



Committee: BUDGET AND PERFORMANCE PANEL

Date: TUESDAY, 29 MARCH 2011

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.

AGENDA

1. Apologies for absence

2. Declaration of Interests

3. Minutes

Minutes of the Meeting held on 22 February 2011.

4. Items of Urgent Business authorised by the Chairman

5. Quarter 3 Performance Monitoring 2010-11 (Pages 1 - 18)

Report of Leader of the Council.

6. Children and Young People - Portfolio Update (Pages 19 - 26)

Report of Assistant Head of Community Engagement (Partnerships).

7. Work Programme Report (Pages 27 - 28)

Report of Head of Governance.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Roger Sherlock (Chairman), Emily Heath (Vice-Chairman), Evelyn Archer, Roger Dennison, Jean Dent, Keran Farrow, Tony Johnson, Elizabeth Scott and 1 Green Vacancy

ii) Substitute Membership

Councillors Tina Clifford, Chris Coates, Karen Leytham, Roger Plumb, Peter Robinson,

Sylvia Rogerson, Keith Sowden and Morgwn Trollinger.

(iii) Queries regarding this Agenda

Please contact Tom Silvani, Democratic Services - telephone 01524 582132, or email tsilvani@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

Published on 21 March 2010.

BUDGET AND PERFORMANCE PANEL**2010/11 3rd Quarter Corporate Performance Review
29 March 2011****Report of Leader of the Council****PURPOSE OF REPORT**

To receive the Leader's highlight report in respect of the third quarter of Performance Review Team meetings for 2010/11 recently undertaken by individual cabinet members.

This report is public

RECOMMENDATIONS

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

REPORT

The Cabinet Report which follows provides a summary of how the council is performing in delivering its Corporate Plan targets using the information from the 2010/11 Quarter 3 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

2010/11 Q3 PRT Reports

Contact Officer: Anne Marie Harrison

Telephone: 01524 582308

E-mail: aharrison@lancaster.gov.uk

Ref: AMH/PRT

CABINET

Quarter 3 Performance Monitoring 2010-11

15th March 2011

Report of the Leader of the Council

PURPOSE OF REPORT

To present the Leader's report in respect of the third quarter of Performance Review Team meetings for 2010/11 following meetings recently undertaken by individual cabinet members

This report is public

RECOMMENDATIONS OF COUNCILLOR LANGHORN

That Cabinet considers the report and comments accordingly.

REPORT

1. The third quarter of individual Cabinet member Performance Review Team (PRT) meetings for 2010/11 took place between 24th January and 17th February 2011. Each meeting monitored progress against the actions included in the Corporate Plan for each Cabinet member and any outstanding issues from the previous round of meetings.
2. The Corporate PRT highlight report was considered by the Leader on 17th February, and will be presented to the Budget & Performance Panel on 29th March 2011.
3. **Appendices** that set out the information that was considered, and the resulting actions, are attached. These include:-
 - Leader's Q3 Corporate PRT report (including agreed actions from all PRT meetings)
 - Corporate Financial Monitoring Report – Q3
 - General Fund Variances – Q3
 - HRA Variances – Q3

4. Conclusion

The Council's Performance Management Framework 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 summary of how the council is performing in delivering its Corporate Plan targets using the information from the 2010/11 Quarter 3 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 comments to add

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

None

Contact Officer: Anne Marie Harrison

Telephone: 01524 582308

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Corporate PRT - Leader

Service (s)	Corporate Director (Regeneration) Finance, Community Engagement		
Portfolio Holder	Cllr Langhorn		
Quarter	3	Date of meeting	17th February 2011
Key issues identified through PRT Q3 meetings			
Cllr Blamire's PRT - Sickness absence management	At the end of Quarter 3, the average days lost per employee due to sickness was 7.97. To achieve the target of 9 days, the target was 6.75. December had the highest number of days lost to short term absence in this financial year. This rise in short term absence can largely be explained by the increase in absences due to seasonal viruses. It should be noted however that these figures are an improvement upon last years.		
Cllr Bryning's PRT - Ensuring adequate capacity in development management activities to keep pace with upturn in economic activity	General coping taking place with support from senior managers. Building Control Partnership agreement with County Council transferred to Preston City Council who have greater capacity to respond to workload. Two major applications outsourced to private sector consultants to ensure remaining senior staff can focus on support and mentoring. Growth item to Council for additional planning staff post on temporary contract.		
Cllr Fletcher's PRT - Resignation	Cllr Fletcher - has resigned. Cllr Whitelegg has taken over the Portfolio. He has now been briefed on part of his portfolio and there are no issues to report at this stage		
Cllr Barry's PRT - Reduce air pollution through air quality action plans to achieve statutory objective levels	Progress not reported		
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)	

Corporate PRT - Leader

NI188	Planning to adapt to Climate Change	0	2	High	1	1	1	1				Failing	RT	Targets now changed - see Status Update below * 2010/11 - Level 2 * 2011/12 - Level 3 * 2012/13 - Level 4
CH7	Reduce the number of days lost to sickness absence	12.06	9.5 days	low	2.47	5.34	7.97	5.34	days			Failing	ST	See comment above
Action Plan														
Quarter 1	<p>NB. Actions requested Cllr Barry (now complete)</p> <ul style="list-style-type: none"> - Report on work of Community Payback Team so far - Report on environmental enforcement stats 													
Quarter 2	<p>- NI 192 household waste reused /recycled/composted- shows on report as behind target. Target for 2010/11 is 42%. Performance in Q1 was 40% we haven't got Q2 figure as yet because we are awaiting info from County but we estimate it's still around 40%, which is good but because of seasonal nature of garden waste we'd expect an overall reduction during a full year. The 42% target assumed we'd be collecting food waste for recycling from April 2010. Because of unavoidable delays at new disposal facilities we are only now ready to start collecting food waste. In a full year we estimate we'll get around an additional 8-10% recycling from food waste. Therefore, I think in 2010/11 we will still get very close to the 42% target- just need to note the assumption that we'd have a full year of food waste collection.</p> <p>NI195 - Levels of street and environmental cleanliness. This is one of the indicators Gov have got rid of and Tidy Britain who administer it for DEFRA have confirmed this. Gathering the data for the indicator is time consuming and to a large extent tells us what we can already see. We've agreed we will no longer report this indicator</p> <p>G Cox. Develop proposals to re designate the whole of the parking space directly outside the rear boundary of Happy Mount Park as Disabled persons parking only.</p> <p>Building Conditions Survey for LTH required to inform 2011/12 budget process</p> <p>Briefing note to S.L. re sickness absence figures</p> <p>Cabinet Reports to be brought forward to inform 2011/12 Budget. 1) Equalities 2) SLA's</p>													
Agreed actions														
Status update														
Done Done														
Done														
Ongoing - proposals will be developed by the Wellbeing team within Community Engagement														
Done														
SLA Report complete														

Corporate PRT - Leader

<p>Quarter 3</p>	<p>Cllr Ashworth - Continue with proposals to convert the car parking spaces at the rear of Happy Mount Park to disabled parking only Investigate the possibility of reviving the cross bay swimming championship as part of the the increased interest in open swimming</p> <p>Cllr Kerr - to raise the issue of the impact of reduced funding for Disabled Facilities Grants at Senior management/ Board level of the PCT and Lancashire County Council and to explore other funding options from these organisations.</p> <p>Cllr Langhorn - Head of Community Engagement to meet with Leader to discuss LSP's and GP commissioning. Deliver Member Briefing on Shared Services Governance arrangements prior to April Council (Head of Finance)</p>	
<p>Quarter 4</p>	<p>Re Disabled Facilities Grants - Review internal policy and process for allocating grants with a view to managing the prioritisation of grant applications.</p> <p>Project reporting sheet to be revised to provide further information</p> <p>THI 2 - English Heritage match funding no longer available Cabinet will need to consider whether or not to increase City Council contribution</p> <p>Arrange a joint meeting HCA/ MP and appropriate Cabinet members to discuss Chatsworth Gardens</p> <p>Arrange briefing note for the Leader re Adactus top grants/ West End Housing issues and Housing regeneration in general. Arrange for Cabinet briefing 1 March</p>	



Corporate Financial Monitoring

December 2010 | Quarter 3

Report of the Head of Financial Services
 Corporate PRT meeting | 17 February 2011

HEADLINE INFORMATION

REVENUE	Current (Underspend) / + Overspend	Projected (Underspend) / + Overspend
General Fund	(86,000)	(126,000)
Housing Revenue Account (HRA)	(7,000)	(19,000)

CORPORATE FINANCIAL MONITORING

December 2010 | Quarter 3

1. INTRODUCTION

This monitoring report of expenditure and income for 2010/11 sets out an indicative corporate picture of the Council's financial performance relating to the period ending 31 December 2010.

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 (HRA), revenue collection performance and Insurance and Risk Management.

It should be noted that this quarter's monitoring is based on the Revised Budget.

2. GENERAL FUND REVENUE MONITORING

2.1 General Fund Summary Position

The current overall General Fund summary position shows that at the end of December there is a net underspend of **£82K** against the revised budget. This is currently forecast to increase to **£126K** by the end of the year.

It should be noted that £1.124M has already been budgeted to be transferred into unallocated balances at the end of this financial year.

VARIANCES	Current £000's	Current Year Projection £000's	Future Years Projection £000's
Major Variances (see section 2.2)	+4	+24	--
Salaries (see section 2.3)	(86)	(150)	--
Sub Total	(82)	(126)	0
ESTIMATED OUTTURN (NET UNDERSPEND)	--	(126)	0

One of the key financial indicators is to keep any under or overspends within 2% of the overall net controllable revenue budget, and the following table shows that at the end of December this has been achieved.

	£000's
Net Controllable Budget	23,633
2% Target	+/() 473
Provisional Controllable Net Underspend	(175)
Percentage of Net Controllable Budget	0.74%

As set out in the Medium Term Financial Strategy, Cabinet has no authority to increase net spending above the net revenue budget. Whilst the overall position may not be projected to breach this position, this does not remove the need to consider specifically whether any actions can or should be taken to address particular areas of overspending.

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. A summary is provided in the following table.

SUMMARY BY SERVICE	Current £000's	Current Year Projection £000's	Future Years Projection £000's
REPORTED VARIANCES :	() Favourable / + Adverse		
Community Engagement	(10)	(10)	0
Environmental Services	+22	+25	0
Financial Services	(5)	0	0
Health & Housing	(6)	(7)	0
Governance Services	(6)	(6)	0
Property Services	(13)	(35)	0
Regeneration & Policy	+22	+57	0
	+4	+24	0
VARIANCES NOT REPORTED TO PRT MEETINGS :			
None	--	--	--
TOTAL VARIANCES	+4	+24	0

Factors influencing variances

As part of the 2009/10 outturn process Services were asked to identify the key factors influencing variances and this has now been continued into the PRT financial monitoring process. The following table provides an analysis of these variances and Appendix A shows how each variance has been initially categorised; this will be refined as the year progresses.

FACTORS INFLUENCING VARIANCES	Variances to Date £000's	Current Year Projection £000's	Future Years Projection £000's
One-off windfalls & unforeseeable savings	+33	+13	0
Demand led variances	(53)	+4	+27
Efficiency savings	(27)	(27)	(27)
Service changes & reductions	(12)	(35)	0
Budget setting issues / errors	(10)	(10)	0
Other variances	+73	+79	0
TOTAL	+4	+24	0

In terms of future years, the variances shown above are when compared to the latest draft revenue budgets for future years.

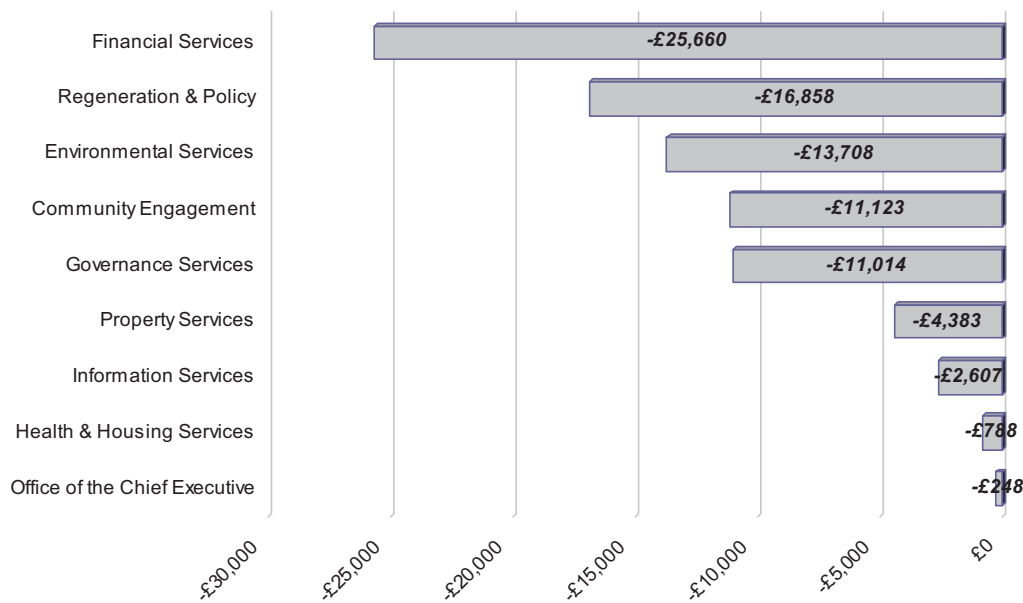
It should also be noted that the above analysis does not include any projection as yet in respect of on-going salary savings as consideration will need to be given to the impact of the current Fair Pay review for "red book" employees and the further review of the current pay and grading structure, as well as prospects for future pay awards.

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 December there are savings of £86K against the revised salary budgets. This could increase to £150K by the end of the financial year, however it is difficult to accurately predict the exact figure. The following graph shows the savings on a Service by Service basis. The largest savings currently being generated are within the Revenues and Benefits sections in Financial Services. This is mainly as a result of posts becoming vacant sooner than anticipated plus a number of savings resulting from maternity leave.

In future reports the number of vacancies in each section will also be reported.



3 GENERAL FUND CAPITAL PROGRAMME

3.1 Capital Expenditure

At the end of December there was spend and commitments of £3.5M against the approved gross programme of £9.945M. A further £1.6M expenditure has been incurred in respect of vehicle purchases and food waste equipment however it is yet to be determined whether these are to remain in council ownership or if they are to be sold and leased back. A revised gross capital programme totaling £6.183M was presented to Cabinet on 18 January 2011.

3.2 Capital Financing

Capital Receipts

A total of £612K of capital receipts is required to finance the revised capital programme, of which £150K was received in 2009/10. In 2010/11 a deposit of £10K has been received with the balance of £322K expected by the end of March 2011 together with repayments of housing grants/loans of around £20K. This still leaves a balance of £110K to be achieved from two identified sales.

4 HOUSING REVENUE ACCOUNT (HRA) MONITORING

4.1 HRA Revenue Position

At the end of December the position for the Housing Revenue Account shows an underspend of **£7K** against the revised budget, which is currently projected to become an underspend of **£19K** by the end of the year. A full list of the variances is shown in **Appendix B**.

VARIANCES	Variances to Date £000's	Current Year Projection £000's	Future Years Projection £000's
Major Variances	(7)	(19)	0
ESTIMATED OUTTURN (NET OVERSPEND)	--	(19)	0

Factors influencing variances

As mentioned in section 2.2, Services are now required to identify the key factors influencing variances as part of the PRT financial monitoring process. The following table provides an analysis of these variances and Appendix B shows how each variance has been categorised.

FACTORS INFLUENCING VARIANCES	Variances to Date £000's	Current Year Projection £000's	Future Years Projection £000's
One-off windfalls & unforeseeable savings	0	0	0
Demand led variances	0	0	0
Efficiency savings	0	0	0
Service changes & reductions	(7)	(19)	0
Budget setting issues / errors	0	0	0
Other variances	0	0	0
TOTAL	(7)	(19)	0

4.2 Council Housing Rent Collection

At the end of December rent income is £20K higher than estimated, which is mainly due to profiling. As a result it is anticipated that the outturn will be in line with the revised budget.

Total Estimate for Year	£11,720,600
Profiled Budget	£8,795,912
Actual to Date	£8,816,021
Difference	£20,109

4.3 Council Housing Capital Programme

This section analyses actual spend against the Council Housing Capital Programme at the end of December. To date there has been spend and commitments totaling £2.970M against a revised budget of £4.274M, leaving a balance of £1.304M.

	Current Approved Programme £000's	Spend & Commitments to Date £000's	Budget Remaining £000's
Adaptations	250	203	47
Energy Efficiency / Boiler Replacement	585	446	139
Bathroom / Kitchen Refurbishment	1,086	472	614
External Refurbishments	1,352	1,157	195
Environmental Improvements	433	463	(30)
Window Replacement	171	166	5
Rewiring	62	33	29
Fire Precaution Works	240	1	239
Renewal of Heaters	5	5	0
Central Control	90	24	66
TOTAL	4,274	2,970	1,304

5 REVENUE COLLECTION PERFORMANCE

5.1 Council Tax & Business Rates

This section analyses the Council Tax and Business Rate collection performance.

In year collection performance for Council Tax compares favourably with the same period last year (80.22%). NNDR collection is just over 3% down on the same period as last year mainly as a result of a large refund in the current year, and could also be attributable to the impact of Small Business Rate Relief and deferred payments. This is a temporary situation and will soon be back in line with the previous year.

Percentage Collected	2009/10	2010/11	2010/11	2010/11	Status
	%	%	Target	Actual	
			%	%	
	All Years		In Year		
Council Tax	80.22	80.30	97.0	91.3	On Target
Business Rates	88.42	85.38	98.2	86.9	On Target

5.2 Collection Fund Monitoring

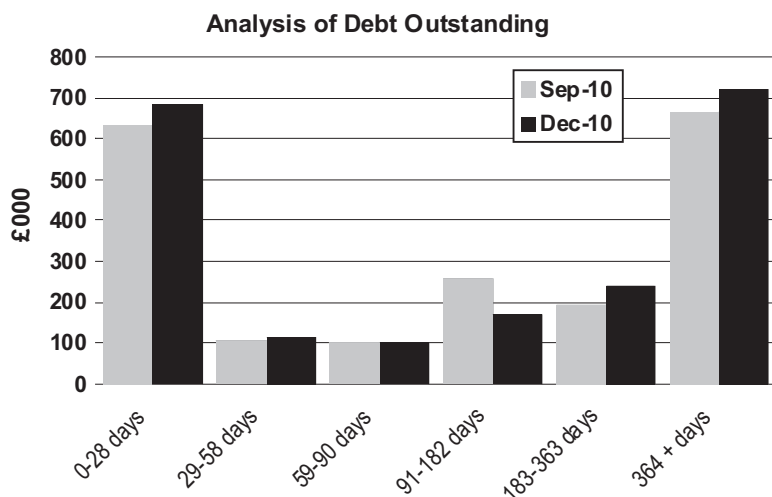
This section sets out the latest position on the Collection Fund, in particular in relation to Council Tax. Whilst the above section looks at collection performance, this section shows the current surplus or deficit on the Fund. It basically compares the amounts collectable with the Precepts levied by the relevant authorities after allowing for refunds, bad debt provisions, income collected and Council Tax benefits. The monitoring shows that at the end of December the Fund was in surplus by £167K, but it should be noted that the surplus can fluctuate significantly month by month. For information, the equivalent value for December 2009 was a surplus of £262K reducing to £240K at the year end.

Any surplus or deficit is shared between the relevant precepting bodies and the City Council's element equates to 13% and would therefore be £22K.

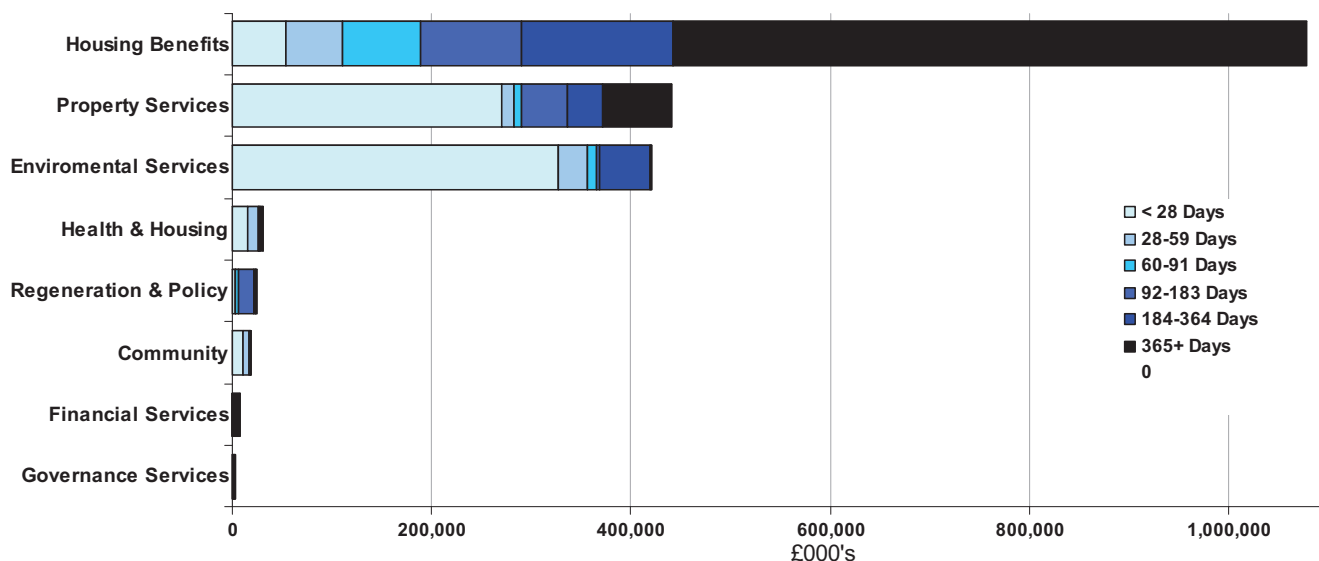
5.3 Sundry Debts

This section sets out the latest position on the level of outstanding sundry debts (excluding Council Housing). At the end of December the total debt outstanding was just over £2M, which is £137K less than the same period last year.

The level of debt over 1 year old has increased in the last quarter to 36% (34% last quarter) of the total outstanding debt. In addition, the total value of all debt over 3 months old has increased by £10K from the previous quarter.



	Sept 10	Dec 10
	£000's	£000's
0-28 days	634	684
29-58 days	107	116
59-90 days	101	99
91-182 days	260	169
183-363 days	192	240
364+ days	667	720
	1,961	2,028
Previous Year	2,014	2,165



In future it is proposed to include Council Housing debt in the above analysis, and discussions are also ongoing between Financial Services and Property Services to transfer Morecambe Market debtors onto the main Council debtor system.

6 PROVISIONS AND RESERVES

This section provides and update on key provisions and reserves.

6.1 Restructuring Reserve (General Fund)

This reserve was established during 2008/09 to cover the cost of redundancies and early retirements as a result of Service restructures during 2009/10 and 2010/11. It is proposed to merge the Revenue Support reserve with this reserve and provide sufficient funding for all

known liabilities relating to redundancy and retirement costs associated with current budget proposals whilst also providing around £200K of additional funding for future proposals.

The decision to merge the reserves will be considered by Cabinet in February.

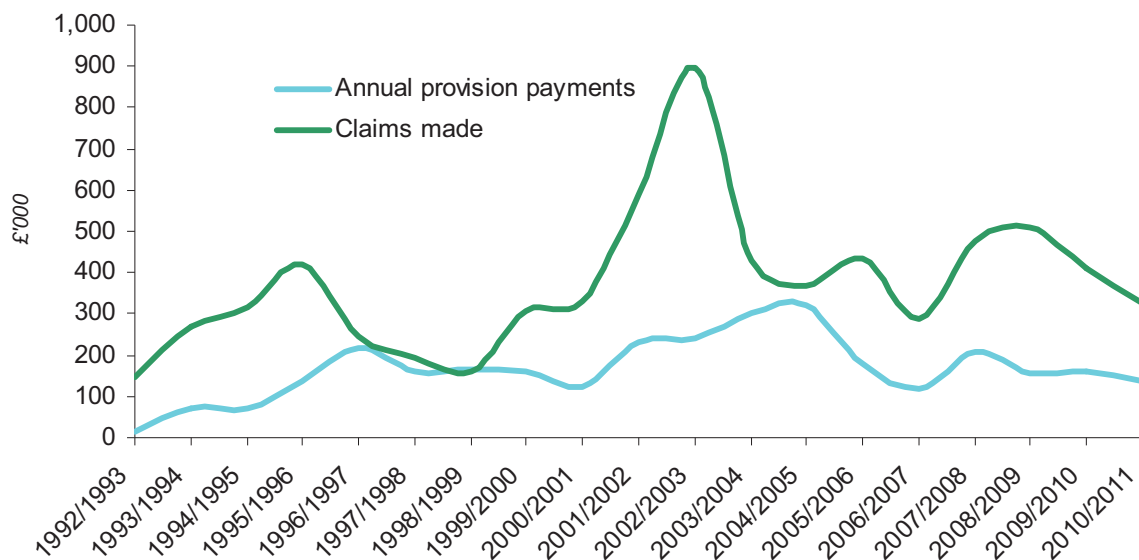
6.2 Insurance Provision

The current balance on the insurance provision is £248K, after making net payments of £135K in settlement of claims made.

At present, the Council's insurers estimate that the value of claims outstanding is £553K, which relates to a total of 290 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 £310K, which is £62K more than the current provision. The final position will be assessed as part of the closedown process. No further action is currently being proposed as there are sufficient savings being generated elsewhere to cover the position.

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.

Analysis of claims made, paid and outstanding by year.



6.3 Bad Debt Provision

The Bad Debt provision is formally reviewed half yearly at revised estimate time and closedown. In addition, quarterly updates are now provided 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's	% Cover Required	Value £000's
Up to 1 Month	684	1%	7
1 Month to 3 Months	215	5%	11
3 Months to 365 Days	409	10%	41
Over 365 Days	720	50%	360
TOTAL	2,028		419

The current balance on the Bad Debt provision is £450K which is £31K above the requirement indicated, but that is after allowing for this year's contribution of £100K.

7 RISK MANAGEMENT

The extent of ongoing or potential change within the Council raises it's risk profile. This has been acknowledged and the Council's Internal Audit plans reflect this position, with the aim of providing flexibility to give necessary assurances surrounding change management programmes etc.

In strategic terms one of the biggest risks facing the Council has been the extent of funding cuts and the impact these may have on services and the Council's overall direction. Now that the final settlement has been received the Council can plan with some certainty for the next 2 years, however the position beyond 2012/13 still remains uncertain. Again though, various measures to help manage the position are underway, such as considering further shared service opportunities and completing various service restructures etc. In addition, several options will be taken forward during 2011/12 to provide further savings opportunities in future years. This will include Invest to Save initiatives to be funded from the new reserve established for such schemes.

A full schedule of Risks and Assumptions relating to the latest budget process will be considered by Cabinet in February.

SUMMARY OF GENERAL FUND MAJOR VARIANCES (Qtr 3 2010/11)

(Not included elsewhere in the report - excluding salaries for example)

FACTORS INFLUENCING VARIANCES	Variance to Date £	Current Year Projection £	Future Years Projection £
1. One-off windfalls & unforeseeable savings	+32,700	+13,000	+0
2. Demand led variances	(53,200)	+4,100	+27,000
3. Efficiency savings	(27,000)	(27,000)	(27,000)
4. Service changes and reductions	(12,200)	(34,700)	+0
5. Budget setting issues/errors	(9,800)	(9,800)	+0
6. Other variances	+73,300	+78,300	+0
TOTAL VARIANCES	+3,800	+23,900	+0

Service	Variance Type	Service Area	Variance to Date	Current Year Projection	Future Years Projection	Reason for Variance & Action being taken
			£	£	£	
+ = Adverse () = Favourable						
VARIANCES REPORTED THROUGH PRT PROCESS (SERVICE HEAD COMMENTS)						
Community Engagement	5	Climate Change - Vehicle Telematics system	(9,800)	(9,800)	+0	Awaiting work to be carried out by Environmental Services. Carry forward request will be submitted at year end.
Environmental Services	1	Trade Refuse - Income and Disposal Costs	+39,000	+19,000	+0	Current income shortfall £39k. £20k still to be invoiced. Needs to be taken in context. Our last forecast was that at year end trade refuse would make a £179K contribution to the GF. The current projection is that this contribution will be reduced to £160K. Trade refuse is subject to both demand, which is obviously impacted on by the economy and stiff competition. Situation will continue to be monitored.
	2	Waste Collection - Replacement Bins & Boxes	+4,400	+27,000	+27,000	High levels of requests to replace bins and boxes are currently being received. Difficult to control without introduction of charging.
	3	Waste Collection - Printing & Distribution	(27,000)	(27,000)	(27,000)	Distribution of material and equipment to support the food waste scheme was undertaken using existing resources and therefore savings were attainable.
	2	Nursery - Income from the Sale of Plants	+6,000	+6,000	+0	Reduction in demand. Perhaps a reflection of the economy and the weather.
Financial Services	6	Benefit Grants	(5,000)	+0	+0	DWP Grant for Atlas project to fund new software and training - will need to be carried forward to 2011/12
Health & Housing	2	Private Rented Sector - HMO License Fees	(6,500)	(7,000)	+0	Lancaster University had an undersupply of housing at the beginning of this academic year (September), meaning they have had to bring new properties into use, and increase the occupancy of some existing properties. This has brought more properties than anticipated under the remit of HMO licensing.
Governance Services	1	Gambling Act Income	(6,300)	(6,000)	+0	Additional income from new establishments
Property Services	4	Palatine Hall	(12,200)	(34,700)	+0	New agreement to let building following closure. Rental income of £15k plus savings on current budgets.
	2	Morecambe Town Hall - electricity	(10,900)	(10,000)	+0	At PRT QRT 2 the Flexible contract with npower likely to produce savings comparable with 2009/10.
	2	Residents Parking Contracts	+10,200	+10,000	+0	Additional income from the new residents parking schemes could be lower than originally estimated but the account is administered on behalf of the County Council.
Regeneration & Policy	2	Planning Application Fee Income	(20,700)	(35,000)	+0	Uncontrollable income - demand led. Unexpected major application submitted in Q3 with associated large fee.
	2	Miscellaneous Advertising	+5,800	+7,000	+0	Advertising of planning applications. Type and number determines size and cost of advert. Measures have been taken to minimise cost by reducing size.
	2	Building Control Application Fee Income	+31,000	+55,000	+0	Reduced applications partially through economy and through increased competition due to staff leaving to work for competition.
	2	Morecambe Area Action Plan	(12,500)	(15,000)	+0	Anticipated underspend on Plan.
	2	Coast Protection & Land Drainage Team	(7,400)	(7,000)	+0	Additional fees earned by team
	6	Luneside East Regeneration - debtor	+78,300	+78,300	+0	Status of the debtor is that it is for expenditure in previous financial year. The claim has been submitted to the NWDA but withheld pending further progress on the project. There is a risk, given the status of the NWDA and indeed the HCA, that the funding might be withheld indefinitely. The withheld 'contingency' funding also covers costs on the Luneside capital codes. Written confirmation that the funds are still available is being sought.
	2	Public Realm Repair & Maintenance	(52,600)	(26,900)	+0	Reactive maintenance to artwork less than anticipated.
TOTAL VARIANCES			+3,800	+23,900	+0	

VARIANCES NOT REPORTED THROUGH PRT PROCESS

Service	Variance Type	Service Area	Variance to Date	Current Year Projection	Future Years Projection	Reason for Variance & Action being taken
TOTAL VARIANCES			+0	+0	+0	
OVERALL VARIANCES			+3,800	+23,900	+0	

PRT Financial Report

QUARTER 3

HRA HOUSING

VARIANCE TYPE SUMMARY	Variance to Date	Projected Variance for Year
1. One-off windfalls & unforeseeable savings	+0	+0
2. Demand led variances	+0	+0
3. Efficiency savings	+0	+0
4. Service changes and reductions	-6,800	-19,000
5. Budget setting issues/errors	+0	+0
6. Other Variances	+0	+0
TOTAL VARIANCES	-6,800	-19,000

Service Area	Variance to Date	Projected Variance for Year	Reason for Variance & Action being Taken	Variance Type (see above)	Variance First Reported
	£	£			
RMS Operating Account - Salaries	-6,800	-19,000	Vacant Post savings	4	
	-6,800	-19,000			

ISSUES RESOLVED FROM PREVIOUS PRT REPORT

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BUDGET AND PERFORMANCE PANEL

**Children and Young People – Portfolio update
29 March 2011**

**Report of Assistant Head of Community Engagement
(Partnerships)**

PURPOSE OF REPORT

To provide Budget and Performance Panel with an update on the Children and Young People agenda in respect of recent progress and changes.

This report is public

RECOMMENDATIONS

(1) That the Panel consider the attached extract from the Executive Annual Report and comment accordingly.

REPORT

Attached at **Appendix 1** is an extract from the Executive Annual Report which provides a summary of recent developments and progress in the Children and Young People Portfolio area.

Members of this Panel have previously requested two reports relating to this policy area. However, as circumstances have changed very quickly in this Portfolio area, it has been agreed with the Chair of Budget and Performance Panel that the attached extract will provide Members with the most up to date information currently available.

RELATIONSHIP TO POLICY FRAMEWORK

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

CONCLUSION OF IMPACT ASSESSMENT
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(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 PAPER

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Extract - Executive Annual Report 2010/11

Councillor Ashworth

Portfolio Holder for Children and Young People

COMMUNITY ENGAGEMENT - PARTNERSHIPS

Following the restructure of council services, the Children and Young People Team moved into the 'Community Engagement – Partnerships' Service at the beginning of the municipal year. The Team has continued to maintain key communications channels with all council services ensuring essential data is shared and that enquiries from the general public, partners and council colleagues are dealt with. Particular activity of note during 2010/11 includes:

Restructure of Children's Trusts, priorities and supporting officers

The Lancashire Children's Trust undertook a restructure during late 2010 to become more streamlined and focused on priorities. The district Children's Trusts were required to restructure themselves as well, splitting their membership into a small strategic Board and a wider Operational Partnership. The Board then assumed the role of the Children and Young People's Thematic Group of the Lancaster District Local Strategic Partnership (LDLSP). The City Council has agreed a statement of commitment with Lancashire County Council to ensure the district Children's Trust has appropriate officer support, with both authorities agreeing to invest £20,000 a year into this support.

The Children's Trust has agreed to focus its energies on a small number of priorities in an attempt to maximise impact – in summary they are:

- Improving the health and wellbeing of C&YP
- Reducing the number of young people who are NEET (Not in Education, Employment or Training)
- Improving outcomes for vulnerable groups
- Better access to positive activities for C&YP

In delivering the agreed priorities it has been agreed there will be a strong focus on developing and embedding integrated working and early intervention.

More information about all of these achievements and more is available at <http://www.lancaster.gov.uk/community-and-living/children-young-people/>

Safeguarding and Child Protection

The Safeguarding Children & Young People Policy continues to inform and direct staff, Members and volunteers on all aspects relating to Children and Young People, including the Common Assessment Framework. 'Work Experience Good Practice' and 'Bullying Safeguarding Training' is available as part of the Corporate Training Plan.

The Lancashire District Safeguarding Board 'Section 11 Audit' was undertaken in November 2010 highlighting the need for the City Council to appoint a 'Designated Child Protection Officer' and the identification of new Service Responsible Officers due to recent restructures. Options for basic safeguarding training for all staff have also been discussed.

'Lost and Missing Child' guidelines were developed during 2010 in readiness for the Sandcastle and Seaside Festival, incorporating the use of fluorescent wrist-bands with a parent/carer's phone number in case the child becomes lost. These proved to be extremely popular and have since been used at the Firework Spectacular and have been distributed from our tourist information centres.

Vetting and Barring Scheme and Independent Safeguarding Authority (VBS & ISA)

The coalition government halted the roll out of the new VBS & ISA in June 2010. Criminal Records Bureau (CRB) disclosures have continued and the latest indication from government is that the CRB system will be simplified over the coming months.

Common Assessment Framework (CAF)

The Common Assessment Framework is a standardised approach to conducting assessments of a child's needs and deciding how they should be met in a holistic way by all providers of services to children. All City Council staff working with children are encouraged to access 'CAF Level 1 training', which involves an online presentation followed by a mandatory test, before progressing on to 'CAF Level 2 – Practitioner' training. There are some key members of staff that regularly initiate CAFs and who are able to provide guidance to colleagues if required.

Local Democracy Campaign

Local Democracy Week was held in October 2010 providing young people with the opportunity to become involved with their local council. Two full-day events were organised at Morecambe and Lancaster Town Halls involving children from five local schools, our elected Members and partners such as the Police and County Council.

Young people got the chance to stand for and vote in elections to a mock council, and created new political parties such as 'More Sport', 'Dinosaurs' and 'Christmas Every Day'. They also got to experience budgeting for services with a 'Pupil Power' group exercise, met the Mayor and toured the buildings.

Sports and Arts Project (funded by the Lancaster District Local Strategic Partnership) run by the Wellbeing Service finished after two years and engaged with well over 1000 young people at risk of offending in a wide range of diversionary activities, far exceeding the original target of 500. Delivery was provided by range of partners including Morecambe Football Club, YMCA, Marsh Community Centre, Ridge Community Centre, the Dukes Theatre, More Music and Regent Park Studios. The programme was supported by the Police, Youth Offending Team, and Lancashire Young Peoples Service.

Skerton - Connecting Communities (SCC)

Part of this project involved consulting children and young people attending the opening of the 'Outdoor Classroom' on Ryelands Park and Summer Playschemes at Skerton St Luke's. They were asked for their thoughts on what they liked about Skerton and what would make it a better place. Their answers have been displayed on eye-catching collages of paper sunflowers at St Luke's, and their thoughts have been incorporated into the Connecting Communities consultation data.

Children and Young People Activities across all services

The majority of the Council's work with children and young people is through Wellbeing within Community Engagement, however other important work done by services work activities include:

- **Environmental Services:** Recycling talks and fun activities with local youth groups and secondary schools
- **Visitor Information Services:** Workshops and presentations on tourism and marketing to over 150 local primary, secondary and college students
- **Health and Housing Service:** Ran an accident prevention quiz with 42 primary schools (in excess of 1000 children participating), plus environment days with local primary schools, careers talks with secondary schools and four work experience placements.
- **Regeneration and Policy:** Consulted with pupils from both primary and secondary schools about the Morecambe Area Action Plan.

Lancaster District Multi-Agency Forum

The Lancaster District CYP Multi-Agency Forum has been supported throughout the year, joining up partner activities at an operational level across the district and increasing the knowledge of frontline workers.

COMMUNITY ENGAGEMENT – WELLBEING

Arts

Lancaster Arts Partnership – Supported a number of art organisations including the Dukes Theatre, Ludus Dance, More Music, Storey Gallery and Litfest. The Council provided £226,400 in total and this brought in a further £1,515,022 in grants secured by these organisations, 44 full-time and 65 part-time staff are employed, engaged with 22,943 young people and attracted 21,238 visitors, these figures are up and including Q3 (April-December).

Leisure

Big Lottery Project – An externally funded (£307,429.53), three year programme linked to the District's Play Strategy, it ends on 2nd June 2011. The funding supports two projects; **Adventure Out (Play Rangers)** and **Natural**

Adventure. The Play Ranger Project has exceeded the participation target for the project, the Play Rangers have provided over 4376 places that local children have filled in order to participate in free play activity.

- **Happy Mount Park** - With the a new addition to the park (Natural Play Area) and the existing splash park and concessions, this year has proved to be very popular with visitors and the local community. It is estimated that when the weather is good (during April - September) and the children or not at school (weekends and schools holidays) that up 4000 people have been in the park on some occasions.
- **Disability Awareness Event** – This is due to take place on the 26th March at Salt Ayre Sports Centre and will provide a marketplace where families can speak to lots of providers about services for children with a disability and their families. 60 families attended the first one last year. This year we expect the event to be even more popular and the Primary Care Trust has provided £2000 of funding towards to event.
- **Leadership Training** - 8 Young leaders/Junior Sports Leader courses have been deliver and 158 young people have gained a nationally recognised qualification..

Sport

- **Children and Young Peoples Holiday Activities** - during the April (Easter), Summer, October and February school holidays. 1555 opportunities for children and young people to participate were taken up and from this 30% were new participants who had not previously taken part and 95% of the children and young people who participated in our holiday programmes this year stated that they had enjoyed themselves.
- **Sport and Physical Activity Alliance (SPAA)** – Externally funded (£659,402), the aim of the SPAA programme is to increase the number of people participating in sport and physical activity over a 3 year period. As a consequence, a number of specific targets have been agreed with the funders and projects are now taking place to help achieve these targets. In particular the projects within this Alliance have been developed in partnership with a number of local organisations and are starting to achieve some outstanding successes in increased numbers participating in physical activity, namely:-

The **Community Activity Programme (CAP)**. CAP consists of a number of smaller projects e.g. YMCA Project, Regent Park Studios Project, Exercise Referral Scheme, Dance Project and Diversionary Sports & Arts Project (DSAP). The DSAP has a further range of partners including Signposts, More Music, Marsh Community Centre, Ridge Community Centre, Morecambe Football Club and the Police. The second of these projects is **Hit 4 Six**, which is a cricket project lead by Lancashire Cricket Board (LCB) and involves Heysham High School and the Lancaster and Morecambe Cricket Development Group.

Since the programme commenced, some 5429 people have participated in regular sport and physical activity, 2531 were under 16, 105 were people with a disability and 114 were people from an ethnic minority background, 36 new coaches have been trained, and 77 new volunteers are working within this programme. In addition the programme has engaged with 624 health referrals (Referred by a GP or Practice Nurse) and 1902 young people at risk from offending. The Police recognise the positive contribution that the Sports and Arts Diversionary Project is making in addressing anti social behaviour - anti social behaviour has fallen by around 21% across the district and up to 40% in some specific wards/areas where activities provided by this project have been provided.

- **Community Swimming Pools** – Continued operation of Heysham, Carnforth and Hornby swimming pools by Wellbeing on behalf of the County. Considerable improvements made during the last twelve months around more cohesive programming ensuring the opportunities for people of all ages and abilities to swim locally are maximised.

Children and Young People

- **MEND (Mind, Exercise, Nutrition...Do it)** – is a programme aimed at overweight children and their families and helps them become fitter, healthier and happier by offering free healthy living programmes in the local community. 6 families signed up for this programme and attended a 10 week course, the families learned about nutrition, exercise and how to set achievable goals. Each child took part in a fitness test. This programme is funded by the Primary Care Trust.

Feedback from the families was very positive:

- “We have become one big family”
 - “My daughter’s confidence has grown”
 - “I feel that I have learnt a lot on the course and it will benefit me fro the rest of my life”
 - “It has brought my daughter and I closer together”
- **Playschemes** - 508 children (under 11’s) attended this year’s playschemes at 9 sites across the district, plus playschemes that the Council provide funding for (but do not deliver) at the Ridge and Marsh Community Centres. The £10,000 was also provided by the County Council to provide **Playschemes on tour** – 2 hour activity sessions were delivered across the district using parks and open space. A further 519 children and young people took part in activities.
 - **Aiming High Disabled Children (AHDC)** - £4600 secured through AHDC (County Council) to commission 2 projects. An after school club at Salt Ayre Sports Centre which attracts 10 young children each week and is provided by Loyne Special School with support from external sports coaches. The second project was provided by Ludus Dance during February Half Term and involved 9 children attending a 5 day workshop. Although small numbers these children and young people are the most in need and can require quite complex or expensive support in order for them to be able to participate.

- It is important that much of the programming offered across Wellbeing is geared at providing activities (some referred to as diversionary) that enable children and young people to occupy their time in a productive and beneficial manner. All holiday activity programmes and core programming activities such as swimming lessons provide opportunities which deliver against various agendas including health, reducing crime and juvenile disorder and social skills.

Young People 2010 - Partnership event delivered by Lancaster City Council, Lancashire county Council Young Peoples Service, Lancaster YMCA, Police.

This was funded through PAYP money

Lots of community organisations were involved in delivering a variety of activities and information throughout the day. There was also a large outdoor stage showcasing the musical talent from across the district. In excess of 1000 young people attended with positive feedback received from both participants and contributing organisations alike. Over 400 feedback forms were completed and provided useful information to help future provision / programming.

BUDGET AND PERFORMANCE PANEL**Work Programme Report
29 March 2011****Report of Head of Governance****PURPOSE OF REPORT**

To update Members regarding the Panel's Work Programme.

This report is public

RECOMMENDATIONS

- (1) That Members note the items to be carried forward for consideration at future meetings, as detailed in Appendix A to the report.
- (2) That Members consider whether they would like to include any further items in the work programme.

1.0 Introduction

This report provides Members with recommendations for inclusion in the Panel's Work Programme and advises regarding upcoming items for consideration and work in progress.

2.0 Report**2.1 Upcoming Items**

Details of upcoming items are detailed in Appendix A to the report.

2.2 Briefing Notes

The briefing note requested by the panel relating to Pension Liabilities is not yet available for member's consideration.

BACKGROUND PAPERS

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BUDGET AND PERFORMANCE PANEL
WORK PROGRAMME

Matters for Consideration	Officer Responsible	Meeting date
Updates on the work of the Affordable Housing Task Group, once established.	Head of Regeneration and Policy	TBC