

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy
SERVICE: Policy & Performance
PERIOD: Quarter 1 to period end 31st June 2008

1.0 INTRODUCTION

This Monitoring Report covers the Policy & Performance Department first quarter period up to period end 31st June 2008. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress is explained within Appendix .

2.0 KEY DEVELOPMENTS

On 30th June 2008, ministers formally signed off the Halton Local Area Agreement (LAA). It includes 32 targets for 2011 for Halton that are drawn from the new National Indicator Set, plus an additional 16 statutory education and early years targets. The LAA will form the basis for performance management by government, and progress with the delivery of LAA targets will be a key element of the Comprehensive Area Assessment that replaces CPA in 2009.

The Corporate Assessment of the Council by the Audit Commission as part of the CPA process took place in April, and the report was published in July 2008. The Council was awarded the highest possible score of 4.

3.0 EMERGING ISSUES

The government has recently published a number of important policy documents, including statutory guidance under the Local Government and Public Involvement in Health Act, and a white paper "Communities in Control". The Audit Commission has just published for consultation proposals for Comprehensive Area Assessment. These publications have a consistent thread, with changes to the national performance framework (the new national indicator set, LAAs; increased emphasis on partnership working to deliver improved quality of life through the LSP; and greater engagement with communities in the design and delivery of all services). These changes will clearly have implications for the way the Council operates, and the allocation of resources.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	18		17		0		1
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With one exception, relating to the publication of a quarterly neighbourhood management newsletter, all key objectives / milestones are progressing as planned. Additional details are provided within Appendix 1.

5.0 SERVICE REVIEW

An external assessment of the Council's Business Continuity arrangements was undertaken, and a Crisis Management exercise was conducted. An action plan has been produced as a result, and departmental arrangements are being reviewed in the light of the learning and advice that emerged.

The findings of an external review of Halton Neighbourhood Management Partnership's first year of development have been considered, and where accepted, included in the Partnership's Development Plan for its remaining duration of external funding to March 2010

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	2		2		0		0
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Only two of the four key performance indicators for the service can be reported at this stage and additional details are provided within Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS








Total	10		9		1		0
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Of the ten remaining indicators for the service that can be reported at this stage only one, relating to ERDF outputs achieved, is showing some slight cause for concern and additional details are provided within Appendix 3.








7.0 APPENDICES

Appendix 1 - Progress against Objectives/ Milestones
Appendix 2 - Progress against Key Performance Indicators
Appendix 3 – Progress against 'other' performance indicators
Appendix 4 – Financial Statement
Appendix 5 - Use of traffic light symbols




Progress against 'key' objectives

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP O1	Improve the effectiveness of the support intelligence and advice provided by the Council and its partners to review policy, resource planning service delivery and performance.	<p>Monitor performance against Community Strategy targets and review delivery plans June 2008.</p> <p>Agree new Local area Agreement with government and secure ministerial sign-off June 2008.</p> <p>Review Community Engagement Strategy and agree annual Action Plan March 2009.</p> <p>Monitor and review progress in delivering Local Area Agreement targets with partners March 2009</p> <p>Complete design of and Undertake Place Surveys September 2008</p> <p>Analyse, evaluate and disseminate results to relevant audiences February 2009</p>	     	<p>Progress report completed, will be reported to Sept HSPB. Delivery plans reviewed March 2008</p> <p>LAA signed 30 June 2008</p> <p>On track. Significance increased following publication of Communities in Control White Paper</p> <p>On track.</p> <p>National guidance now received, quotes for survey obtained, contract about to be awarded.</p> <p>On track.</p>
PP O2	Improve the quality and effectiveness of the Council's external communications	Undertake customer survey November 2008.		On track.

APPENDIX ONE – PROGRESS AGAINST OBJECTIVES/ MILESTONES (Policy & Performance))

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP O2	Improve the quality and effectiveness of the Council's external communications	Complete analysis of data and produce report and recommendations by March 2009 .		Progress presently on track.
		Implement revised Communications Strategy March 2009		As above
PP O3	Address inequalities and improve opportunities by narrowing the gap between the most deprived wards in the borough and the rest through the delivery of neighbourhood management arrangements.	Evaluate impact of Neighbourhood Management Teams and review delivery plans March 2009 .		As above
		Complete resident satisfaction surveys October 2008 .		Looking to have additional coverage in the 'Places' survey this Autumn so NMAs can be tracked against rest of borough.
		Produce and publish NM Update Quarterly .		No Update in Q1 due to shortage of professional support. New appointee now in place to facilitate future quarterly publication.
PP O4	To ensure that the organisation remains fit for purpose through the ongoing development of business continuity, risk management and health and safety arrangements.	Implement current action plan and further review arrangements for business continuity in Directorates by December 2008 .		Business Continuity Crisis Management team exercise held in May 2008, action plan being developed.
		Review the embeddedness of strategic risk management arrangements December 2008		As above

APPENDIX ONE – PROGRESS AGAINST OBJECTIVES/ MILESTONES (Policy & Performance))


Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP O4	To ensure that the organisation remains fit for purpose through the ongoing development of business continuity, risk management and health and safety arrangements.	<p>Corporate & Directorate Risk Registers reviewed by Corporate Risk Group, performance monitoring reports delivered and manager / member training provided by December 2008</p> <p>Secure external accreditation for Health and Safety March 2009.</p> <p>Review the Council's preparedness for pandemic flu and have appropriate plans in place March 2009.</p>	  	<p>Corporate Risk Group reviewed Corporate Risk register 3 July 2008</p> <p>Both Legal Services and Landscape Services have agreed to undergo accreditation as pilots before rolling out to the rest of the Council. They will begin in September 2008 with a view to completion by December 2008.</p> <p>Progress presently on track with further government guidance recently being received.</p>

APPENDIX ONE – PROGRESS AGAINST OBJECTIVES/ MILESTONES (Policy & Performance))


Progress against Key Performance Indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 1	Progress	Commentary
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Corporate Health

PPLI 1	% Of LAA / WNF Spend (%)	100	100	N/A	Refer comment	Spend is claimed quarterly in arrears by some organisations. Therefore information will only become available at quarter 2.
PPLI 2	% Of LAA Outputs achieved	95	95	As above	As above	Please refer comment above.
PPLI 5	% Of Departments with up to date Risk Registers	100	100	100		Progress against this measure is presently on track.


Cost & Efficiency

PPLI 11	% of departmental working days lost due to sickness absence.	4.5	4.0	3.4		On track, but a number of absences due to planned surgery may affect performance as we move throughout the remainder of the year.
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Progress against 'other' performance indicators

Ref	Description	Actual 2007/8	Target 08/09	Quarter 1	Progress	Commentary
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Corporate Health cont'd

PPLI 9	% of Objective 2 Action Plan ERDF outputs achieved.	57	80	68		Previously have reported (qtr4 07/08) upon constraints which had delayed or hindered spend. Where audit visits have identified ineligible items of expenditure recovery of grant has been introduced hence only a small increase in the figure for this period
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Financial Statement - Policy and Performance

Revenue Budget as at 30th June 2008

	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Item
	£'000	£'000	£'000	£'000	£'000
<u>Expenditure</u>					
Employees	2,329	594	566	28	566
Premises	147	0	0	0	0
Supplies & Services	474	150	128	22	128
Corporate Subscriptions	132	33	26	7	26
Agency & Contracted	213	11	7	4	7
Transport	59	15	14	1	14
Support Services	2,779	0	0	0	0
Total Expenditure	6,133	803	741	62	741
<u>Income</u>					
Support Service Recharges	-2,001	0	0	0	0
Emergency Planning Grant	-151	-151	-160	9	-160
Grants	-527	-217	-236	19	-236
Reimbursements & Other Grants	-22	-5	-5	0	-5
Total Income	-2,701	-373	-401	28	-401
Net Expenditure	3,432	430	340	90	340

Comments on the above figures:

In overall terms spending is currently below the budget to the end of the first quarter. This is mainly due to a number of staff vacancies within the section and a number of small underspends in Supplies and Services. It is expected that the overall total net spending will be in line with the Department budget by year-end.

POLICY AND PERFORMANCE

Capital Projects as at 30th June 2008

Capital Expenditure	2008/09 Capital Allocation £000	Allocation To Date £000	Actual Spend To Date £000	Total Allocation Remaining £000
Risk Management	120	0	0	120
Net Expenditure	120	0	0	120

Comments on the above figures

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




Local Strategic Partnership expenditure as at 30th June 2008

	Annual Budget £000	Budget to Date £000	Actual to Date £000	Variance to Date £000
Local Strategic Partnership				
LSP Team	256	64	12	52
Commissioning Pot	367	136	0	136
Net Expenditure	623	200	12	188

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Neighbourhood Renewal Fund is spent during the year.

Explanation of the use of Traffic Light Symbols

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state <u>whether the target is on course to be achieved</u>.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly unlikely or certain that the objective will not be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.</p>