In overall terms revenue spending at the end of quarter 1 is under the profiled budget to date.

Spend on employees is currently above the budget profile. There is low staff turnover across all divisions with a minimum number of vacancies hence the staff turnover saving target is not being achieved.

Budgeted employee spend is based on full time equivalent staffing numbers of 152.

Supplies and services are currently underspent due to tighter control of spending from managers across the whole Finance Department.

Concessionary travel costs for the year are forecast to exceed budget provision. This is as result of the introduction of a new bus service operating within the borough attracting a high level of concessionary passengers. If passenger numbers continue at current rates it will cause an increase in projectable costs. Further analysis of passenger numbers in coming months will confirm this increase.

Burdens Grant are received in respect of legislative changes and the Department has received more than initial allocation.

Schools SLA Income is above budget profile due to Insurance Balance of Risks income. It should be noted however that this income level could possibly drop in the next financial year as schools drop out of scheme.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £0.05m if no corrective action is taken.

POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	2,000	496	521	(25)	(101)
Employees Training	133	20	16	4	17
Supplies & Services	136	52	50	2	8
Apprenticeship Levy	300	0	0	0	29
Total Expenditure	2,569	568	587	(19)	(47)
<u>Income</u>					
Fees & Charges	-95	-77	-84	7	32
Schools SLAs	-435	-435	-417	(18)	(18)
Total Income	-530	-512	-501	(11)	14
Net Operational Expenditure	2,039	56	86	(30)	(33)
<u>Recharges</u>					
Premises Support	89	22	22	0	0
Central Support Recharges	900	225	225	0	0
Support recharges Income	-2,860	-720	-720	0	0
Net Total Recharges	-1,871	-473	-473	0	0
Net Department Expenditure	168	-417	-387	(30)	(33)

Comments on the above figures

At the end of the first quarter net spend to date is over the profiled budget.

The employee staffing costs are expected to exceed the budget due to not being able to achieve the staff turnover saving target. Also it is expected the cost of the occupational health support contract will continue to increase beyond the budget provision if the need for referrals continues.

Budgeted employee spend is based on full time equivalent staffing numbers of 43.

The schools SLA income has underachieved against the budget as the existing SLA's charges are based on staffing numbers so a reduction in staffing has resulted in reduced income. The charging calculation is under review but the underachievement in maintained schools SLA income has been offset by an overachievement in fees and charges income in relation to SLA Academy charges for HR and payroll services.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £33k if no corrective action is taken.

ICT AND ADMINISTRATION

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	7,326	1,755	1,843	(88)	(352)
Supplies & Services	1,030	159	158	1	5
Capital Financing	78	9	5	4	19
Computer Repairs & Software	936	817	873	(56)	(226)
Communication Costs	17	16	16	0	0
Transfer to Reserves	15	0	0	0	0
Premises Costs	64	45	47	(2)	(9)
Total Expenditure	9,466	2,801	2,942	(141)	(563)
<u>Income</u>					
Fees & Charges	-1,107	-126	-9	(117)	(469)
Schools SLA Income	-532	-499	-507	8	32
Total Income	-1,639	-625	-516	(109)	(437)
Net Operational Expenditure	7,827	2,176	2,426	(250)	(1,000)
<u>Recharges</u>					
Premises Support	424	106	106	0	0
Transport	20	5	5	0	0
Central Support	1,116	279	279	0	0
HBC Asset Rental Support	1,494	0	0	0	0
Support Services Income	-10,873	-2,718	-2,718	0	0
Net Total Recharges	-7,819	-2,328	-2,328	0	0
Net Department Expenditure	8	-152	98	(250)	(1,000)

Comments on the above figures

In overall terms spending is above the budget profile at the end of the first quarter. The main areas for this outturn position are as follows:

The negative variance on employee costs is primarily due to an under-achievement against an efficiency staff restructure saving originally actioned in the budget set for the 2017-18 financial year. Staff turnover saving targets are also not being met. Turnover in Admin posts and vacancies held within the ICT Department if not filled for full year could offset some of these costs.

Budgeted employee spend is based on full time equivalent staffing numbers of 250.

Computer repairs and software is above budget profile due to Microsoft Licence Agreement increases and network costs which are linked to service requirements.

The fees and charges income relates to the traded services agreement with Mersey Travel and Sefton MBC for ICT support in relation to ongoing system support for Agresso. It was also proposed for Agresso implementation and ongoing system support for another Local authority .This Authority has pursued a client procurement process in which Halton Borough Council has put in an expression of interest and at this point in time awaiting a decision. The result of this could have an impact on the current projections for income generation.

Based on current projections it is forecast the Department's net spend will exceed the available budget by £1.0m if no corrective action is taken.

ICT AND ADMINISTRATION

Capital Projects as at 30 June 2019

Capital Expenditure	2019/20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
ICT Rolling Capital Programme	700	60	60	640
Total Capital Expenditure	700	60	60	640

Comments on the above figures.

It is expected that this capital programme will fully spend by year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	1,765	516	523	(7)	(29)
Supplies & Services	282	92	90	2	12
Civic Catering & Functions	49	13	11	2	10
Legal Expenses	215	101	101	0	0
Total Expenditure	2,311	722	725	(3)	(7)
<u>Income</u>					
Land Charges	-80	-18	-17	(1)	(3)
School SLAs	-80	-80	-80	0	0
Licence Income	-250	-42	-45	3	10
Government Grant	0	0	0	0	21
Fees & Charges Income	-56	-45	-45	0	(2)
Total Income	-466	-185	-187	2	26
Net Operational Expenditure	1,845	537	538	(1)	19
<u>Recharges</u>					
Premises Support	64	16	16	0	0
Central Support	363	91	91	0	0
Support Service Income	-1,727	-432	-432	0	0
Net Total Recharges	-1,300	-325	-325	0	0
Net Department Expenditure	545	212	213	(1)	19

Comments on the above figures

In overall terms, spending is marginally above the budget profile at the end of first quarter.

With regards to expenditure, employee expenditure is exceeding the profiled budget at quarter one, primarily due to not meeting the staff turnover saving target.

Budgeted employee spend is based on full time equivalent staffing numbers of 39.

Legal expenses are dependent on number of cases, so cannot be projected accurately. This can only be confirmed further into the financial year.

Land and license Income is dependent on demand for property searches and license applications, so variable and difficult to project

Overall it is expected that the department will be within budget at end of financial year.

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	14,474	3,622	3,644	(22)	(89)
Premises	2,104	797	792	5	21
Supplies & Services	1,026	279	270	9	34
Book Fund	155	45	40	5	18
Hired & Contracted Services	929	63	87	(24)	(95)
Food Provisions	461	83	83	0	0
School Meals Food	2,010	250	250	0	0
Transport	133	27	21	6	26
Other Agency Costs	334	114	108	6	26
Waste Disposal Contracts	6,140	56	56	0	(138)
Grants To Voluntary Organisations	67	4	4	0	48
Grant To Norton Priory	172	86	87	(1)	(1)
Rolling Projects	5	5	5	0	0
Total Expenditure	28,010	5,431	5,447	(16)	(150)
<u>Income</u>					
Sales Income	-1,747	-491	-383	(108)	(433)
School Meals Sales	-2,396	-425	-428	3	12
Fees & Charges Income	-5,963	-1,684	-1,524	(160)	(640)
Rents Income	-209	-53	-52	(1)	(2)
Government Grant Income	-1,198	-31	-31	0	(209)
Reimbursements & Other Grant Income	-648	-44	-40	(4)	(16)
Schools SLA Income	-1,349	-1,349	-1,351	2	2
Internal Fees Income	-161	-57	-62	5	22
School Meals Other Income	-254	-37	-19	(18)	(72)
Catering Fees	-114	-16	-12	(4)	(19)
Capital Salaries	-173	-37	-44	7	27
Transfers From Reserves	-24	-12	-12	0	0
Total Income	-14,236	-4,236	-3,958	(278)	(1,328)
Net Operational Expenditure	13,774	1,195	1,489	(294)	(1,478)
<u>Recharges</u>					
Premises Support	1,499	375	375	0	0
Transport Recharges	2,365	580	541	39	155
Central Support Services	3,892	973	973	0	0
Asset Charges	146	0	0	0	0
HBC Support Costs Income	-426	-106	-106	0	0
Net Total Recharges	7,476	1,822	1,783	39	155
Net Department Expenditure	21,250	3,017	3,272	(255)	(1,323)

Comments on the above figures

The net Department spend is £0.255m over budget at the end of Quarter 1 and the estimated outturn overspend for 2019/20 is £1.323 million.

Employee spend is over budget, primarily due to staff turnover saving targets which are not being achieved in many areas due to the need to maintain front line services. This is a particular issue for Schools Catering due to the service operating over a large number of sites, with a small number of permanent staff at each site, meaning cover for staff absence is essential.

There has been a staffing restructure at the Stadium which came into effect in mid-June and should result in a reduction in spend on permanent salaries compared to last year. Spend on casual staff has decreased by £35k compared to Quarter 1 in 2018/19, despite an increase in casual pay rates. The increase in casual pay rates continues to have a significant effect on The Brindley and the Stadium which rely on large numbers of casual staff due to the uncertain nature and timing of events.

Budgeted employee spend is based on full time equivalent staffing numbers of 481.

Hired & contracted services spend is currently £0.024m over budget, mostly due to spend on acts at The Brindley. Artists performing at The Brindley are paid based on a percentage split of ticket sales. Ticket sales have been increasing year on year, and are forecast to increase again in 2019/20, therefore payments made to artists have had to increase due to the contract terms.

No invoices relating to the main waste disposal and recycling contracts have been received for 2019/20 which makes this area extremely difficult to project for. Projections based on similar tonnages to 2018/19 would lead to an overspend of approximately £138k on the contracts once reconciliations have been carried out by Merseyside Recycling and Waste Authority.

Sales income has underachieved by £108k in Quarter 1. The main issues are with catering sales at the Stadium and in the Commercial Catering division. Low Commercial Catering sales have been an issue for several years and the situation has not improved so far in 2019/20. There are plans to relaunch the Stadium Café once staff have migrated from Kingsway House to the Stadium, which may improve sales in the second half of the year. Registrar's income appears to be recovering after a poor year in 2018/19 which was caused by a nationwide reduction in marriage rates. The General Register Office has increased statutory registration fees this year which is likely to lead to increased income for the service.

Fees and charges income is once again the main area of budgetary pressure within the Department. Challenges at the Stadium are mentioned above. Fees income at the leisure centres is likely to underachieve in 2019/20. A major reason for this is due to difficulties in the recruitment and retention of swimming and fitness instructors, leading to cancelled swimming lessons and a lack of fitness classes, and should therefore be considered alongside a significant staffing underspend across the three centres.

Although some areas are struggling to achieve their budgeted fees and charges income, there are other areas within the Department that are performing well. Crematorium fees are up on their Quarter 1 position last year assisted by the new resident's funeral package. The Brindley's lettings and promotions income is significantly higher than at the same point in 2018/19 due to an increase in ticket sales. The green waste collection licence fee was increased for 2019/20 which has led to £74k more income being achieved in Quarter 1 this year in comparison to last year.

Government grant income is projected to underachieve in 2019/20 due to a shortfall in the Universal Infants Free School Meals Grant due to more schools converting to academy status. This is likely to have a significant impact on the Schools Catering budget. Other school meals income is currently £18k short of budget and is projected to be £72k short of budget at year end.

Transport recharges are currently lower than expected in Open Spaces and Waste and Environmental Improvement leading to an underspend of £39k in Quarter 1.

The outturn forecast is currently projecting an overspend at 31 March 2020 in the region of £1.3m.

COMMUNITY & ENVIRONMENT DEPARTMENT

Capital Projects as at 30th June 2019

	2019/20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	39	10	0	39
Stadium Pitch	21	0	0	21
Children's Playground Equipment	149	3	3	146
Landfill Tax Credits Scheme	20	2	2	18
Upton Improvements	13	0	0	13
Crow Wood Park Play Area	250	166	166	84
Open Spaces Schemes	143	100	66	77
Peelhouse Lane Cemetery	900	4	0	900
Peelhouse Lane Cemetery – Enabling Works	11	4	4	7
Phoenix Park	3	0	0	3
Victoria Park Glass House	305	13	13	292
Sandymoor Playing Fields	40	26	26	14
Bowling Greens	32	5	1	31
Widnes & Runcorn Cemeteries – Garage & Storage	190	60	45	145
Town Park	200	5	2	198
Litter Bins	20	0	0	20
Community Shop	50	0	0	50
Libraries IT Equipment	94	0	0	94
Total	2,480	398	328	2,152

Comments on the above figures.

Stadium Pitch - It was necessary to replace the iPitch last year as the previous pitch did not meet FIFA standards for football matches. The work is mostly complete and the pitch is now in use by Widnes Vikings and Widnes FC. The contractor needs to come back on site to complete some follow up works later this year.

Children's Playground Equipment - This is an ongoing project which includes spend on maintenance and improvements within the borough's playgrounds.

Crow Wood Park – This project comprises a replacement park building, upgrades to paths and entrances and further play provision, and is now more than 50% complete.

Open Spaces Schemes – This covers spending on a variety of externally funded projects, including works to Runcorn Locks, Sunnybank Park, Phoenix Park BMX Track, Runcorn Station Quarter, Hale Lighthouse Approach and Runcorn Hill Bowling Green.

Peelhouse Lane Cemetery – Work on the drainage at the site has now been completed. The main cemetery infrastructure works have now commenced and should be largely completed by the end of 2019/20.

Phoenix Park – Work at the site has been completed with a retention payment due later in 2019.

Victoria Park Glass House – A contractor has been appointed and it is anticipated that work will begin on site soon.

Sandymoor Playing Fields – The all-weather pitches and courts have now been completed and the grass pitches and planting are now in the establishment phase.

Widnes & Runcorn Cemeteries - Garage & Storage – Work on the storage areas is under way and is due to be completed in late July.

Town Park – Work on the Southern Pathways at the Town Park is in an early phase and it is hoped that this will start later in the summer.

Community Shop – Planning permission for change of use is due to be submitted by the end of July. It is anticipated that the Council will release the funding to Community Shop in Quarter 3.

Libraries IT Equipment – The equipment has recently been installed in the libraries and is now in use. It is expected that payment will be made in Quarter 2.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Revenue Budget as at 30 June 2019

	Annual Budget £'000	Budget To Date £'000	Actual £'000	Variance (overspend) £'000	Forecast Outturn Position £'000
<u>Expenditure</u>					
Employees	4,513	1,157	1,141	16	55
Repairs & Maintenance	2,149	590	590	0	0
Premises	61	53	51	2	0
Energy & Water Costs	667	131	128	3	10
NNDR	530	526	521	5	5
Rents	301	95	95	0	1
Economic Regeneration Activities	34	2	2	0	0
Supplies & Services	1,630	362	364	(2)	(2)
Grants To Voluntary Organisations	48	11	11	0	0
Total Expenditure	9,933	2,927	2,903	24	69
<u>Income</u>					
Fees & Charges Income	-172	-38	-38	0	(1)
Rent – Commercial Properties	-1,109	-166	-149	(17)	(68)
Rent – Investment Properties	-44	-11	-12	1	0
Rent – Markets	-768	-179	-178	(1)	(3)
Government Grant Income	-1,866	-17	-17	0	0
Reimbursements & Other Grant Income	-185	-85	-84	(1)	(3)
Schools SLA Income	-516	-369	-359	(10)	(16)
Capital Salaries	-111	-9	-9	0	0
Transfers From Reserves	-716	-242	-242	0	0
Total Income	-5,487	-1,116	-1,088	(28)	(91)
Net Operational Expenditure	4,446	1,811	1,815	(4)	(22)
<u>Recharges</u>					
Premises Support	1,868	467	467	0	0
Transport	28	7	7	0	0
Asset Charges	4	0	0	0	0
Central Support Services	1,943	486	486	0	0
Accommodation Income	-2,135	-533	-533	0	0
Repairs & Maintenance Income	-2,381	-595	-595	0	0
Central Support Income	-2,234	-559	-559	0	0
Net Total Recharges	-2,907	-727	-727	0	0
Net Department Expenditure	1,539	1,084	1,088	(4)	(22)

Comments on the above figures

Finance has worked closely with Departmental colleagues to update the projections to try and achieve a balanced budget. The department continues to identify financial resources available to support the delivery of the service and allocate resources where needed most, whilst ensuring budget pressures are met.

Whilst the department can maintain effective control over expenditure, income still remains a budget pressure as majority of the income is externally funded and difficult to project.

Budgeted employee spend is based on full time equivalent staffing numbers of 127.

Due to a number of properties becoming vacant and some subsequently being disposed of, the rental income has reduced this financial year, causing budget pressures. Operating costs continue to be incurred where commercial properties become vacant.

School SLA income will not be achieved again this financial year. Although the department has increased the SLA charges for 19/20, 100% of the costs are not being recovered because of the need to use causal/agency staff to cover sickness/leave in delivering the service. A review of SLA charges will be undertaken ahead of the next financial year.

The Department has put a hold on all vacancies within the various service areas to ensure the staff saving targets are met and also help reduce the negative variance within the income budgets.

The 19/20 savings target put forward by the Department will be achieved in year and every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year.

The outturn forecast is currently projecting an overspend at 31 March 2020 in the region of £0.022m.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT

Capital Projects as at 30 June 2019

	2019-20 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	126	23	23	103
Sci Tech Daresbury – EZ Grant	96	40	40	56
Solar Panel Golf Course	709	16	16	693
Murdishaw Redevelopment	38	0	0	38
Widnes Waterfront (inc Bayer)	1,000	0	0	1,000
Venture Fields	41	20	20	21
Former Crossville Depot	331	0	0	331
Linnets Club House	140	2	2	138
Advertising Screen at The Hive	100	0	0	100
Equality Act Improvement Works	300	77	77	223
Widnes Market Refurbishment	100	32	32	68
Broseley House	461	7	7	454
Stadium changes to Karalius Suite	14	0	0	14
The Croft	30	0	0	30
Total	3,486	217	217	3,269

Comments on the above figures.

Sci Tech Daresbury EZ Grant – The remaining draw down for the project is being progressed by the Joint Venture. The project is currently out to tender with a contract award expected in September. Final draw down is expected in Quarter 2.

Solar Panel Golf Course – The department is in the process of awarding a contractor to design, build and install the solar farm.

Linnets Club House – New power and water supplies have been installed in the junior changing building. Quotes requested for making good works to be carried out prior to switching over to new power supply and removal of generator. New Linnets changing pavilion remedial works to the ventilation system are now complete. Final account for the snagging has been agreed.

Widnes Market Refurb – The re-roofing works (incl. internal decorations) are complete. Extension of Time and Loss and Expenses claim agreed; the remaining Widnes Market projects to be reviewed and prioritised in line with the remaining budget.

Murdishaw Regeneration – The department is exploring options for Council investment into projects which will further the masterplan way. Currently costing up bus stops on Barnfield Way, new signage and improvement to the community centre. Will also cost further highways improvements to local centre.

Equality Act Improvement Works – Work on Catalyst Museum and Bredon is now complete, awaiting final invoices. Work is continuing on site on Phoenix Park changing places facility and Crow Wood Park Pavilion

Karalius Suite – Works are now complete on the Karalius Suite and the enlarged venue is now in full use.

Broseley House- Demolition works cannot commence until all the ground floor tenants have vacated. Only 2 tenants now remain, the final lease expiring in July 2021. The oil tank store building has now been demolished and the security measures enhanced to the upper floors.

3MG – Alstom are in the process of approving and confirming their land take. HBC Field will be marketed in the autumn, with an aim to have all land subject to option or sale by June 2020.




Former Crossville Depot – Awaiting confirmation of retention invoices over the next quarter.

Widnes Waterfront – Budget set aside for remedial land works. Scope of timing of works still to be set out.





8.0 Application 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 intervention or remedial action taken.</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 	Indicates that the measure cannot be compared to the same period last year.