

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy

SERVICE: Policy and Performance

PERIOD: Quarter 1 to period end 30th June 2009

1.0 INTRODUCTION

This monitoring report covers the Policy and Performance Services first quarter period up to period end 30th June 2009. 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 3

2.0 KEY DEVELOPMENTS

The spread of swine flu has generated a significant level of work for the emergency planning team, both in ensuring that the Council has the necessary contingency plans in place, and in co-ordinating efforts in the sub-region through the Cheshire Halton and Warrington Local Resilience Forum.

The Audit Commission has been working on the CAA Area and Organisation Assessments for Halton. This has required a significant commitment from the department to co-ordinate the submission of evidence on behalf of the Council and its partners. The final assessments will be published in November under the One Place brand.

3.0 EMERGING ISSUES

The new duty to “inform, consult and involve” encourages local partners to work collaboratively rather than in isolation. Through the CAA framework, LSPs and their partners are required to streamline and co-ordinate community engagement and develop a joint approach. Therefore, the department will need to support further work over the next few months to review the Council and the Halton Strategic Partnership’s community engagement strategies.

HM Treasury's Operational Efficiency Programme (OEP) was launched in July 2008, as part of a year-long programme examining operational spending in the public sector. The purpose behind the report was to identify approaches to efficiency across the public sector and to ensure best use of resources. It also included Sir Michael Bichard's report, which includes a proposal entitled *Total Place*. This is a programme aimed at mapping total public spending in a local area and identifying efficiencies through local public sector collaboration. Other recommendations include a further streamlining and strengthening of components of the local performance framework and increased financial flexibility through reductions in funding ring-fences. Over the next couple of months, the department will take the lead in developing a corporate project plan aimed at responding to these recommendations.

In June 2009 the government also published "Building Britain's Future" setting out plans for forthcoming legislation and consultation. Following on from this, a number of consultation papers have been published, including "Strengthening Local Democracy" which discusses widening the remit of scrutiny, local government powers and burdens, sub regional working, climate change and central/local government relationships.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES

Total	19		19		0		0
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All key objectives and milestones are currently on or above target and details are provided in Appendix 1.

5.0 SERVICE REVIEW

There are no issues to be reported this period.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	2		2		0		0
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Both of the key indicators for the service that can be reported at present are on track and additional details are provided within Appendix 2

7.0 RISK CONTROL MEASURES

During the production of the 2009-10 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were deemed to be necessary

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2009 – 2010




9.0 DATA QUALITY

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.






10.0 APPENDICES

Appendix 1 - Progress against Key Objectives/ Milestones
Appendix 2 - Progress against Key Performance Indicators
Appendix 3 - Explanation of traffic light symbols
Appendix 4 - Financial Statement






Progress against 'key' objectives/milestones

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP 01	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.	Monitor performance against Community Strategy targets and review delivery plans June 2009.		Quarterly SSP monitoring reports which track progress on Community Strategy targets have been completed. Also quarterly returns on working neighbourhoods fund completed.
		Monitor and review progress in delivering Local Area Agreement targets with partners and agree refresh with government office March 2010		The borough's partners held an away day in May to monitor and review LAA targets. Each SSP chair provided an overview of performance. Progress has been reported to Policy and Performance Boards and a performance management framework for the LSP has been adopted.
		Monitor and review MAA and city region development plan progress with city region partners and agree refresh with GONW March 2010		The signing off the Liverpool City Region MAA has been delayed until September. However, it is still the intention to refresh the plan in March 2010



Progress against 'key' objectives/milestones

Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP O1 cont'd	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.	Review Halton Data Observatory and partnership data arrangements and upgrade March 2010		Review in progress.
		Complete mid-term review of Sustainable Community Strategy and adopt July 2009		This work has been completed. The revised document has been approved by the 20 th May HSPB and adopted by Council on 22 nd July.
		Complete mid-term review of Corporate Plan and adopt December 2009		Review work will complement the recent refresh of the sustainable community strategy and will feed into next years service plans.
		Complete design of and undertake survey of Consulting Halton Communities November 2009		On track but different approach. Instead of replicating Place Survey, in depth workshops are being organised to explore public views and what they feel should be improved in future. MORI have been appointed.
		Analyse, evaluate and disseminate results to relevant audiences March 2010		Work proceeding ahead of schedule





Progress against 'key' objectives/milestones

Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP O2	Improve the quality and effectiveness of the Council's external communications	Implement new website content management system by July 2009 and migrate content Sept 2009		Server configuration completed; Media Surface due on site to begin installation of website software on 28 July
		Carry out internal communications survey as part of staff survey September 2009		Staff survey due 7-25 September
		Update Communications Guide; Media Guide ; Style Guidelines October 2009		Still scheduled for action October 2009
		Evaluate Advertising contract September 2009		Working with Wirral MBC on a Merseyside wide advertising contract
		Review arrangements for communicating in a crisis August 2009		Home working arrangements now in place & working with Risk & Emergency Planning on LRF website.



Progress against 'key' objectives/milestones

Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP 03	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.	<p>Complete residents consultation and undertake analysis February 2010</p> <p>Complete and report Business Case for NM funding beyond April 2010 September 2009</p>	 	<p>Additional coverage has been included in HSP commissioned perception work for Q3 as per the MORI appointment (see PP 01, milestone 7, above)</p> <p>Reports to Corporate PPB and Exec Board scheduled for Sept/Oct 2009.</p>

Progress against 'key' objectives/milestones




Service Plan Ref.	Objective	Key Milestone	Progress Quarter 1	Commentary
PP 04	To ensure that the organisation remains fit for purpose through the ongoing development of business continuity, risk management and health and safety arrangements.	<p>Implement action plan and further review arrangements for business continuity in Directorates by December 2009.</p> <p>Review the embeddedness of strategic risk management arrangements December 2009</p> <p>Corporate Risk Group to review Corporate & Directorate Risk Registers, provide appropriate performance monitoring reports and deliver manager and member training by December 2009</p> <p>Review the Councils preparedness for pandemic flu and have appropriate plans in place March 2010</p>	   	<p>Directorates due to have reviewed plans by end of July 09. Corporate BC Plan review due by mid August. Signed off by Management Team by end of July</p> <p>On course for completion</p> <p>On course for completion</p> <p>Pandemic flu plans continue to be developed and the response to swine flu is in place</p>

Progress against 'key' performance indicators

Ref	Description	Actual 2008/9	Target 09/10	Quarter 1	Progress	Commentary
Corporate Health						
<u>PPLI 1</u>	% Of LAA / WNF Spend (%)	92	100	N/A	N/A	Expenditure claims submitted in arrears after quarter end, therefore, data not yet available
<u>PPLI 4</u> (PPLI 5)	% Of Departments with up to date Risk Registers	100	100	100		On target
Cost & Efficiency						
<u>PPLI 9</u> (PPLI 11)	% of departmental working days lost due to sickness absence.	3.85	4.0	2.42%		This quarter has seen a significant reduction in working days lost due to sickness absence.

Explanation of the 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>milestone/objective is on course to be achieved</u> within the appropriate timeframe.</p>	Indicates that the <u>target is on course to be achieved</u> .
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, <u>whether the milestone/objective will be achieved</u> within the appropriate timeframe.</p>	Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the milestone/objective</u> will not be achieved within the appropriate timeframe.</p>	Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.

POLICY AND PERFORMANCE

Revenue Budget as at 30th June 2009

	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	2,238	572	534	38	536
Premises	180	45	45	0	45
Supplies & Services	477	155	107	48	203
Corporate Subscriptions	128	90	92	(2)	114
Agency & Contracted	38	9	7	2	7
Transport	45	11	11	0	11
Support Services	1,906	477	477	0	477
Total Expenditure	5,012	1,359	1,273	86	1,393
<u>Income</u>					
Support Service Recharges	-1,857	-464	-464	0	-464
Emergency Planning Grant	-12	0	0	0	0
Grants	-372	-93	-94	1	-94
Reimbursements & Other Grants	-22	-5	0	(5)	0
Total Income	-2,263	-562	-558	(4)	-558
Net Expenditure	2,749	797	715	82	835

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 2009

Capital Expenditure	2009/10 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	£000	£000	£000	£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 2009

	Annual Budget	Budget to Date	Actual to Date	Variance to Date
	£000	£000	£000	£000
Local Strategic Partnership				
LSP Team	192	48	23	25
Community Pot	0	0	0	0
Net Expenditure	192	48	23	25

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.