



Committee: BUDGET AND PERFORMANCE PANEL

Date: TUESDAY, 8 JUNE 2010

Venue: LANCASTER TOWN HALL

Time: 6.00 P.M.

Councillors are reminded that as Members of Overview and Scrutiny they may not be subjected to the Party Whip, which is prohibited under the Lancaster City Council Constitution.

A G E N D A

1. Apologies for Absence

2. Appointment of Vice-Chairman

3. Declarations of Interest

4. Minutes

Minutes of the Meeting held on 30th March 2010 (previously circulated)

5. Items of Urgent Business authorised by the Chairman

6. Lancaster District Local Strategic Partnership Thematic Groups

Oral report from one of the Chairs

7. 2009/10 4th Quarter Corporate Performance Review (Pages 1 - 38)

Report of Leader of the Council

8. Monitoring Delivery and Effectiveness of Service Level Agreement Targets

Oral report of Head of Community Engagement

9. Work Programme (Pages 39 - 42)

Report of Head of Democratic Services

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Roger Sherlock (Chairman), Evelyn Archer, Roger Dennison, Jean Dent, Keran Farrow, Emily Heath, Tony Johnson, Elizabeth Scott and John Whitelegg

(ii) Substitute Membership

Councillors Tina Clifford, Chris Coates, Karen Leytham, Roger Plumb, Peter Robinson, Sylvia Rogerson, Keith Sowden and Morgwn Trolinger

(iii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - 01524 582068 - jglenton@lancaster.gov.uk

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170 or, alternatively, email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

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BUDGET AND PERFORMANCE PANEL

**2009/10 4th Quarter Corporate Performance Review
8 June 2010**

Report of Leader of the Council

PURPOSE OF REPORT
To receive the Leader's highlight report in respect of the fourth and final quarter of Performance Review Team meetings for 2009/10 recently undertaken by individual cabinet members.
This report is public

RECOMMENDATIONS

- (1) That the Panel consider the report and comment accordingly.

REPORT

- 1 The fourth and final quarter of Performance Review Team (PRT) meetings for 2009/10 took place between 26th April and 7th May 2010. Each meeting monitored progress against the action sheets drawn up for the previous round of meetings and any performance/financial issues highlighted in quarter 4. Due to the election, a number of cabinet members chose the option to have a virtual meeting undertaken electronically.

- 2 The corporate exception PRT report was considered by the Leader on 18th May, and by Cabinet on 1st June 2010.

- 3 Attached as **Appendices** for information are:
 - Leader's Agreed Actions for quarter 4.
 - Update on progress in respect of Leader's Actions from Quarter 3
 - Timetable of quarter 4 PRT meetings
 - Corporate Performance Exception Monitoring Report Quarter 4
 - Financial Corporate Monitoring Report Quarter 4 plus attachments :-
 - Summary of major variances
 - Treasury Management Progress Report Quarter 4
 - Prudential Indicators
 - Investment Interest Earned

5 Conclusion

The Council's Performance Management Framework now requires the regular reporting of performance into both the Budget & Performance Panel and Cabinet as part of the Performance Review Team cycle of meetings. This report provides a strategic summary of how the council has performed in delivering its Corporate Plan targets for 2009/10 using exception information from the quarter 4 PRT meetings with individual cabinet members

RELATIONSHIP TO POLICY FRAMEWORK

This report is a requirement of the Council's Performance Management Framework.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None arising from this report.

FINANCIAL IMPLICATIONS

As set out in the attached appendices.

SECTION 151 OFFICER'S COMMENTS

The Section 151 has been consulted and has no additional comments.

LEGAL IMPLICATIONS

Legal Services have been consulted and have no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS

2009/10 Q4 PRT Reports

Contact Officer: Roger Muckle

Telephone: 01524 582022

E-mail: rmuckle@lancaster.gov.uk

Ref: RCM/PRT

PERFORMANCE REVIEW TEAM MEETING - Q4 2009/10

SERVICE AREA: CORPORATE

DATE: 18 May 2010

PRESENT: Cllr Stuart Langhorn; Roger Muckle ; Nadine Muschamp; Richard Tulej

NO	AGREED ACTIONS QUARTER 3	RESPONSIBILITY	PROGRESS to QUARTER 4
	PERFORMANCE MONITORING		
1	Review the Council's Sickness Management Absence Policy and Procedure (both long & short term absences) and reconsider the previous growth bid in respect of extending the occupational health provision with a view to mitigating long term sickness absence	Chief Exec /Head of Legal & HR	HR intend to review the Sickness Absence Management Policy , but due to other pressures, only a limited start has been made on this work. A meeting took place with Salus on the 16th April to look at options to increase or make best use of the OH provision. To increase the number of OH sessions by a further 12 (ie one per month extra) would cost approx £4,700. Discussions are continuing over price and also if any further sessions would be required to undertake health surveillance work. As the Council did not make provision in the 2010/11 budget for growth in this area any proposals to increase the OH

		<p>provision would require a Cabinet report and any extra funding to be identified. A request has been made to carry forward any underspend on the corporate training budget which could help finance any bid for growth.</p> <p>Action Q4 :- Downward trend in figures for last 4 months promising. No immediate action in respect of additional Occupational Health. Will monitor position over first quarter.</p>
2	<p>Request briefing from LDLSP ESO Thematic Group Chairman on difficulties being experienced that prevents the drafting of the Employment and Skills Plan and associated action plans</p>	<p>Leader</p> <p>Action Q4 :- Employment and Skills action plan included in 2010/11 Corporate Plan as action. Cabinet portfolio holder to progress</p>
3	<p>Following implementation of the senior management restructuring consideration to be given to the capacity required for the review of service efficiency and improvements to enable a programme/process to be created that in turn will enable vfm to be evidenced and NI 179 ongoing efficiencies to be recorded and reported.</p>	<p>Corporate Director (Finance & Performance)</p> <p>This is to be considered as part of the further review of the capacity to be included in the Community Engagement service in respect of performance management. This is also an issue for consideration in respect of the future capacity and restructuring proposals for the remainder of the finance/resource services that has still to be addressed.</p> <p>Action Q4 :- Head of Financial Services and Community Engagement to</p>

			develop improved framework for collecting performance monitoring information for quarterly PRTs in respect of vfm and efficiency.
4	Number of affordable homes (NI 155) – Need to move forward with partners in LDLSP as part of the “Big Ticket” agenda	Corporate Director (Regeneration)	<p>LDLSP Big Ticket workshop planned for 4th May 2010</p> <p>Action Q4:- Await action plans from LDLSP workshop event to determine how performance reward grant can be used to deliver improvements.</p>
5	Equality Framework Following the implementation of the senior management restructuring identify requirements to ensure that there is the capacity and provision for developing the Council's approach to equality, diversity, and community cohesion	Corporate Director (Regeneration)	<p>This is to be considered as part of the further review of the capacity to be included in the Community Engagement Service. Capacity issues will be informed by any Corporate Plan targets have been agreed for these service areas at May council</p> <p>Action Q4 :- Targets and actions now included in the 2010/11 Corporate Plan to progress. Will be a matter for portfolio holder to progress.</p>
	FINANCIAL MONITORING		
6	Financial Variance Analysis Winning Back the West End Property A/c Report back on the latest position regarding the	Corporate Director (Regeneration)	<p>The outstanding HCA grant claims were received in March 2010 and this has resolved the variance on this budget</p> <p>Action Q4:- None required - Complete</p>

	outstanding HCA claims pending payment		
7	<p>Debt Management</p> <p>Report back to appropriate Portfolio Holder on each service with debt over half a year old. What actions in place to either collect debt or write it off.</p>	<p>Relevant Service Heads Financial Services to co-ordinate</p>	<p>Report prepared based on year end debt figures and passed to service heads for their comments prior to circulating to portfolio holders</p> <p>Action:- 2009/10 year end debt figures will be considered by cabinet portfolio holders.</p> <p>Noted that Lancaster Market tenant arrears was being looked at by Markets Task Group</p>
8	<p>HRA Responsive Maintenance</p> <p>Concern that this budget item is still overspending spending. What action is being undertaken to address</p>		

PERFORMANCE REVIEW TEAM MEETING - Q4 2009/10

SERVICE AREA: CORPORATE

DATE: 18 May 2010

PRESENT: Cllr Stuart Langhorn; Roger Muckle ; Nadine Muschamp; Richard Tulej

NO	AGREED ACTIONS QUARTER 4	RESPONSIBILITY	PROGRESS
	PERFORMANCE MONITORING		
1	VAT Business Registrations Information on NI 171 and NI 172 in respect of Business VAT registrations was considerably out of date –being produced some 2 years after the event. Need to check relevance of these indicators and if they are still a requirement for the LAA. If not, remove from Corporate Plan	RT	
2	KPI 1 Increase level of tourism spend by 3% from previous year Figures for 2009/10 not yet available. Ask Portfolio holder to review and monitor when	RT	

	available.			
3	KPI 7 No of Enquiries at Visitor Information Centres Concerns that number of enquiries had dropped significantly despite developing a new Lancaster VIC and extending opening hours at Morecambe VIC. Ask Cabinet member to review situation.	RT		
	FINANCIAL MONITORING			
1	Noted that figures at Q4 were still provisional and work was continuing as part of the closure of accounts exercise. Agreed to consider position in June when more accurate information was available. However there was 1 item (below) that required further information at this stage.	NM		
2	HRA Responsive Maintenance Concern that this budget item is still overspending spending. What action is being undertaken to address	RT		

Service (s) Corporate overview - Includes Internal Affairs portfolio - Finance portfolio and Red/Amber targets arising from PRT

Portfolio Holder/s Cllr Langhorn

Quarter 4 **Date of meeting**

Actions		All Portfolios Significant achievements and or difficulties experienced in delivering targets (highlight significant ongoing or emerging risks)										
Light touch report pending production of comprehensive Annual Report												
PI No	Description of indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
All Portfolios - Red & Amber indicators												

The target for end of June was 2.44. The figure for this period last year was 1.84 days. The major ongoing risk is that the absence figures will worsen as a result of swine flu.

Quarter 2 Update :- The target for the end of September was 4.875 days. The figure for this period last year was 4.32 days. Information as to how many days have been lost through swine flu is being prepared. The major ongoing risk is that the absence figures will continue to worsen as the winter period approaches. The newly appointed HR Manager will be considering what action can be taken by HR in conjunction with service managers to reduce sickness absence.

Quarter 3 update: The target for the end of December was 7.31. The figure for this period last year was 7.11. The total number of days' absence reduced to 853.5 in December 2009 from 1064.9 in November 2009. In November 35 days were lost to swine flu, reducing to 4 in December. To date this year, 65% of absence has been long term and 35% short term, compared with 61% long term and 39% short term this time last year. HR officers liaise with managers ensuring sickness absence is properly managed, and reduced.

Quarter 4 update: HR Officers have been working closely with managers to ensure that the sickness absence management policy is being properly and consistently applied, this has resulted in a reduction in the total number of days lost. In Jan 1181.7 days were lost, in February 822.3 days and in March 776.2 days. However, this late improvement was not enough to redeem the overall cumulative figure for the year which was 12.06 days (2.56 days over the target). The target for 2010/11 will be 9 days, and HR officers will continue to work with managers, as well as looking to see how the Occupational Health provision can be improved. (See Agreed Actions Q4)

CH8
Reduce the number of days lost to sickness absence

9.5 days Low 2.456 5.69 9.05 12.06 12.06 Failing ST

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good Is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
NI171	VAT registration rate (ANNUAL)	41.30%	Target not set	High	—	—	—	—			PS	NOT DUE YET. 2007 - 22 VAT registrations per 10,000 adult population (calendar year annual data only available) NB NI 171 now New Business Registration Rate (i.e. including businesses registering for PAYE) - 2007 figure for Lancaster District - 41.4. LAA target subject to renegotiation in early 2010 - difficult to forecast the impact of the downturn and set an interim figure. Q4 UPDATE - 2008 New Business Registration Rate (NI171) for Lancaster District is 41.3 - NB figure always lags by a year so 07/08 outturn represents most recent figure (See Agreed Action Q4) NOT DUE YET. The 2009 figure of 5.29% reflects an increase in the amount of Brownfield land recorded in the NLU survey of 2004 (148.22 hectares) rather than a dramatic increase in the actual amount of longstanding Brownfield land. Achievement in developing brownfield land is demonstrated by the fact that in 2008/09 80% of residential completions in the District were on brownfield sites. This is 10% above the 70% (high) target set by the RSS. Q4 UPDATE - No changes during current recession, but planning strategy to be put in place to prevent cherry picking of greenfield sites and concentrate development on brownfields. (No action at this stage. but monitor position)
NI170	Previously developed land that has been vacant or derelict for more than 5 years. (ANNUAL)	5.29%	3.83%	Low	—	—	—	—	5.29%	Failing		
NI172	VAT registered businesses showing growth (ANNUAL)	14.30%	Target not set	High	—	—	—	—			PS	NOT DUE YET. Lagging indicator last available actual is for 2006/07 - 14.59% (highest growth in 5 years) Q4 UPDATE - 2007/08 NI172 figure for Lancaster District is 14.3% NB. Figure always lags by a year so 07/08 outturn represents most recent figure (See agreed actions Q4)

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
KPI4	Number of business start ups as a result of local initiatives		Target not provided						26	Behind Target		<p>The Business Start Up contract is now in place but the instruction letter has not yet been received.</p> <p>Awaiting information on progress of the Intensive Start Up Support project.</p> <p>Q4 UPDATE - A total of 26 new business start ups was recorded for the year to the end of March 2010, mainly through the new Intensive Start Up contract delivered by Enterprise4All and funded by NWDA/ERDF and Lancashire County Council.</p> <p>Whilst this was below profile, it represents a reasonable performance in view of the delay in the contract being finalised and delivery of the service only starting in the Autumn of 2009. (No actions Q4)</p>
KPI 6	Number of hectares of public realm created or improved	0.3ha	0.6ha	High				0ha	0ha	Failing		<p>Q4 COMMENT No external funding available to create or deliver improvements (No actions Q4)</p>

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good Is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
KPI 1	Increase level of Tourism spend by 3% from previous year	£267m	£275m	High					259m	Failing		<p>An analysis of the volume and value to the Visitor Economy in the District shows visitor expenditure down YOY by 3% to £269.62m and the number of jobs supported down by 1% on the previous year to 4943 FTE (STAM 2008) despite the number of visitors to the district increasing by 4%. However, visitor expenditure shows no change for the same period for the Lancashire and Blackpool sub-region against an increase of 3% in visitor number to 60.19m and an increase in tourist days of 2% to 79.61m (STEAM 2008). For the Northwest region as a whole, visitor expenditure is also up 1% YOY (NWDA 2008). Nationally and in the Northwest region, domestic tourism is performing well in spite of the recession. Domestic trips in 2009 were up 6% (over 2008) and spend was up 4%, better than pre-recessionary levels. Final figures for 2009 performance are not yet available for the district, however a downward performance for 2008 suggests that the district could be failing to compete successfully to achieve fair market share against nearby visitor destinations in both the Lancashire and Blackpool sub-region and in the Northwest. (See Action agreed O4)</p>

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
KPI 8	Deliver the Council's actions identified in the LDSP's Education, Skills and Opportunities Thematic Group Action Plan									Behind Target	PS	<p>Three meetings of the Employment & Skills Work Group have now been held. Work on the Employment & Skills Plan continues to progress in line with the extended deadline of March 2010. This extension reflects the impact, previously noted, of limited staff capacity and the need to take forward new initiatives such as the Future Jobs Fund. Q3 UPDATE - The Employment & Skills Work Group continues to meet but progress in drafting the Employment and Skills Plan and associated action plans has fallen behind schedule as the priority, with limited staff capacity, is to ensure initiatives which can have a direct impact, such as the Future Jobs Fund, are implemented.</p> <p>Q4 UPDATE Owing to capacity constraints the following work is still to be completed</p> <ol style="list-style-type: none"> 1. Preparation of outreach and engagement plan in conjunction with Learning and Skills Council and Job Centre Plus. 2. Extend integrated support team and target LSOAs through pilot project subject to secured funding from NWDA and ERDF 3. Secure project approvals (partially complete) <p>Q4 noted included in Corporate Plan10/11</p> <p>Due to current resources, no work has been undertaken to achieve level one in the current financial year, however student placement has been sought to address this and ensure progress in the new financial year, it should be recognised that progress will not be possible without additional support.</p>
NI188	Adapting to climate change		Level 1	High						Failing	RT	<p>Q4 - student in place for Q1 2010/11 to deliver Level 1 and scope Level 2. (Q4 Noted Actions in place to deliver in 2010/11)</p>

PI No	Description of indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
CH2/NI179	Value for money - total net value of ongoing cash releasing value for money gains (Efficiency/MT FS targets)	£477K	£2,127K	high	Not quantified	£1,378K	No further measurement	No further measurement (still at £1,378K)	£1,378K (provisional)	Failing	NM	First monitoring to Govt submitted on 23 October. Shortfall of £749K - difficult to see how this can be addressed at present. Aim to address capacity issues associated with supporting VFM / business improvement agenda through future restructuring of services - but don't expect that this will be done in the short term. Will monitor over next quarter. No other action to take this quarter Q3 UPDATE - No further progress since first monitoring to Govt submitted on 23 October (shortfall of £749K). As was reported at Qtr 2 - difficult to see how this can be addressed at present. Aim to address capacity issues associated with supporting VFM / business improvement agenda through future restructuring of services, but no progress / capacity to do this at present. Q4 UPDATE: No further progress to report. Next formal reporting will be for actual outturn, to be reported to Govt in July. For reference, 2010/11 target is £3.2M. (See agreed actions Q4)
KPI 7	Number of enquiries at Visitor Information Centres	MVIC 100,381 LVIC 102,022 Total 202,403	3% increase to 208,475	High	MVIC 27,617 LVIC 16,204 Total 42851	MVIC 34,949 LVIC 19,606 Total 54,555	MVIC 13,336 LVIC 12,888 Total 26,224	MVIC 8596 LVIC 10736 Total 19332	MVIC 84498 LVIC 59434 Total 143932	Failing	PS	No Change Enquiries at Morecambe and Lancaster VICs have declined during the autumn and winter months and it is unlikely that over 83,000 enquiries will be handled by the VICs in Q4 in order to meet the original target. Reasons for the decline in numbers during Q3 include seasonality, the economic recession, lack of visibility for Lancaster VIC and bad weather from mid- December. (See agreed actions Q4)
CH9	Level of Equality Framework for Local Government	N/A	Level 1 - developing		Level 1 - developing				Level 1 - developing	Behind Target	RT	No change Briefing sessions have taken place for members and officers. Head of Corporate Strategy has been nominated as lead officer. HCS has met up with North West Employers and Wyre BC to try and get external support. Q4 Update - Target set in Corporate Plan 2010/11 to achieve Level 2 'achieving' by March 2011

Pt No	Description of indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)	Status update
Action Plan	Agreed actions from PRT's												

Finance - To provide a further report updating the schedule of capital receipts to the October 2009 cabinet meeting.

Bulky Matters - Continue to monitor reduced demand for the service and liaise with the service provider on reasons for the fall in demand. If this becomes a trend take action to reduce service provision and costs.

Trade Refuse - analyse reasons for reduction in income and develop options for dealing with variance.

Valuing People

1 Cllr Fletcher to be sent a copy of the draft Voluntary, Community, Sector Compact.

2 Develop criteria, template for evaluation and reporting requirements of Service Level Agreements, Grants to outside bodies.

3 Report to Cabinet to be developed in respect of how the Council is to take forward work on the new Equalities Framework

Children and Young People

- Provide officer support to Cllr Ashworth at Childrens Trust theme leads meeting on Thursday 13 August.

- Provide more information as to how the Children and Young people engagement strategy will operate in practice

Climate Change Specific Salt Ayre energy monitoring information and longer term strategic action plan report (D Owen) to next CCCLG in September. To include 2008/09 outturn and first quarter monitoring report. Create action plans for quick wins on energy efficiency. Ensure information on 3.3 and 3.4 are available for next quarter and September's CCCLG.

Health and Wellbeing Affordable Homes - Smaller number of new build linked directly to down turn in house building completions. However, actual availability of more affordable housing likely to be higher due to significantly reduced market prices and over supply in flat market. There is no direct corrective action which the Council can take in the short term to influence this indicator. In the medium term opportunities to build more social housing are being explored.

Safety

1 Review funding arrangements in respect of LSP and quick response vehicles.

2 Obtain a summary report for the Road Safety Partnership.

3 Provide financial information (for review) in respect of City Council funding for community safety

QUARTER 2

Finance - information provided to Cabinet

Bulky Matters - levels of uptake steadily improving in Q2 and hit monthly target in September, sales income about on target - continuing to monitor closely Blackpool project launches Nov Wyre launch hopeful for April, Potential for Fylde and S Lakeland

Trade Refuse recycling generally proving a success in terms of uptake - customer levels holding but tonnage decreasing with net negative impact upon income levels. However this is positive from waste reduction perspective

Valuing People

1 Draft compact has been developed.

2 SLA criteria and template about to be sent out to outside bodies

3 Not yet ready for a report to Cabinet

Children and Young People

Awaiting outcome of meeting between City Council Corporate Directors and relevant portfolio holder with their County Council counterparts, in respect of overlap between City Council Objectives and LDLSP Priorities.

Climate Change - all relevant information provided to CCCLG for consideration in line with agreement

Health and Wellbeing - Section 106 funding -

Negotiations continue on development sites for when market improves.

Safety

1 Complete (LSP funding bid rejected)

2 Complete

3. Complete

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
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Finance - Identify schedule of works at Festival market that could reduce energy costs. These should be costed and the savings identified and then reported to the Climate Change Cabinet Liaison Group

Economy - No additional actions arising from the meeting, but it was noted that income targets for Lancaster VIC are being reviewed as part of the revised estimates process.

Climate change

1. Establish an officer group from key services to understand and roll out actions included in the Climate Change Strategy.
2. Develop a robust performance management reporting process to ensure all necessary data in respect of agreed climate change reduction targets.
3. Consider EST recommendations and develop action plan that can be integrated into the CCS.
4. Provide an update of the agreed 16 Salt Ayre energy reduction projects

Quarter 2

Health and Wellbeing - NI 187 Fuel Poverty – now linked to Climate Change Strategy to be considered by Cabinet in November. Opportunities – especially external funding – for moving this forward to be explored as part of that strategy Refresh Housing Strategy – currently on hold pending appointment to two vacant posts in needed to bring up to lettable standard

Valuing people

Agreed process for reviewing SLA's - letter and priorities review form to be sent to outside organisations in the relevant Cabinet members name.

HCS to pursue opportunities for support from NWEO re Equality Framework for Local Government.

Children and Young people

Corp dir Regen and F and P to meet with Chair of Childrens Trust and Ann Pannel (lancs County council) to see 2. KPI 17 now removed

Remove KPI 17 from future PRT reports (not SMART)

HCS to follow up on Lancs Chief Execs report on revised support arrangements and offer of financial support to formally accepted. When the new Job Description has been developed recruitment will commence

Q3 Progress

Climate Change

1. Completed
 2. in progress being developed through CCOWG
 3. Draft Action Plan completed - being considered by CCOWG
 4. Update considered every meeting of Cabinet Liaison Group and CCOWG
- Q3 Update re Refresh Housing Strategy - Appointments made to housing strategy posts commencing February 2010. Progress will resume once officers in post.

Health and Wellbeing - Projected overspend on Council Housing Responsive Repairs - Revised Budget for 2009/2010 increased by £145,000 to accommodate overspend (see HRA Report to Cabinet 19/01/2010)

Children and Young People

1. Meeting arranged for 11 February 2010
2. KPI 17 now removed

3. The new arrangements are now confirmed and formally accepted. When the new Job Description has been developed recruitment will commence

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good Is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
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Q4 Update

Climate Change - 1. (GJC) The YPO are in talks with energy suppliers British Gas and npower energy to try and merge both web based operating systems to allow gas and electricity usage to be reported for each building. Property Services have requested that all operational buildings are included onto the monitoring systems. This will be subject to each building having smart meters installed. All findings are to be reported to the CCCLG Energy Sub Group. (JW) Ongoing - purchase of energy monitoring software agreed and will be in place November 2010 once new energy contracts are on street.

2. Student in place for Q1 2010/11 to achieve Level 1 and scope Level 2. If Level 2 is to be achieved by end of 2010/11 further resources are required.

3. Head of Finance okayed carry forward of the funds - seeking confirmation from accountant about total budget for 2010/11.

4. Pitt Review - The County Council has appointed

Quarter

3

From Economy PRT To survey Yorkshire Street shopping area and prepare a scheme for potential action under Section 215 powers to secure improvements to the appearance of shops. In addition examine the potential to reduce the number of shop units and compress the size of the shopping core

From Health and Wellbeing PRT - Affordable Housing - Head of Planning Services to advise Cabinet Member of timetable for progressing expenditure of S.106 monies on affordable housing, once new Strategic housing staff in post.

To be added to the list of priorities for interventions by Regeneration & Policy Service

Q4 Update - New staff in strategic housing function in post. £50,000 of affordable housing funds allocated to scheme to deliver 10 units in Carnforth. Work progressing to find schemes to allocate remaining funds to. Delivery policy needed to address renewed housing growth and pressure to accept schemes without affordable housing contribution.

PI No	Description of Indicator	08/09 Outturn	09/10 target	Good is ?	Q1	Q2	Q3	Q4	Year to date	Status	Target Owner	Commentary (highlight significant achievements or ongoing risks)
	From Safety PRT											
	1 Draft briefing note for Cllr Blamire for LDSP Management Group re. commitment of partners to CSP.											
	2 Review CCTV funding arrangements next year as part of developing MTFS.											
	3 Redraft format of Safety PRT report for Q4 and include new performance reporting arrangements developed by the CSP											
	From Internal Affairs PRT											
	1. Review targets for next year in respect of CH11(c) to reflect trends and also four year cycle of member elections.											
	2. Ensure results from "avoidable contact" survey translated into actions for improvement.											
	From Valuing People PRT Ensure that within 2010 Corporate plan the commitment to the Equality Framework for Local Government is explicit and that the restructuring of Services to form the new Community Engagement Service allows for sufficient capacity to take this work forward and provides support to the LDSP in developing its Cohesion Strategy for the district.											
	From Climate Change PRT											
	1. Copy to Councillor Barry - minutes/notes from meeting of Green Fleet Officer Working Group											
	2. Copies of minutes/notes for all officer working groups to next meeting of Cabinet Liaison Group											
	From Property PRT											
4	In future PRT meetings consider Lancaster market, Facilities Management Review/shared services and the repairs to the chairs in LTH											
	ALL OTHER PRT's - NO ACTIONS IN Q4											
	Q4 Update											
	1. Complete											
	Q4 Update											
	2. To be considered during development of 2011/12 budget											
	3. Complete											
	Q 4 UPDATE											
	1. Actions incorporated into Democratic Services Business Plan											
	2. Complete											
	Q4 Update Commitment to Equality Framework for Local Government in Corporate Plan 2010/11.											
	Community Engagement Service to investigate capacity required - possible further report to Cabinet											
	From Property PRT											
	In future PRT meetings consider Lancaster market, Facilities Management Review/shared services and the repairs to the chairs in LTH											
	ALL OTHER PRT's - NO ACTIONS IN Q4											
	Q4 Update											
4	1. Complete											
	2. To be considered during development of 2011/12 budget											
	3. Complete											
	Q 4 UPDATE											
	1. Actions incorporated into Democratic Services Business Plan											
	2. Complete											
	Q4 Update Commitment to Equality Framework for Local Government in Corporate Plan 2010/11.											
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	From Property PRT											
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Corporate Financial Monitoring

March 2010 | Quarter 4

Report of the Head of Financial Services
 Corporate PRT meeting | 18 May 2010

HEADLINE INFORMATION

REVENUE	Current (Underspend) / + Overspend	Projected (Underspend) / + Overspend	Projected After Known Est. C/F Requests
General Fund	(157,000)	(615,000)	(584,000)
Housing Revenue Account	+440,000	+37,000	+67,000

Please note that the above projections are very provisional, as the closure of accounts is still underway. In particular, a full review of all Provisions and Reserves still needs to be completed, the accounting guidance for Icelandic investments has not been received and various Carry Forward requests are also expected.

CORPORATE FINANCIAL MONITORING

March 2010 | Quarter 4

1. INTRODUCTION

This monitoring report of expenditure and income for 2009/10 sets out an indicative corporate picture of the Council's financial performance relating to the period ending 31 March 2010. The report only provides a snapshot of the financial position as at the end of March and many year end processes are still being finalised, hence the figures could change significantly. A more accurate statement will be produced in June/July, once the final accounts have been produced.

The report summarises the variances reported through services' quarterly PRT meetings, and also identifies any omissions, updates and/or actions required. In addition there are specific sections for salary monitoring, capital expenditure and financing, Housing Revenue Account, revenue collection performance and Insurance and Risk Management.

2. GENERAL FUND REVENUE MONITORING

2.1 General Fund Summary Position

The current overall General Fund summary position shows that at the end of March there is a net underspend of **£157K** against the revised budget. This is forecast to increase to **£584K** by the end of the year, after allowing for various year end accruals, provisional carry forward requests and an initial review of Provisions. No assumptions have been made as yet regarding the carry forward of overspendings on controllable budgets, however.

VARIANCES	Current £000	Projected £000
Major Variances (see section 2.3)	+93	(424)
Salaries (see section 2.4)	(250)	(250)
Insurance Provision Review	--	+59
Sub Total	(157)	(615)
Carry Forward Requests	--	+31
Icelandic Investments - Impairment	--	??
Further Review of Other Reserves / Provisions	--	??
ESTIMATED OUTTURN (NET UNDERSPEND)		(584)

One of the key financial indicators is to keep any under or overspend within 2% of the overall net controllable revenue budget, and the following table shows that based on figures available to date, this would be achieved.

	£000
Net Controllable Budget	23,792
2% Target	+/() 475
Provisional Controllable Net Underspend	(457)
Percentage of Net Controllable Budget	1.9%

2.2 Major Budget Variances

Appendix A details the major true variances that have been included within individual Services' PRT reports. The variances reported are either +/- £5K in value and cover premises, transport, supplies and services and general income.

SUMMARY BY SERVICE	Current £000	Projected £000
REPORTED VARIANCES :	() Favourable / + Adverse	
Democratic Services	(36)	(34)
Legal & Human Resources	(2)	+8
Financial Services	+355	(69)
Revenues	(8)	(8)
Information Services	(28)	(21)
Environmental Services	(101)	(95)
Property Services	+35	(95)
Community Engagement	+39	+39
Regeneration & Policy	(161)	(149)
	+93	(424)
VARIANCES NOT REPORTED TO PRT MEETINGS :	--	--
	+93	(424)

The variances listed in **Appendix A** show that there is currently an overall overspend of £93K, but this is currently forecast to change to an underspend of £424K by the year end.

Main variances relate to:

- additional Planning Development fee income (£118K) over an above that predicted at revised estimate time;
- reduced vehicle running costs (£59K) and additional surpluses made on Highways jobs (£55K);
- savings generated by Property Services (£71K) as a result of the flexible purchasing scheme for gas and electricity;
- 2 out of the 3 VAT claims have now been settled resulting in net income of £437K, which is £37K better than the Revised Budget.

The main overspend relates to Salt Ayre Sports Centre (+£47K), which reflects a failure to achieve the £119K savings target set for 2009/10.

The total savings to be achieved in 2009/10 as set by Council on 04 March 2009 were £1.387M. Whilst the bulk of these have been successfully delivered, subject to final outturn, £234.3K (16.9%) of budgeted savings were not achieved in last year. That said, the majority of these will be achieved (or exceeded) in 2010/11 and beyond, and are therefore only delayed – the one possible exception to this being Salt Ayre. Its financial position in the current year is not yet clear but this will be monitored closely in the coming months. Details of the budgeted savings not achieved in last year are as follows:

Budgeted Savings not Achieved:

Salt Ayre Sports Centre	£47.0K
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Budgeted Savings Removed at Revised Estimate Stage as unachievable:

Revenues staffing savings	£21.9K
Reduction in support for Festivals Innovation Fund Events	£30.0K
Senior Management Restructure	£50.0K
Break-even for Building Control	£143.4K
Less Building Control (Outturn Saving)	-£58.0K

TOTAL	£234.3K
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Whilst it is clear from Quarter 4 monitoring that other savings have been made that should more than compensate, further work is being commissioned to ascertain whether any improvements can be made in the Council's budgeting arrangements, including staffing costs; the Council has a history of underspending and whilst some of this is accounted for by windfalls or unexpected events, it is not considered likely that this is always the case. If the Council can improve its service planning and budgeting in future, this should help avoid any unnecessary budget reductions in other areas.

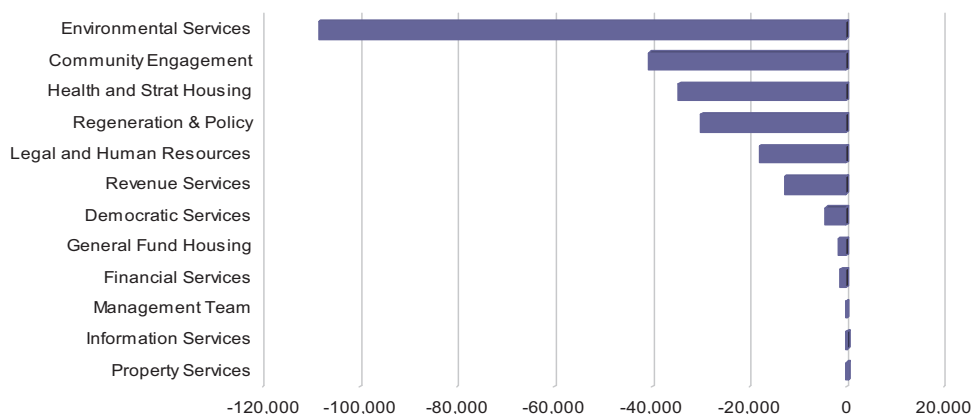
2.3 General Fund Salary Monitoring

Salary monitoring has been reported separately as there are a number of small variances that fall below the threshold for major items, however their aggregate effect is fairly significant.

At the end of March there are savings of £250K against the revised salary budgets. The following graph shows the savings on a Service by Service basis.

The majority of savings have been made in Environmental Services (£108K), in particular on Grounds Maintenance (£15K) and Three Stream Waste (£46K). The latter has resulted from vacant posts and savings on overtime due to fine tuning of the collection system following completion of the Three Stream Waste roll out. Other savings have been generated in a number of different areas within Community Engagement (£23K Management & Admin, £11K Public Art & Regeneration), Health & Strategic Housing (£35K) and Regeneration & Policy (£28K – Management & Admin and Regeneration Team).

In view of the restructuring underway, it is perhaps understandable that underspendings would occur in some service areas but again, this will be explored further as outlined in section 2.2 above.



3 GENERAL FUND CAPITAL PROGRAMME

3.1 Capital Expenditure & Financing

Capital Expenditure (General Fund)

The approved gross capital programme for 2009/10 was £11.433M and actual spend at the end of the year was £9.351M giving a difference of £2.082M. Slippage on individual schemes is still being finalised therefore it is too early to give an indication of overall outturn position.

Capital Receipts (General Fund)

Estimated receipts of £1.765M were required to finance the capital programme, of which £1.462M is currently available leaving a shortfall of £303K. However, as the position relating to slippage is unknown at present it is not possible to say whether this will have a significant impact or not on the financing of the capital programme overall.

4 HOUSING REVENUE ACCOUNT (HRA) MONITORING

4.1 HRA Revenue Position

At the end of March the position for the Housing Revenue Account shows an overspend of **£440K** against the revised budget, which is currently projected to reduced to **£67K** by the end of the year. This is after allowing for provisional carry forward requests of £30K, but it should be noted that such requests can only be considered should there be a net underspending overall at year end. A full list of the variances is shown in **Appendix B**.

It should also be noted that a full review of HRA provisions and reserves still needs to be completed as part of the closedown process.

VARIANCES	Current £000	Projected £000
Major Variances	+440	+37
Sub Total	+440	+37
Carry Forward Requests	--	+30
Further Review of Other Reserves / Provisions	--	??
ESTIMATED OUTTURN (NET OVERSPEND)		+67

One significant area of overspend (provisionally £95K) relates to insurance repairs and results mainly from a failure to properly record and claim for all repair costs from the Council's insurance company. As a result the Risk and Insurance Manager will now be working with Council Housing and the Council's insurers to put in place procedures that will ensure all future claims are correctly recorded and claimed for.

4.2 Council House Rent Collection

At the end of March rent collection is slightly higher than estimated.

Total Estimate for Year	£11,412,900
Profiled Budget	£11,412,900
Actual to Date	£11,416,505
Difference	£3,605

4.3 Council Housing Capital Programme

This section shows the provisional outturn against the Council Housing Capital Programme at the end of March, both before and after allowing for slippage. Spend to date and provisional slippage and retentions totals £4.002M against a budget of £3.847M which would result in an overspend of £155K or 4% of the approved budget. The main areas of overspend relate to Adaptations (£67K) due to increased demand, and External Refurbishments (£49K) mainly due to addition costs at Kingsway (Phase 2) relating to asbestos removal and other extra works.

The figures are provisional and still subject to completion of the closedown process. A full report explaining all outturn variances will be presented to Members, scheduled for July.

	Current Approved Programme £000	Spend to Date £000	Forecast Costs (including slippage and retentions) £000	(Under) / + Over Spend £000
Adaptations	250	317	317	+67
Bathroom / Kitchen Refurbishment	497	438	497	--
External Refurbishment	1,300	1,168	1,349	+49
Rewiring	53	54	54	+1
Renewal of Heaters	45	38	44	(1)
Environmental / Crime Prevention	444	343	478	+34
Re-roofing / Window Renewals	520	487	499	(21)
Energy Efficiency Works	540	559	559	+19
IT Replacement	83	20	83	--
Central Control Equipment	100	65	84	(16)
Prospect Grove Office Conversion	15	28	28	+13
Non Sheltered Scheme Equipment	--	10	10	+10
TOTAL	3,847	3,527	4,002	+155

5 REVENUE COLLECTION PERFORMANCE

5.1 Council Tax & Business Rates

This section analyses the Council Tax and Business Rate collection performance. Collection for both elements has exceeded the “*In Year*” targets, however both are slightly down in respect of “*All Years*” when compared to the position at the end of 2008/09.

Percentage Collected	2008/09 %	2009/10 %	2009/10 Target %	2009/10 Actual %	Status
	All Years		In Year		
Council Tax	92.34	92.09	96.60	97.15	On Target
Business Rates	98.88	98.51	98.00	99.02	On Target

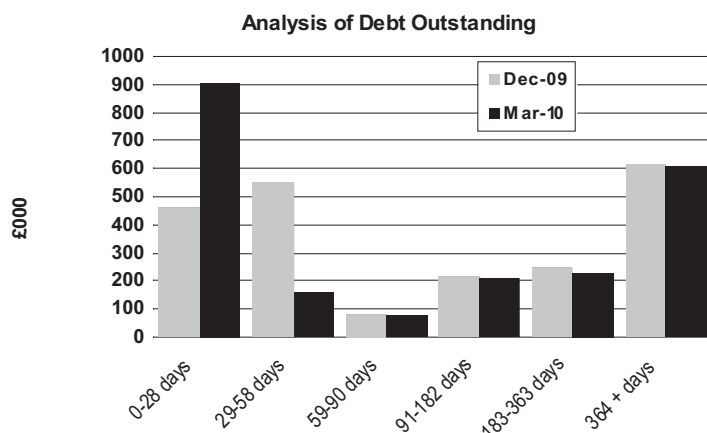
5.2 Collection Fund Monitoring

This section sets out the latest position on the Collection Fund, in particular in relation to Council Tax. Whilst the above section looks at collection performance, this section shows the current surplus or deficit on the Fund. It basically compares the amounts collectable with the Precepts levied by the relevant authorities after allowing for refunds, bad debt provisions, income collected and Council Tax benefits. The provisional outturn shows that at the end of March the Fund was in surplus by £240K, but it should be noted that any surplus or deficit is shared between the relevant precepting bodies. The City Council's element equates to 12% and would therefore be £29K. When the fund was formally assessed in January the projected year end surplus was estimated to be £151K of which the City Council would receive £19K, therefore the provisional outturn is £10K higher for the City Council. This information should be viewed in context: the Fund collected £67M in Council Tax for 2009/10.

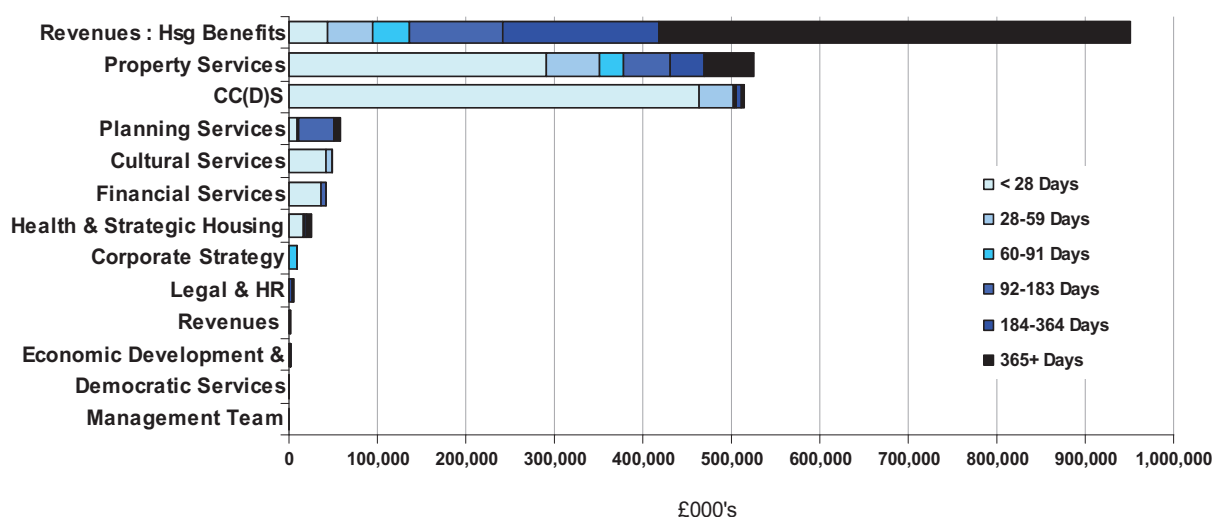
5.3 Sundry Debts

This section sets out the latest position on the level of outstanding sundry debts (excluding Council Housing). At the end of March the total debt outstanding stands at £2.186M, which is £101K less than the previous year. However, compared to the previous quarter, this is an increase of £21K.

The level of debt over 1 year old has remained the same at 28% (28% at *Quarter 3*) of the total outstanding debt. The total value of all debt over 3 months old has reduced slightly by £32K from the previous quarter. For information, attached at **Appendix C** is an analysis of the action being taken on debt over 90 days old.



	Dec 09	March 10
	£000	£000
0-28 days	461	905
29-58 days	548	157
59-90 days	80	79
91-182 days	215	210
183-363 days	245	226
364+ days	616	608
	2,165	2,186
Previous Year	2,142	2,085



6 PROVISIONS AND RESERVES

This section provides and update on key provisions and reserves.

6.1 Restructuring Reserve

This reserve was established to cover the cost of redundancies and early retirements as a result of Service restructures during 2009/10 and 2010/11. The following table shows the approvals to date as at the end of March. A full review of the reserve is currently being undertaken as part of the closedown process as the figures shown below are estimates and the final settlement figures may vary.

In addition, further reports are due to be submitted to Personnel Committee in May seeking further ER/VR approvals as part of the next stage of the Senior Management Restructure.

Restructuring Reserve		Annual Savings Generated	Comments
£		£	
Balance as at	31 March 2009	943,100	
Quarter 1 Approvals			
<i>Personnel Cttee 26 March 09</i>			
Corporate Strategy Restructure		(63,600)	30,200
Annual savings reduce by £8K after 2009/10. Additional savings being identified.			
Balance as at	30 June 2009	879,500	
Quarter 2 & 3 Approvals			
<i>Personnel Cttee 30 July 09</i>			
Management Team PA Restructure		(56,900)	15,500
Annual saving rises to £32K after 2011/12.			
<i>Personnel Cttee 30 July 09</i>			
Senior Management Restructure		(13,500)	
NWEO Fees (referred to Cabinet)			
Balance as at	30 December 2009	809,100	
Quarter 4 Approvals			
<i>Personnel Cttee 12 January 2010</i>			
Community Engagement		(484,900)	229,100
Policy and Regeneration		(271,100)	149,900
<i>Cabinet 19 January 2010</i>			
Additional Contribution		720,000	
<i>Personnel Cttee 02 March 2010</i>			
Revenues Mangement		(122,100)	40,000
Community Engagement - Additional Cost		(16,300)	
Balance as at	31 March 2010	634,700	464,700
			Total Estimated Savings

6.2 Insurance Provision

The current balance on the insurance provision is £214K, after making net payments of £184K in settlement of claims made. (*Quarter 2: balance £256K, net payments £141K*).

At present, the Council's insurers estimate that the value of claims outstanding is £487K, which relates to a total of 257 claims made over a 13 year period. This estimate assumes that all these claims will be settled at the maximum reserve limit; however, recent statistics show that, on average, only 56% of the total reserve will be paid. The estimated cost of claims outstanding could therefore reasonably be valued at around £273K, which is £59K above the current provision; an additional contribution of £59K may therefore be required as part of the closedown process.

It is highly unlikely that all these outstanding claims will fall due for payment in the same financial year, but the uncertain nature of insurance claims payments means that accurate predictions are difficult. Nonetheless, the overriding principle is that the Council must make reasonable provision for all its known liabilities. Officers will continue to monitor the level of the provision to ensure it remains at a prudent level.

6.3 Bad Debt Provision

The Bad Debt provision is reviewed half yearly at revised estimate time and closedown. However, it is proposed to provide a quarterly review and report as part of the Corporate Monitoring process.

The level of the provision has been assessed based on assumed levels of write-off as a proportion of debt outstanding. Based on the figures shown in section 5.3 the level of provision would be as follows:

Period	Debt £000	% Cover Required	Value £000
Up to 1 Month	905	1%	9
1 Month to 3 Months	237	5%	12
3 Months to 365 Days	436	10%	44
Over 365 Days	608	50%	304
TOTAL	2,186		369

The current balance on the Bad Debt provision is £371K which is £2K above the requirement indicated, and therefore no further contribution is expected to be needed.

7 RISK MANAGEMENT

The Risk and Insurance Manager has been working closely with the Corporate Performance Manager to review the significant risks highlighted in Services' Business Plans, and to ensure that Service Heads are clear about their associated responsibilities. Work is still underway; in addition the Council's Corporate Plan is due to be considered by Council on 17 May. At this stage therefore, to 31 March there are no new major issues to report. For the next quarter, more information regarding the new Government's spending and other plans should become available and the Council's business and other risks will be reviewed in this context.

PERFORMANCE REVIEW TEAM

2009/10 Treasury Management Progress Report to 31 March 2010

Report of Head of Financial Services

1. Introduction

It is a requirement of the CIPFA Code of Practice on Treasury Management that regular monitoring reports are presented to Members on treasury activities. These reports will normally be presented soon after the end of June, September, December and March.

Cabinet approved the Treasury Strategy for 2009/10 on 17 February 2009 and the Investment Strategy was approved by Council at its meeting on 04 March 2009. This report outlines activities undertaken in pursuance of those strategies during the financial year.

2. Summary

- Regarding Icelandic investments, to 31 March total repayments of £614K have been received from KSF (against the 2M original deposit), meaning that around £1.4M was still outstanding. Whilst no repayment was made in Quarter 4, a further £103K repayment is anticipated in April 2010.
- As was reported in Quarter 3, the council's preferential creditor status in relation to Glitnir has been challenged. Whilst legal proceedings are now underway, there is no further progress to report regarding Glitnir or Landsbanki.
- There have been no changes to the debt portfolio. No temporary borrowing was required at the year end.
- There have been no material breaches of any prudential indicators or counterparty limits in the quarter and no other major risks have been identified.
- The County Council has put forward plans to offer a call account facility; officers have started the process of opening this account.

3. Icelandic Investments Update

A payment from KSF was received in late July for £410K and a further payment was received in December for £204K, another 5% payment is due in April 2010 but clearly the final settlement has still to be determined.

Updates from the Local Government Association suggest that the position regarding creditor status with Glitnir and Landsbanki will take another 12 months to resolve. DCLG has, however, granted the Council's request to capitalise a significant proportion of the estimated

impairment losses arising, particularly in connection with Glitnir, should repayment ultimately be based on non preferential status.

It is anticipated that CIPFA will release guidance on the accounting for Icelandic deposits in early May 2010, this will inform treatment in the 2009/10 final accounts. This guidance could have significant implications for the Council's accounts, given the current difference in assumed creditor status for Glitnir (non-preferential) and Landsbanki (preferential).

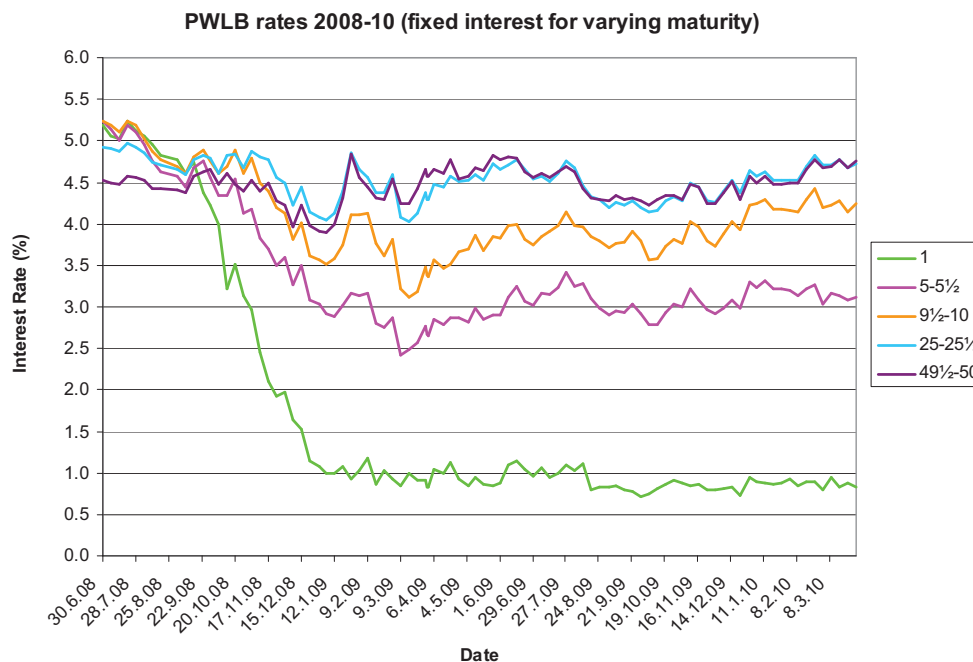
4. Debt Portfolio

There has been no change to the debt portfolio in the quarter and there is no immediate need to take out new long term loans. The Council's cash flow position remains strong, which is primarily because of the amounts being set aside each year from the budget for the future repayment of debt, through the Minimum Revenue Provision (MRP). Officers continue to monitor PWLB repayment rates for opportunities to reduce the outstanding debt balance without incurring an early repayment penalty; the rates need to rise by around 0.3% before this is a viable option.

In terms of expenditure, the capital programme for the next 5 years was approved at Council on 03 March and there may be some pressure to borrow over the next year depending on the progress made on South Lancaster land sales and the ultimate settlement of Luneside East compensation claims. There is, however, some scope for optimism on both these fronts. The capital programme and debt strategy will be updated as and when more detail emerge on these issues.

5. Current Borrowing Rates

The graph below shows that the pattern seen over the prior year has persisted with shorter term loans remaining well below the interest rates from 18 months ago, with higher rates for longer loans. In essence, short term borrowing rates remain historically low and longer term rates remain relatively low, although longer rates have seen an increase of around 0.25% over Quarter 4.

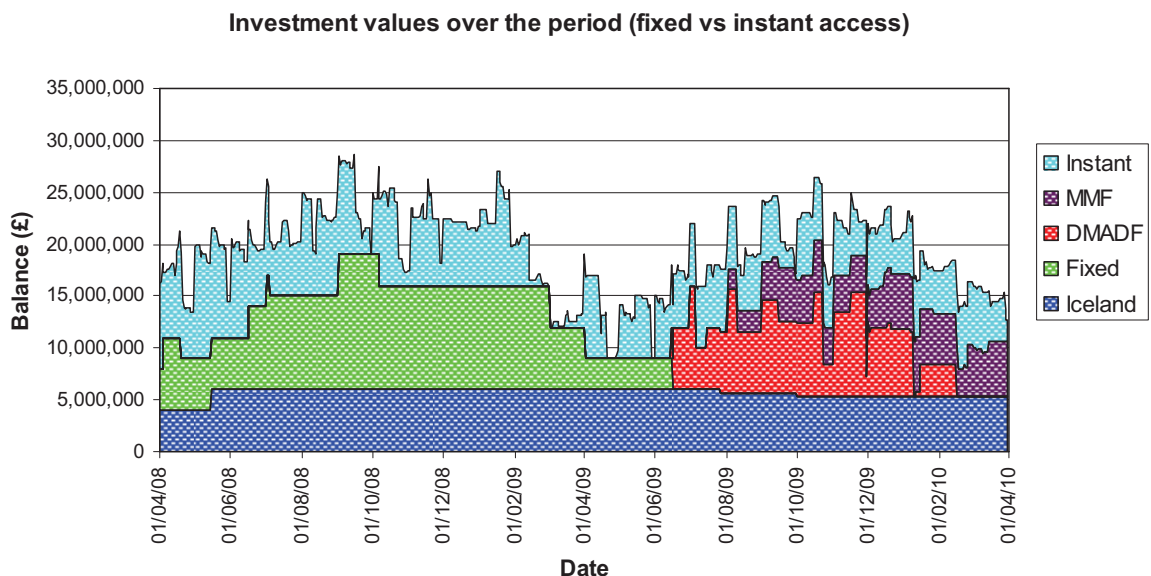


6. Investing Activities

As laid down in the approved Investment Strategy, the aim is to prioritise security and liquidity of the council's investments. This is to ensure that the Council has sufficient cash to support its business, but also to minimise any further chance of a counterparty failing and the council not being able to remove its deposits, as happened with the Icelandic banks.

All investment activity has been in line with the approved Treasury Strategy for 2009/10. No fixed term investments have been placed since September 2008, with the exception of Debt Management Accounts Deposit Facility (DMADF) deposits (i.e. with HM Government). Any other surplus cash has been managed on a day to day basis using the call accounts and Money Market Funds (MMF). A full list of the investments placed during the year is enclosed at **Appendix B** along with details of the balances on liquid deposits held.

The split of investments is shown graphically below (see also further details in **Appendix B**). It is clear from this that the investment portfolio is split between Call accounts, the DMADF and MMFs. This keeps deposits secure, liquid and spread over a number of counterparties. As mentioned earlier, £614K has been repaid to date by KSF, which has reduced the balance outstanding with Icelandic banks (at this stage, it is assumed all of this relates to the principal).



7. Summary of Budget Position and Performance

In terms of performance against external benchmarks, the return on investments compared to the LIBID and bank rates over the year to date is as follows:

Base Rate	0.50%
3 Month LIBID	0.83%
Lancaster CC Investments*	0.59%
Lancaster CC investments	0.86%

*This rate includes £5.4M frozen in Icelandic banks, but with interest assumed at 0%. Although as per accounting guidance, interest can be accrued on these investments, it is notional in part and subject to amendment, depending on the terms of the ultimate settlement.

This performance appears good but it should be noted that it is affected by fixed term investments that were taken out before the global economic down-turn.

In terms of performance against budget, the details are as follows:

Annual budget	£86K
Profiled budget	£86K
Actual to date	£108K (see details in Appendix B)
Variance	£22K (favourable)

The reason for the favourable position is due to increased cash balances compared to prior years, albeit at much lower yields. The cash flow model uses prior year figures as a model to predict levels of cash, the current year has a far smaller capital programme than in prior periods and in addition there has been a recovery in the cash position since the repayment of PWLB loans in 2008/09.

These figures do not take account of interest from Icelandic investments. At this stage it is considered likely that the Council will be able to recognise interest from these investments although, as previously reported, accounting requirements mean that this will be used to offset some of the losses expected. As highlighted earlier, further guidance is expected from CIPFA in time for closure of the 2009/10 accounts.

In terms of legal costs associated with Icelandic investments, to 31 March these are estimated at £5K, which is in line with the Revised Budget. The joint arrangements organised through the LGA have resulted in the costs being very low, in comparison to what there would have been had the City Council commissioned such support separately.

8. Risk management

The main focus of risk within treasury management currently is security of deposits and their liquidity. The Council's investment strategy is designed to engineer risk management into investment activity largely by reference to credit ratings and length of deposit, together with supporting advice. Officers have been maintaining the portfolio well within the agreed limits by utilising instant access call accounts and avoiding any new fixed term investments except for short term deposits with the DMADF. The view is, therefore, that associated risks have reduced over the period and were low, as at 31 March. Since Quarter 1 the portfolio has been diversified by using AAA rated Money Market Funds. At present these accounts are paying lower rates than the call accounts, but slightly higher than the DMADF, and they have added further capacity that is considered both secure and liquid. They are therefore judged to be acceptable in risk terms.

There is also a liquidity risk associated with needing access to cash on a day to day basis. At the end of the period the Authority had cash balances of £7.3M all of which were held on instant access. As such, liquidity is not judged to be a significant risk at the present time.

Aside from the above, there is also financial risk attached to the longer term debt portfolio, associated with interest rate exposure. Currently the Council is paying higher rates of interest on existing loans than it would be if new equivalent loans could be taken out now. However, until PWLB repayment rates improve, there will be no opportunities to restructure or repay loans without incurring significant penalties.

In addition, due to the unknowns linked to capital programme, there is a risk that the Council may have to take on further borrowing. However, with rates at very low levels, particularly on shorter term loans, this is a relatively good period to take on new borrowings if so required.

Finally, with regard to recovery of Icelandic investments, this is still being managed with legal support organised through the Local Government Association. It is judged that this is the most effective way of maximising recovery on the Council's behalf. Following Glitnir Winding Up Board's decision regarding creditor status, there is a risk of increased losses, although this is now being challenged through the courts and a capitalisation bid has been accepted by DCLG to defer the full impact of the potential impairment which may result from the Board's decision. Future views on recovery prospects will be informed by accounting guidance and information arising from the legal proceedings.

9. Conclusion

Consistent with the year as a whole, the final quarter of the year has been steady in treasury management terms.

The appetite for risk has remained low with the use of either AAA rated money market funds, instant access deposit accounts or deposits with HM Treasury. These have been used in preference to making the general fixed terms deposits which would previously have been used.

Whilst some progress has been made in recovering Icelandic investments, the bulk of monies outstanding is subject to court action, which is likely to take around 12 months to resolve.

Overall, however, it is judged that for 2009/10 activities, the key treasury objectives relating to investment security and cash flow liquidity have been met, whilst still achieving some comparatively small financial returns.

PRUDENTIAL INDICATORS - LANCASTER CITY COUNCIL

Quarter 4 Update on Treasury Management activities, to 31 March 2010

		2009/10 £'000	2010/11 £'000	2011/12 £'000	
AFFORDABILITY					
PI 1:	Estimates of ratio of financing costs to net revenue stream	Non - HRA HRA Overall	12.4% 8.5% 11.1%	11.5% 8.1% 10.4%	10.2% 7.8% 9.4%
PI 2:	Actual ratio of financing cost to net revenue stream				Reported after each financial year end
PI 3:	Estimates of impact of Capital Investment decisions on the Council Tax		£11.62	£8.69	£5.74
	This includes the impact of all elements of funding, including any increase in the need to borrow, required to finance new schemes added to the Capital Programme		6.52%	4.88%	3.22%
PI 3A:	Illustrative Impact of Additional Borrowing £1 million				
			5 Years	10 Years	25 Years
	Increase in Council Tax (£)		£4.93	£2.73	£1.54
	Increase in Council Tax (%)		2.66%	1.47%	0.83%
PI 4:	Estimates of impact of Capital Investment on Housing Rents		Nil	Nil	Nil
PRUDENCE					
PI 6:	Estimates of capital expenditure	Non - HRA HRA Total	14,185 3,547 17,732	10,960 3,546 14,506	8,697 3,477 12,174
PI 7:	Actual capital expenditure				Reported after each financial year end
PI 8:	Estimates of Capital Financing Requirement	Non - HRA HRA Total	27,702 15,303 43,005	26,245 15,303 41,548	25,044 15,303 40,347
PI 9:	Actual Capital Financing Requirement				Reported after each financial year end
PI 10:	Authorised Limit				
	Authorised Limit for Borrowing		57,710	57,710	57,710
	Authorised Limit for Other Long Term Liabilities		290	290	290
	Authorised Limit for External Debt		58,000	58,000	58,000
PI 11:	External Debt: Operational Boundary		56,000	56,000	56,000
PI 12:	Actual external debt				Reported after each financial year end
TREASURY MANAGEMENT					
PI 13:	Treasury Management: adoption of CIPFA code of Practice		The Council adopted the CIPFA code of Practice for Treasury Management at its meeting on the 13th March 2002.		
PI 14:	Fixed Interest Rate Exposure		£58m	£58m	£58m
	The Authority will limit its exposure to fixed interest rate costs to the amounts payable on the following amount of outstanding debt.				
PI 15:	Variable Rate Interest Rate Exposure		£15m	£15m	£15m
	The Authority will limit its exposure to variable interest rate costs to the amounts payable on the following amount of outstanding debt.				
PI 16:	Maturity Structure of Borrowing				
	Upper and Lower Limits				
		Under 12 months	0% to 35%	0% to 35%	0% to 35%
		12 months and within 24 months	0% to 20%	0% to 20%	0% to 20%
		24 months and within 5 years	0% to 20%	0% to 20%	0% to 20%
		5 years and within 10 years	0% to 20%	0% to 20%	0% to 20%
		10 years and above	60% to 100%	60% to 100%	60% to 100%
	Maturity Profile of Current Outstanding Debt 30/6/09				
		Under 12 months	0%		
		12 months and within 24 months	0%		
		24 months and within 5 years	0%		
		5 years and within 10 years	0%		
		10 years and above	100%		
PI 17:	Investments for periods longer than 364 days				
	The Authority will not invest for periods of longer than 364 days.		Nil	Nil	Nil

SUMMARY OF GENERAL FUND MAJOR VARIANCES (Qtr 4 2009/10)

(Not included elsewhere in the report)

Service	Service Area	Reason for Variance & Action being taken	Variance to Date	Projected Variance to Year End
			£	£
+ = Adverse () = Favourable				
VARIANCES REPORTED THROUGH PRT PROCESS (SERVICE HEAD COMMENTS)				
Democratic Services	City Elections	Additional printing costs relating to the Morecambe Parish elections, together with printing for by-elections.	+5,100	+5,100
	Civic & Mayoral Expenses	Savings due to reduction in events attended by Mayor.	(8,500)	(6,300)
	Electoral Registration	Additional grant received from Government for works previously completed but never guaranteed. Contribution towards the licence costs from 2 elections.	(27,100)	(27,100)
	Youth Games	Refund of Sports Council payments relating to previous years - may need to refund to other bodies and may therefore be carried forward (through an accounting adjustment).	(5,200)	(5,200)
Legal & Human Resources	Books and Periodicals	Efforts have been made to reduce spending and purchase only publications that are absolutely necessary	(5,600)	(5,600)
	Legal and Court Costs	Substantial expenditure had to be incurred on Counsel's fees in defending the Town Green application	+9,400	+9,400
	General Fees and Charges	Income depends on whether work is undertaken for which charges can be recovered and this is impossible to budget accurately in advance	+6,000	+6,000
	Licensing Act 2003 Premises	There have been fewer variations and new applications in this financial year, possibly as a result of the economic climate	+7,400	+7,400
	Corporate Training	Proposed management training had not been evaluated and it was decided to wait and provide training at a later date that meets the current needs of the Council - may be subject to carry forward request	(10,100)	(9,000)
	Consultants	The budget had been established for NWE0 to advise on the senior management structure, but after the initial piece of work, it was found that the work could be carried out in-house without the need to incur further cost. To be offset by reduced contribution from Restructuring Reserve.	(8,800)	+0
Financial Services	Investment Interest	See separate report.	(22,000)	(22,000)
	Part provision for estimated losses in investments	Capitalisation directive for £2.1M now received - outturn dependent on views at year end regarding Landsbanki & Glitnir creditor status and any updates to estimated recovery rates.	+0	+0
	VAT Recovery Claim	HMRC have now paid 2 out of 3 elements of the claim (in line with the basic assumptions for the Revised Budget), and confirmation of most of the interest due (£244K) has just been received on 27 April.	+400,000	(37,000)
	Service Mgt & Admin	Various year end accruals are still outstanding but it is expected that there may be some underspending at year end.	(23,000)	(10,000)
Revenues	NNDR Admin Grant	Business Rates Deferral Scheme new burdens grant - underspend against grant received.	(8,200)	(8,200)
Information Services	Equipment Maintenance	Project delayed due to joint working with Preston CC. Will be subject to a carry forward request.	(16,600)	(16,600)
	Printing / Copying technology	Changes to technology used will deliver an overall saving. Some accruals are still outstanding.	(17,000)	(10,000)
	Income from printing	No income received from prints. Budget to be reviewed during 2010/11.	+5,200	+5,200
Environmental Services	Electricity	Mistake made by supplier regarding meter readings leading to under charged amounts of £6K in 2008/09 and £3K in 2009/10.	+3,000	+9,000
	Vehicles - Fuel	Budgets to used more litres than actual outturn, in addition to a lower than anticipated rate per litre.	(27,000)	(27,000)
	Vehicles - R&M	Unplanned maintenance less than expected, in addition to the positive impact of extended warranties.	(22,000)	(22,000)
	Highways	As has been previously reported, due to jobbing nature of work it is extremely difficult to predict levels of income in Highways. As in previous years more profitable jobs are instructed in the second half of the year.	(55,000)	(55,000)
	Bulky Matters	Income from jobs and therefore sales down. The first 3 quarters of the year saw less than predicted number of jobs. This is an obvious side effect of the recession. However, due to marketing campaign number of jobs for the last quarter has picked up. In addition, there is now an annual management fee from Blackpool Bulky Matters.	+10,000	+10,000
	Grounds Maintenance - Hire of Vehicles	More efficient running of fleet has led to less breakdowns.	(10,000)	(10,000)

SUMMARY OF GENERAL FUND MAJOR VARIANCES (Qtr 4 2009/10)

(Not included elsewhere in the report)

Service	Service Area	Reason for Variance & Action being taken	Variance to Date	Projected Variance to Year End
			£	£
			+ = Adverse	
			() = Favourable	
VARIANCES REPORTED THROUGH PRT PROCESS (SERVICE HEAD COMMENTS)				
Property Services	Municipal Buildings - Energy Costs	Savings made through flexible purchasing scheme	(44,100)	(21,900)
	Municipal Buildings - Energy Performance Certificates	Significant fall in costs for each certificate & limited lettings & sale of buildings	(9,200)	(8,300)
	Municipal Buildings - Hire of Premises	Additional Income from Room hire	(22,600)	(22,600)
	CityLab - Electricity	Increased usage by occupiers	+8,100	+8,100
	CityLab - Gas	Savings made through flexible purchasing scheme	(8,200)	(8,200)
	Derelict Land - Shell ICI	One-off windfall income for cable easement	(16,500)	(16,500)
	Commercial Properties	Rental Income higher than assumed in revised budget	(19,000)	(19,000)
	Kellett Road Industrial Estate, Carnforth	Since the revised estimate was set actual details of some of the costs for the dilaps works and fees have now been received. Accruals will result in a saving.	+28,400	(5,300)
	Lancaster Bus Station - Service charge recovered	Environmental Services recharge £16.1K not budgeted for, however other accruals will result in a net saving.	+5,300	(18,000)
	Ryelands House - service charge recovered	Budget set too high resulting in reduced income. Accruals will reduce the current position down to £10.6K.	+32,758	+10,600
	St. Leonard's House - Energy costs	Savings made through flexible purchasing scheme	(26,900)	(20,600)
	Lancaster Market - electricity	Savings made through flexible purchasing scheme	(15,800)	(12,400)
	Lancaster market - rents	Due to loss of tenants and uncertainty surrounding the future of the market	+20,300	+20,300
	Lancaster market - service charge recovered	Due to loss of tenants and uncertainty surrounding the future of the market	+18,200	+18,200
	Concessionary Travel	Waiting for pooled invoice Dec-Mar to arrive. Reimbursement rates with bus companies still not agreed so final outturn figure for pooling arrangements cannot be finalised.	?	?
	Concessionary Travel - Travel Pass Expenses	Unexpected increased costs recharged from County Council.	+8,400	+8,400
	Off-Street Car Parks - Electricity	Reduced energy prices from December due to new flexible purchasing contract and energy savings initiative	(11,000)	(8,100)
	Off-Street Car Parks - Fines	Lancashire Parking Services have supplied provisional income figures and are still finalising the actual income and the value of the outstanding PCNs. Potential for variance of greater than £5,000.	+87,000	?
Community Engagement	Playschemes	Reduced provision resulting in savings.	(8,200)	(8,200)
	Salt Ayre Sports Centre	This figure includes the need to achieve a savings target of £128k. Performance of Reflexions accounts for the major part of the variance - although prior to savings target, is an actual improvement on original budget by £19k - helping to reflect the high degree of difficulty in achieving the savings. Bar and catering operation also did not achieve target. Action to be taken includes introduction of new direct debit system (provide greater flexibility for customers) for Reflexions and specific membership 'drive' promotions. Bar and catering operation reviewed to reduce staff costs at management level - still providing high standard of customer service.	+47,200	+47,200
Regeneration & Policy	Planning Application Fee Income	Budget revision (downward) at half year was based on trends in the previous 12-18 months. However, since budget revision, although there has been a drop in medium sized application numbers, householder applications have increased and there is also a small upturn in "major" applications, with associated large fees. Request carry forward to "reserve" to procure consultants for major applications if upturn continues.	(117,800)	(117,800)
	Local Development Framework	Spend on preparation of LDF documents not progressing at anticipated rate due to need to undertake competing work to cover the Strategic Housing Agenda until staff appointed.	(23,500)	(11,900)
	River and Sea Defences	Unexpected Income from Wind Farm cables	(9,300)	(9,300)
	Critical Ordinary Watercourses	Additional income.	(10,300)	(10,300)
			+93,258	(424,500)

VARIANCES NOT REPORTED THROUGH PRT PROCESS

			+0	+0

TOTAL VARIANCES	+93,258	(424,500)
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INVESTMENT INTEREST EARNED TO 31 March 2010

Name	No	Start	End	Rate %	Days up to 30/9/09	Principal £	Cumulative Interest £
Fixed term investments							
Deposited 2007/08							
Landsbanki Islands	004	31-Mar-08	08-Oct-08	6.25	0	1,000,000	0
Glitnir	FI02/023	31-Mar-08	08-Oct-08	5.76	0	3,000,000	0
Deposited 2008/09							
Kaupthing, Singer & Friedlander	06/07-I29	16-May-08	08-Oct-08	6.00	0	1,385,000	0
Anglo Irish Bank Corporation	004	17-Jun-08	17-Jun-09	6.56	78	3,000,000	41,517
Irish Permanent Plc	005	02-Jul-08	02-Apr-09	6.31	2	3,000,000	519
Sub total							42,035
Other accounts	opening	Min	Max	closing	Indicative rate		
Call: Abbey National	1,860,000	0	4,000,000	0	0.75%		22,295
Call: Yorkshire bank	2,000,000	2,000,000	2,000,000	2,000,000	0.75%		14,961
Call: RBS	0	0	4,000,000	0	0.70%		5,314
DMADF	6,500,000	346,000	6,500,000	0	0.30%		11,904
Government Liquidity MMF	1,400,000	500,000	1,600,000	1,600,000	0.27%		2,920
Liquidity First MMF.	3,900,000	1,200,000	3,900,000	3,700,000	0.47%		8,482
Sub-total							65,876
TOTAL							107,911

For investments highlighted, the counterparties have since been downgraded and removed from the counterparty list. Those highlighted in purple are Icelandic banks, those in yellow are Irish banks. The deposits from Irish banks have been received and £615K has been received from KSF to date.

No interest is being assumed from Icelandic banks as yet, pending final settlements or the prevailing advice at year end (as set out in the report).

SUMMARY OF HRA MAJOR VARIANCES (Qtr 4 2009/10)

(Not included elsewhere in the report)

Service	Service Area	Reason for Variance & Action being taken	Variance to Date £	Projected Variance to Year End £
+ = Adverse () = Favourable				
VARIANCES REPORTED THROUGH PRT PROCESS (SERVICE HEAD COMMENTS)				
COUNCIL HOUSING	Anti Social Behaviour - Cost Centre	Republishing of ASB policy & strategy delayed to consider possible introduction of minimum standards for tackling ASB across the CSP - carry forward request to be made into 2010/11	(6,100)	(6,100)
	Housing Subsidy	Payment in respect of 2008/09 Final HSGA, submitted Sept 09. Change in Consolidated Rate of Interest (from 5.53% to 5.48%) due to debt rescheduling at year end thereby reducing the charges for capital and increasing subsidy payable.	+14,200	+14,200
	Welfare Accounts	Fire precaution works identified by consultant report to eliminate risk of landlord liability. Net deficit on account will be funded by service charge reserves.	+6,900	+10,100
	Estate Support Services - Electricity	Work re photo electric cells not complete, outstanding creditors of £3.5K. £15.5K subject to carry forward request 2010/11.	(19,000)	(15,500)
	Grounds Maintenance (non contract)	Demand led service. Fewer projects have been identified resulting in reduced spend during 2009/10.	(19,500)	(19,500)
	Repairs & Maintenance Salaries - Basic	Underspend due to a number of vacant posts.	(23,500)	(23,500)
	Repairs & Maintenance - Admin charges	Admin charge in relation to rechargeable repairs. This is a change in operational procedures as the charge was formerly contained within the rechargeable repairs account.	(11,400)	(11,400)
	Insurance Repairs	Claims amounting £95K are outstanding. There are major claims totalling £61K and smaller claims totalling £34K outstanding. Insurance procedures and unclaimed insurance claims are being looked at by the RMS Manager, Insurance Inspector and Insurance Manager.	+95,100	+95,100
	Planned Maintenance	£20K saving on rota painting contract due to partnering agreement and an underspend of £40K on follow up electrical works. A carry forward request for deferred works on electrical schemes of £7K will be made.	(88,500)	(66,900)
	R&M Operating Account	An accrual of £251K for Works in Progress is still to be progressed, which leaves an adverse variance of £27.5K on the operating account. However, there are still some outstanding closedown transfers to complete and it is anticipated that the operating account will be net nil at the end of the year.	+280,400	+0
	Responsive Maintenance	There are a number of closedown transfers still to complete which will leave an overspend of £92K on Responsive Repairs wholly attributable to an increase in void repairs.	+218,200	+92,200
	Telecare Contracted Services	Original budget set to pay a fixed annual fee for providing the telecare response service. Savings achieved by purchasing the service as and when needed.	(15,400)	(15,400)
	Telecare Service Charges	£8.2K additional income resulting from more connections to the service than was originally estimated. Accrual for £24.6K still outstanding.	+16,400	(8,200)
	Management & Admin - Printing & Stationery	Republishing of various documents associated with the transition to choice based lettings due for implementation 2010/11. Carry forward request to 2010/11	(7,800)	(7,800)
			+440,000	+37,300

VARIANCES NOT REPORTED THROUGH PRT PROCESS

			+0	+0

TOTAL VARIANCES

+440,000

+37,300

ACTION BEING TAKEN BY SERVICES

Service	Total Outstanding Debt (over 90 days old)	Debt to be Written Off	Refer(red) to Moorcroft Rossendales	Refer(red) for Legal recovery	Debt still being pursued	Payment Received / Instalment Agreed	Other Action / Reasons	TOTAL
	£	£	£	£	£	£	£	£
Community Engagement	670.00				670.00			670.00
Regeneration and Policy	47,715.14			40,000.00	7,715.14			47,715.14
Environmental Services	11,004.72	2,029.01	2,084.58		4,109.98	111.95	2,669.20	11,004.72
Health & Strategic Housing	7,776.29		1,363.02		3,563.55		2,849.72	7,776.29
Management Team	388.11				388.11			388.11
Property Services	148,408.34	24.41	19,149.94	2,916.42	61,087.93	25,185.75	40,043.89	148,408.34
Financial Services	6,527.06		274.64	295.58	5,956.84			6,527.06
Legal & Human Resources	6,250.96		1,975.00	4,245.96	30.00			6,250.96
Revenue Services	1,542.33			1,542.33				1,542.33
Housing Benefits	816,618.73	12,174.00		258,912.44		472,312.77	73,219.52	816,618.73
Total Outstanding	1,046,901.68	14,227.42	24,847.18	307,912.73	83,521.55	497,610.47	118,782.33	1,046,901.68

* Various actions: see below.

Appendix C

* Actions relating to Housing Benefit Debt

Appeals - where an appeal has been made against the creation of an overpayment & recovery has been suspended pending the outcome of the appeal**Bankruptcy** - where a debtor has been made bankrupt & recovery of the debt is suspended until the bankruptcy has been discharged**Claim Pending** - where a claim for Housing Benefit (HB) has not yet been determined & there is prospect of recovery from ongoing HB**First Reminder** - where no agreement has been made to repay the debt & reminder invoice is issued**Second Reminder** - where no agreement has been made to repay the debt & a reminder letter is issued**Instalment Warning** - where an instalment as per an agreement has not been made & a reminder letter is issued**Instalment Termination** - where instalments as per an agreement have not been made & the agreement has been terminated & a termination letter issued

BUDGET AND PERFORMANCE PANEL

Work Programme Report
8th June 2010

Report of Head of Democratic Services

PURPOSE OF REPORT

To update Members regarding the Panel's Work Programme.

This report is public

RECOMMENDATIONS

- (1) That Members consider whether to include the items, as detailed at paragraphs 4 and 5 of the report, in the Panel's Work Programme.
- (2) That the items to be carried forward for consideration at future meetings, as detailed in Appendix B to the report, be noted.

Report

1. The Budget and Performance Panel is responsible for setting its own Annual Work programme within the Terms of Reference, as set out in Part 3, Section 13 of the Constitution and shown in Appendix A to the report
2. Prior to the new municipal year, the Overview and Scrutiny Committee wrote to all Councillors, the Chief Executive, Corporate Directors and Service Heads and, via the consultation programme and a press release, asked the public for issues that should be included in the Scrutiny Work Programme. Any salient issues received will be presented to the Panel at a future meeting, in consultation with the Chief Executive.
3. Members of the Budget and Performance Panel are entitled to give notice to the Chief Executive that they wish an item relevant to the Terms of Reference of the meeting to be included on the agenda for the first available meeting, and the meeting will determine whether the issue should be included in its Work Programme based on its relevance as compared to the priorities as set out in the Scrutiny Work Programme (Part 4, Section 5 of the Constitution).
4. Councillor Heath has requested that the following be considered for inclusion in the Panel's Work Programme, and the Chief Executive has been consulted regarding the request:

Williamson Park

A report to include:

- (a) Current management arrangements;
- (b) Staff turnover and reasons for this;

- (c) Finances;
 - (d) Current and future plans for improving the Park and its management;
 - (e) To what extent different stakeholders (staff, park users, councillors, and so on) are involved in developing these plans;
5. Councillor Whitelegg has asked that the following item be included in the Panel's Work Programme:

Pension Liabilities

A briefing note from officers on pension liabilities and the impact of these liabilities on the budgets of the Council up to and including 2014-15, which includes:

- (a) The impact of pension liabilities on the revenue budget in each of these 5 years;
- (b) The breakdown of pension liabilities by service and department of the Council;
- (c) The relationship between voluntary severance and voluntary redundancy on pension liabilities (whether it is financially beneficial to the Council to embark on voluntary severance/redundancy taking into account lump sums and pension enhancement of staff leaving Council service);
- (d) Blue sky thinking about how to reduce pension liabilities (taking into consideration how other local authorities have tackled this issue).

The Chief Executive has been notified and has advised that he does not feel point (b) is relevant, and that point (c) is a policy issue for Personnel Committee.

6. Members are asked to determine whether the issues should be included in the Panel's Work Programme based on their relevance as compared to the Panel's Terms of Reference and with reference to the Chief Executive's advice.
7. Items that will be carried forward for consideration at future meetings of the Panel are detailed at Appendix B.

BACKGROUND PAPERS	Contact Officer: Jane Glenton Telephone: 01524 582068 E-mail: jglenton@lancaster.gov.uk Ref: JEG
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Terms of Reference

- 13.1 To scrutinise the Council's arrangements and performance in relation to financial planning, including budget / target setting. e.g. items within the Budget Framework including :
- ☐ reviewing the effectiveness of the budget setting process,
 - ☐ contents of the Medium Term Financial Strategy and
 - ☐ Capital Investment Strategy and
 - ☐ financial targets in the Corporate Plan.
- 13.2 To review the management of resources by scrutinising the Council's financial performance in year against agreed budgets or other targets. e.g.
- ☐ capital and revenue spending against approved budgets,
 - ☐ specific activities including treasury management, generation of revenue and capital income targets and
 - ☐ monitoring of financial savings/efficiency targets (MTFS/Gershon).
- 13.3 To monitor and review by exception reporting within the PRTs the performance of the Council's services and contractual arrangements in delivering specific strategic and operational objectives and outcomes. e.g.
- ☐ receive Performance Review Team reports,
 - ☐ monitor the delivery and effectiveness of Service Level Agreement targets,
 - ☐ assess performance against key performance indicators and benchmarks,
 - ☐ assess whether services are delivering their expected outcomes.
- 13.4 To review the effectiveness of the Council's overall performance management arrangements in relation to partnership working and to scrutinise the performance of the Council's major partnerships.
- 13.5 To scrutinise the Council's policies and procedures and other supporting arrangements for securing value for money (i.e. economy, efficiency, effectiveness) e.g.
- ☐ value for money strategy,
 - ☐ procurement practices,
 - ☐ income management and collection arrangements,
 - ☐ asset management practices
 - ☐ insurance arrangements.
- 13.6 To consider risk management issues in reviewing and scrutinising performance.
- 13.7 To make recommendations as appropriate in respect of the above.

APPENDIX B

BUDGET AND PERFORMANCE PANEL
WORK PROGRAMME

Matters for Consideration	Officer Responsible	Meeting date
Report from the Climate Change Officer Working Group regarding consideration of sustainable staff travel plans as part of their remit.	Head of Community Engagement	13 th July 2010
Presentation regarding the Community Engagement Service and the future management of Partnerships, Performance, Projects and Programmes.	Head of Community Engagement	13 th July 2010
Briefing notes from officers, and attendance at Panel meetings by Cabinet Members, to report on progress being made in portfolio holder areas regarding Sickness Management Absence Policy and Procedure; Employment and Skills Plan and Associated Action Plans; Investment of Performance Reward Grant monies in the 4 Big Ticket Issues of Lancashire (Tackling Health Inequalities; Affordable Housing – delivery of affordable homes; The Economy); Equality Framework and the Council's approach to equality, diversity and community cohesion; Services with debt over half a year old; Dance Strategy; Late Implementation of the new Reflexions contract; Services achieving less than an average Council performance standard of 95% on measures to improve.	Various	TBC
Report on Invest to Save schemes that would provide a greater rate of return than Council investments	Head of Financial Services	TBC