



Committee: BUDGET AND PERFORMANCE PANEL

Date: TUESDAY, 7 JUNE 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.

Members are reminded that there will be an induction session regarding the role and procedures of Budget and Performance Panel prior to the meeting, commencing at 5.00. P.M.

A G E N D A

1. **Apologies for absence**
2. **Declaration of Interests**
3. **Appointment of Vice-Chairman**
4. **Minutes**
Minutes of the Meeting held on 29 March, 2011 (previously circulated).
5. **Items of Urgent Business authorised by the Chairman**
6. **4th Quarter Corporate Performance Review (Pages 1 - 8)**
Report of the Deputy Chief Executive.
7. **Work Programme Report (Pages 9 - 11)**
Report of Head of Governance.

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Susan Sykes (Chairman), Tony Anderson, Dave Brookes, Janet Hall, Alycia James, Richard Newman-Thompson, Richard Rollins, Elizabeth Scott and (one non-aligned member vacancy)

(ii) Substitute Membership

Councillors Chris Coates, Mike Greenall, Roger Mace, Roger Sherlock and Emma Smith

(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,
LANCASTER LA1 1 PJ

Published on 27 May 2011

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| BUDGET AND PERFORMANCE PANEL |
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**Quarter 4 Performance Monitoring Report
7 June 2011**

Report of Deputy Chief Executive

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| PURPOSE OF REPORT |
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| To present the corporate performance report for the 4 th Quarter of the Performance Review Team Cycle |
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| This report is public |
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RECOMMENDATIONS OF DEPUTY CHIEF EXECUTIVE

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

1.0 REPORT

- 1.1 The attached Cabinet Report provides a summary of how the council performed in delivering its Corporate Plan for 2010/11.

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| CONCLUSION OF IMPACT ASSESSMENT |
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| (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) |
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| None arising from this report |
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| LEGAL IMPLICATIONS |
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| None arising from this report |
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| FINANCIAL IMPLICATIONS |
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| As set out in the attached Cabinet report |
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| OTHER RESOURCE IMPLICATIONS |
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Human Resources:

None arising from this report

Information Services:

None arising from this report

Property:

None arising from this report

Open Spaces:

None arising from this report

SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

2010/11 Quarter 4 Performance Review
Team Reports

**Contact Officer: Anne Marie Harrison,
Assistant Head, Community Engagement
(Partnerships)
Telephone: 01524 582308
E-mail: aharrison@lancaster.gov.uk
Ref: PRT 2010 Qtr 4**

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| CABINET |
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Quarter 4 Performance Monitoring Report 7 June 2011

Report of Deputy Chief Executive

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| PURPOSE OF REPORT | | | |
| To present the corporate performance report for the 4 th Quarter of the Performance Review Team Cycle | | | |
| Key Decision | <input type="checkbox"/> | Non-Key Decision | <input checked="" type="checkbox"/> Referral from Cabinet Member |
| This report is public | | | |

RECOMMENDATIONS OF DEPUTY CHIEF EXECUTIVE

(1) That the report be noted

REPORT

1. Reports for the fourth quarter Performance Review Team (PRT) meetings were issued to individual cabinet members on 21st April 2011.
2. Following established procedures these reports consisted of two elements:-
 - o a narrative report monitoring progress against each action included in the Corporate Plan and any outstanding matters from previous quarterly PRT meetings, and:
 - o a spreadsheet identifying the performance of individual projects within each Member portfolio area aligned to relevant corporate priorities
3. Cabinet Members were also provided with a financial report covering their portfolio and service area for Quarter 4 with reasons for any variances and actions being taken to address these being highlighted.
4. As local elections were being held on 5th May 2011 it was recognised that Cabinet Members would find the timing of PRT meetings quite difficult and availability limited. To take account of this, Cabinet Members were given the option of having formal PRT meetings if required but they were not routinely set up as is normal practice.
5. The corporate PRT report, containing the high level performance management issues was considered by the then Leader of the Council on 26th April and is attached to this report for information.

6. Conclusion

The council's Performance Management Framework requires the regular reporting of performance to Cabinet as part of the Performance Review Team cycle of meetings. The Corporate PRT report provides a summary of how the council is performing in delivering its corporate plan targets for 2010/11.

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| <p>RELATIONSHIP TO POLICY FRAMEWORK</p> <p>This report is a requirement of the council's Performance Management Framework</p> | |
| <p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None arising from this report</p> | |
| <p>LEGAL IMPLICATIONS</p> <p>None arising from this report</p> | |
| <p>FINANCIAL IMPLICATIONS</p> <p>The financial monitoring information from services for Quarter 4 indicates that a net underspending is expected for last year, but work is still underway on completing the closure of accounts and therefore the actual position is not yet known. A full report on the outturn will be presented to Cabinet at its meeting in late July. Prior to then, the Council's draft accounts will be published by 30 June and these will include an outturn summary for information.</p> | |
| <p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: None arising from this report</p> <p>Information Services: None arising from this report</p> <p>Property: None arising from this report</p> <p>Open Spaces: None arising from this report</p> | |
| <p>SECTION 151 OFFICER'S COMMENTS</p> <p>The s151 Officer has been consulted and her comments are reflected above</p> | |
| <p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been consulted and has no further comments</p> | |
| <p>BACKGROUND PAPERS</p> <p>Corporate and Performance Review Team Reports</p> | <p>Contact Officer: Bob Bailey, Corporate Planning and Performance Manager Telephone: 01524 582018 E-mail: rbailey@lancaster.gov.uk Ref: PRT 2010 Qtr 4</p> |

Corporate PRT - Leader

| Portfolio Holder | | Cllr Langhorn | | | | | | | | | | |
|--|---|-----------------|--------------|-----------|------|------|------|-------|--------------|---------|--------------|--|
| Quarter | 4 | Date of meeting | | | | | | | | | | |
| Key issues identified through PRT Q4 | | | | | | | | | | | | |
| Reduce the number of days of sickness absence | <p>Average days lost per employee during 2010/11 was 10.63, exceeding the target of 9.5 days. This is however an improvement on the equivalent figure last year which was 12.06. Reducing staff absence is one of the top priorities of the HR Team, and they have worked closely with line managers to ensure strict adherence to the existing policy and the setting of tight targets in individual cases, as well as organising "Healthy Living" events for staff. Occupational health support is essential but previous growth bids to fund additional OH support have been unsuccessful, although in 2010/11 it was possible to fund from existing budgets additional health surveillance of those staff who are exposed to risk activities within their job. It is impossible to forecast or quantify how great a reduction in sickness absence would be achieved through additional OH provision, and the efforts of HR officers and managers in applying the sickness absence management policy consistently and effectively will continue to be important in reducing sickness absence, but additional investment in OH might reduce the Council's losses through sickness absence, and thereby achieve savings, particularly in cases of long term absence. April 2011 saw the lowest number of days lost to sickness since records began in 2003/2004 which is very positive news to start the new year.</p> | | | | | | | | | | | |
| Disabled facilities grant activity | <p>DFG budget in 10/11 was £753,265 (down from £1,089,000 in 09/10). Total spend for the year is £725,132 (96.3% of budget), equating to 162 completed grants. It has not been sufficient to satisfy the true demand for this Mandatory grant and waiting lists, effective from April 2010, had to be introduced. Future years budgets are no longer guaranteed. This makes the programme difficult to manage (and budgets difficult to maximise) as the amount committed in any one year can only equal the amount needed to maximise the budget. Carry forward into successive years, unless a budget is absolutely guaranteed, will not be possible. In the CSR the government promised to protect their funding for DFGs whilst removing the ring-fencing! In March the Government announced that Lancasters protected budget for 11/12 is £653,000 and 100% of this has been allocated to the DFG capital programme. In addition to this amount there is a commitment of around £38k (approved against the 10/11 budget) that is to be carried forward into 11/12. Approval of grants applications held on the waiting will start immediately in April 11.</p> | | | | | | | | | | | |
| To become an "achieving" authority under the Equality Framework for Local Government by March 2011 | <p>Councils approach to equality set out in its Corporate Plan 2011-14. This 'target' is no longer being pursued.</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) |
| CH7 | Reduce the number of days lost to sickness absence | 12.06 | 9.5 days | low | 2.47 | 5.34 | 7.97 | 10.63 | 10.63 days | Failing | ST | See comment above |

Corporate PRT - Leader

| Action Plan | Agreed actions | Status update |
|-------------|--|--|
| 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 | <p>Done Done</p> |
| | <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> | |
| Quarter 2 | <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> | <p>Done</p> <p>SLA Report complete</p> |
| Quarter 3 | <p>Cllr Ashworth - Continue with proposals to convert the car parking spaces at the rear of Happy Mount Park to disabled parking only</p> <p>Investigate the possibility of reviving the cross bay swimming championship as part of 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> | |
| Quarter 4 | <p>No further actions reported.</p> | |

| Projects relating to Corporate Priority Objective "Energy Coast, and Environmental Technology" | | Responsible Officer | Performance | | | Risk | Comments |
|---|--|--|-------------|------|---------|------|--|
| | | | Time | Cost | Quality | | |
| Lancaster Science Park | | Andrew Dobson Regeneration & Policy | | | | 7 | Now subject to market testing under land allocations |
| Projects relating to Corporate Priority Objective "Heritage & Cultural Tourism for the District, including Creative Industries & Employment" | | | | | | | |
| Cultural Heritage Investment Strategy | | Richard Tulej Community Engagement | | | | 4 | Open to public consultation |
| Morecambe Townscape Heritage Initiative 2 | | Andrew Dobson Regeneration & Policy | | | | 5 | Project plan being prepared |
| Public realm design proposals for Morecambe urban centre and promenade. | | Andrew Dobson Regeneration & Policy | | | | 6 | |
| Lancaster Market | | Graham Cox Property Services | | | N/A | 5 | Cabinet approval obtained to investigate potential relocation to City Museum |
| Prepare Luneside East for development including site remediation | | Andrew Dobson Regeneration & Policy | | | | 7 | Hand over imminent |
| Survey and viability work for the wider Luneside area | | Andrew Dobson Regeneration & Policy | | | | 8 | PP granted for Luneside West |
| Implement the refreshed West End Action Plan including a revised proposal for the Chatsworth Gardens | | Andrew Dobson Regeneration & Policy | | | | | |
| Vacant Shop Funds | | Richard Tulej Community Engagement | | | | 4 | |
| Festivals & Events | | Richard Tulej Community Engagement | | | | 5 | |
| Worklessness Pilot | | Andrew Dobson Regeneration & Policy | | | | 5 | Project coming to an end with no future funding identified. |

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|--|--|---------|---------|-----------|----------|
| <p>Projects relating to Corporate Priority Objective "To continue to work with our partners to deliver the targets in the Sustainable Community Strategy & to bring about other improvements & efficiencies in the way that services are delivered locally"</p> | | | | | |
| <p>Connecting Communities Project</p> | <p>Richard Tulej Community Engagement</p> | <p></p> | <p></p> | <p></p> | <p>5</p> |
| <p>Carnforth CCTV</p> | <p>Graham Cox Property Services</p> | <p></p> | <p></p> | <p>NA</p> | <p>5</p> |
| <p>Adactus Top Up Grants</p> | <p>Andrew Dobson Regeneration & Policy</p> | <p></p> | <p></p> | <p></p> | <p>9</p> |

BUDGET AND PERFORMANCE PANEL**Work Programme Report
7 June 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.**
- (2) **That Members consider what should be included in the 2011/12 work programme.**

1.0 Introduction

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

2.0 Report

- 2.1 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.
- 2.2 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).
- 2.3 Suggestions will be invited from Members and officers on ideas for this years Work Programme. The views of the public have been sought through a press release.

3.0 Outstanding items

Members are requested to consider if they wish the items that were not considered in the 2010/11 municipal year to remain on the Panel's Work Programme for 2011/12. The only issue which remained on the report was as follows:

3.1 Building Control

At its meeting on 29 March 2011, Members requested that Officers/Cabinet Members be invited to attend future meetings of the Panel to report on progress being made in the area of Building Control.

3.2 Updates on the work of the Affordable Housing Task Group

An Affordable Housing Task Group has been scoped, however the Chief Executive has advised that so far, the Government has not issued any clear information on affordable housing therefore the Task Group cannot yet commence its work. If the item were to remain on the work programme updates would be reported to the Panel when they were available.

4.0 Items Recommended for inclusion in 2011/12 Work Programme

Members are asked to consider the following in order to assist in producing with an updated work programme for 2011/12.

4.1 Invitations to Cabinet Members

Members may wish to consider extending invitations to cabinet members to coincide with consideration of issues relevant to their respective portfolios. It is suggested that the Leader and the holder of the finance portfolio be invited to an early meeting of the committee to discuss budget issues and financial matters, together with performance management issues.

4.2 Forward Plan

It is suggested that Members could put forward financial or performance related items for pre-decision scrutiny, or which they wish to be considered by the pre-decision scrutiny champion of Overview and Scrutiny Committee, once appointed, to investigate.

4.3 Service Level Agreements

Members may wish to continue to review and monitor Service Level Agreements (SLAs) requesting reports as appropriate. At its meeting on 22 February 2011 the panel considered a report regarding Corporate Review of Service Level Agreements, and resolved that an update be reported to a future meeting of the panel before the issue was considered again by Cabinet.

4.4 Partnerships

In the past the panel has received reports to update members throughout the year on progress against the planned work programme, outcomes from completed evaluations and any issues arising from the ongoing development of the framework for partnership performance management and governance.

If Members wish for this issue to be considered by the Panel it can be included in the work programme, and the Chief Executive be requested to make the necessary arrangements for officers to report to the Panel.

4.5 Budget Overspends/Variances

In the past the panel has considered budget variances which had been identified by the panel's considering the annual Outturn Reports. With the agreement of the Chief Executive officers were required to attend the meeting to present the additional information requested, explain why the variances had occurred, provide an explanation of lessons learnt and whether any variances were ongoing and would impact on this year's budgets.

If there are significant variances in the current year Members may wish to undertake this exercise again.

4.6 Finance Issues

The panel has received regular updates regarding budget, treasury management and other financial issues throughout the year. More details regarding the timetable for consideration of these items will be made available for members consideration prior to the meeting

4.7 2011/12 PRT Quarterly Reports Timetable

As with Cabinet, quarterly reports are routinely provided to the panel throughout the year. Set out below is the draft timetable for undertaking the 2011/12 Quarterly PRTs. The Panel are asked to note the timetable:-

| | | | | |
|------------------------------|-----------------|-----------------|---------------|-----------|
| 2011/12 PRT Quarterly Report | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| Deadline | 18 October 2011 | 24 January 2012 | 27 March 2012 | June 2012 |

DEPUTY SECTION 151 OFFICER'S COMMENTS

As there are no financial implications arising from this report the Deputy S151 officer has no comments to make.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None.

Contact Officer: Tom Silvani

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