



Committee: BUDGET AND PERFORMANCE PANEL

Date: MONDAY, 15 OCTOBER 2012

Venue: LANCASTER TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes** (Pages 1 - 6)

Minutes of the Meeting held on 25 September 2012 (attached).

3. **Items of Urgent Business authorised by the Chairman**

4. **Declaration of Interests**

To receive declarations by members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Corporate Performance Monitoring Update** (Pages 7 - 25)

Report of the Assistant Head of Community Engagement (Partnerships).

6. **Work Programme Report** (Pages 26 - 33)

Report of the Head of Governance.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Susan Sykes (Chairman), Alycia James (Vice-Chairman), Tony Anderson, Dave Brookes, Janet Hall, Roger Mace, Richard Newman-Thompson, Elizabeth Scott and Keith Sowden

(ii) Substitute Membership

Councillors Chris Coates, Mike Greenall, Richard Rollins, Roger Sherlock, Emma Smith and Paul Woodruff

(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 1PJ

Published on 5 October 2012.

**BUDGET AND
PERFORMANCE PANEL**

6.00 P.M.

25TH SEPTEMBER 2012

PRESENT:- Councillors Susan Sykes (Chairman), Alycia James (Vice-Chairman), Tony Anderson, Dave Brookes, Janet Hall, Roger Mace, Richard Newman-Thompson, Elizabeth Scott and Keith Sowden

Officers in attendance:-

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| Mark Cullinan | Chief Executive |
| Richard Tulej | Head of Community Engagement Service |
| Simon Kirby | Assistant Head of Community Engagement (Wellbeing) |
| Stephen Metcalfe | Principal Democratic Support Officer |
| Tom Silvani | Democratic Support Officer |

12 MINUTES

It was proposed by Councillor Mace, and seconded by Councillor Sykes, that the minutes be approved as a correct record subject to the following amendment:

That resolution (1) minute number 11 be amended to include the list of questions asked by the panel, and to record the full details of the resolution as follows:

It was proposed by Councillor Mace, seconded by Councillor James and unanimously agreed:

“That a report be requested on the Storey Creative Industries Centre that answers the following questions:

- Has any contact taken place between representatives from sub-tenants of the building and the City Council as ultimate landlord (owner of the building)?
- Did the City Council pay the insurance bills and a utility bill for SCIC in mid 2011 and if so why and on what authority? Why did the City Council not take further action to protect its interests at that time?
- Why was the decision taken in December 2011 to grant the loan to the company without democratic accountability? [Opening it up to scrutiny could have saved at least four more months of losses and inaction.]
- What processes of due diligence took place before the loan was agreed in principle in December 2011, when was the loan paid over to the company, and what due diligence took place between the agreement in principle and the payment of the loan to the company?
- In what way and at what date did examinations of the annual accounts of the company contribute to due diligence?

- Upon being put to the vote members voted unanimously in favour of the proposition, whereupon the chairman declared the proposition to be carried.

That resolution (2) minute number 11 be amended to include the list of questions asked by the panel, and to record the full details of the resolution as follows:

It was proposed by Councillor Scott and unanimously agreed:

That a briefing note be provided to the panel which answers the following questions regarding damage to council homes:

- What are the terms, conditions and legal obligations on the tenant's agreement? Do we have a policy on responsible ownership?
- Can it be subject to changes if our policy need to be reviewed?
- How quickly do we check a home if we get complaints from a neighbour, for example overgrown gardens & run down state of the property?
- Do we call in on the day the tenants vacate the property to check that it is not trashed and left in a desperate state?
- The tenant hands in the keys on leaving at the Council office? Is this best practice!
- What is the turn around in Council housing?
- Has the housing department ever considered checking and collecting the keys from the tenant's home on the day they leave?
- We reward council tenant's £75 cash if they leave the house in good condition. How much do we spend on this incentive per year? Given that money is tight, should we continue this scheme?
- Should the tenant not have a duty of care to the property?
- How much do we spend on refurbishing trashed up homes per year in our district?
- Why is it difficult to trace a tenant when they leave Lancaster for non payment and also trashing homes?

13 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

14 DECLARATION OF INTERESTS

There were no declarations of interest.

15 STOREY CREATIVE INDUSTRIES CENTRE

The chief executive presented a report in order to respond to questions raised by Councillor Mace, and agreed by the panel at its meeting on 17 July 2012.

Members were reminded that at its meeting on 17 July 2012 the panel had requested to consider a number of questions from Councillor Mace regarding the Storey Creative Industries Centre (SCIC). It had been agreed that a report be requested and submitted to the panel in relation to these questions.

The panel were advised that questions one to three had been answered by the chief executive, and questions four and five by the head of resources.

The chief executive went through his responses to questions one to three, and members asked questions accordingly. Members asked questions covering the following areas:

- Whether the sub-tenants were active as a group, or whether they were attending meetings with the council as individuals.
- The future of the Visitor Information Centre.
- Potential savings identified by the sub-tenants of the building.
- The installation of separate electricity meters.
- Use of the Storey Gallery space.
- Future management of the building and suggestions from sub-tenants.
- The potential removal of specific covenants from the building.
- The payment of insurance and utility bills.
- The details of the loan provided to the SCIC.
- The urgent business decision taken by the chief executive on 20 December 2011.
- Issues regarding the payment of VAT bills.

As the head of resources had sent apologies to the meeting, members agreed to defer consideration of the answers to questions four and five to a future meeting of the panel.

Resolved:

It was proposed by Councillor Mace, seconded by Councillor Sykes and agreed unanimously:

- (1) That the constitutional issues of urgent business decisions normally taken by Cabinet, call-in procedure, issues of urgency and of the waiver of call-in be referred to Council Business Committee for further consideration.
- (2) That the chief executive be requested to make documentation relating to future urgent business decisions available to members of Overview and Scrutiny Committee, and Budget and Performance Panel at the same time that it is provided to Cabinet members.
- (3) That it be requested that the chief executive enquire as to whether the exempt urgent business report from 20 December 2011 regarding the Storey Creative Industries Centre can now be made available to the public.
- (4) That a report be prepared for the next meeting of the panel to provide answers to the following questions relating to question two in the report:

- Why was the building's VAT status not changed at that time (as a similar precaution)?
 - (The VAT status change has now been done) Please tell us more about the purpose of the change and the circumstances in which the change would have significant impact. How long did it take to make this VAT change and for it to become effective?
 - How much of the £90k loan is being claimed against the assets of the company in the liquidation?
 - Why was the £90k support to the company given by way of loan instead of by way of pure grant or some mix of grant and loan?
 - Was it anticipated at the time of the loan being made that it was likely to be recovered in full by means of the agreed scheme of repayments?
 - Was a deadline specified by the company for the granting of a loan, and if so what was it and why?
- (5) That information be provided to the panel regarding whether there is any liability of any kind of the directors and former directors of the company in relation to the loan, or other liabilities of the company.
- (6) That Councillor Bryning be invited to attend the meeting of Budget and Performance Panel scheduled for 23 October 2012 in his capacity as Cabinet member with responsibility for finance, in order to answer questions relating to the SCIC.
- (7) That it be noted that the panel had deferred consideration of answers to questions four and five as set out in the report, to enable the head of resources to attend the meeting to be held on 23 October 2012.

The meeting was adjourned at 8.15 p.m.

The meeting was reconvened at 8.25 p.m.

16 SALT AYRE SPORTS CENTRE

The assistant head of community engagement (wellbeing) presented a report to update members with regard to the detailed income and expenditure and allocation of overheads at Salt Ayre Sports Centre.

The panel was reminded, that at its meeting on 12 June 2012, members had requested a more detailed report on the finances of the sports centre be requested including income and expenditure for the last year.

The report provided this information as requested and explained the details behind the relevant income and expenditure headings. It also explained the allocation of management and administration costs across the relevant activity areas.

Members were reminded that the provision of sports centres was discretionary, and was, amongst other things, supporting the council's Corporate Plan priority for Health and Wellbeing. Additionally, there was no requirement for the facility to break-even, but the council still needed to ensure that it operated as efficiently as possible to ensure council taxpayers money was being spent effectively.

The assistant head of community engagement (wellbeing) outlined the current outturn position for 2011/12 for each of the activities at the centre, and identified that the majority of the costs were contained within the management and administration account. It was advised that this made it difficult to assess performance on an activity by activity basis.

In order to provide some clarity, officers from Community Engagement and Finance had worked together to determine suitable methods for allocating the management and administration costs across the range of activities provided by the centre. These were displayed in a separate table. The panel discussed the outturn for each of the activities at the centre and asked questions accordingly.

Members discussed the café at the sports centre. It was advised that reviews of the café and vending service were ongoing.

A panel member queried whether there were any incentives offered to staff for rewarding suggestions to save money. The assistant head of community engagement (wellbeing) advised that there was a culture of engagement at the sports centre. Recent energy savings had been made as a result of staff suggestions.

Members queried whether the council was engaging with other local authorities which provided similar facilities. It was advised that this was the case, and that the council shared views and models of operation with neighbouring authorities with a view to sharing good practice.

The panel discussed the benefits of the sports centre. Members were advised that GPs in the district could refer patients to the sports centre, and that there were a number of projects which aimed to divert young people from crime and disorder in the district. The assistant head of community engagement (wellbeing) advised the panel that he would consider whether it was possible to estimate the social value of such services to the council and other public sector partners.

It was agreed that consideration of the remainder of the report be deferred until the next scheduled meeting of the panel. Members were requested to bring suggestions regarding ways in which management and administration costs could be reduced to the next meeting of the panel.

Resolved:

- (1) That consideration of the remainder of the report be deferred to the next scheduled meeting of the Budget and Performance Panel, to be held on 23 October 2012.

- (2) That officers be requested to look at the various headings to consider a reduction of up to 5% (by way of example) with particular emphasis on the management and admin costs in such a way that it does not negatively impact on service provision.
- (3) That financial information be presented in such a way that more clearly shows allocation of management and administration costs including a more detailed/informative breakdown.

17 WORK PROGRAMME REPORT

Resolved:

That consideration of the work programme would be deferred to an additional meeting of the panel prior to the next scheduled meeting on 23 October 2012, at a date and time to be agreed. The panel also requested that the Quarter 1 Corporate Performance Monitoring Report (including reducing sickness absence) be reported to the additional meeting.

The time and date of the additional meeting would be circulated to members in due course.

Chairman

(The meeting ended at 9.15 p.m.)

**Any queries regarding these Minutes, please contact
Tom Silvani, Democratic Services - telephone 01524 582132, or email
tsilvani@lancaster.gov.uk**

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| BUDGET AND PERFORMANCE PANEL |
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Corporate Performance Monitoring Update

15 October 2012

Report of Assistant Head, Community Engagement (Partnerships)

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| PURPOSE OF REPORT |
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| <p>To present the corporate performance monitoring update report and progress as at September 2012 on actions in the Corporate Plan 2012 – 15. The report also provides an update on developments in, and plans for, improving corporate performance management arrangements in the future.</p> |
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| This report is public |
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RECOMMENDATIONS OF ASSISTANT HEAD, COMMUNITY ENGAGEMENT (PARTNERSHIPS) AND ACCOUNTANCY SERVICES MANAGER

- (1) **That Budget and Performance Panel considers and comments on the latest position on corporate performance and progress being made on actions within the Corporate Plan 2012-15**
 - (2) **That Budget and Performance considers and comments on ongoing plans to improve performance management**
- 1.0 Corporate Performance Monitoring – Updated Position**
- 1.1 The Quarter 1 Corporate Performance Review report attached as **Appendix A** indicates **only** those activities with a R(ed) status where, at that time, further intervention was likely to be necessary to achieve the stated outcome or realise the benefits of projects/programmes. This report was considered by the Leader of the Council at the Corporate PRT meeting held on 30 August 201.
 - 1.2 The report indicates that there was only one activity – *Completion of New Homes in the District* - where performance on the delivery of planned outcomes had not at that stage been achieved as planned without further intervention. A detailed Briefing Note provided by the Head of Regeneration and Planning on the circumstances surrounding this under-performance is attached as **Appendix B (1)**.
 - 1.3 In summary, the briefing note explains that the failure to meet this target is largely because of a poor performance by the private sector in completing new housing in the district, and is largely outside the Council's control. The briefing note also refers to the council's draft Local Plan and a proposal to be considered by Council on 12 September 2012 that housing schemes on green field sites be approved for public consultation. This approval was subsequently given and this proactive action by the Council will be reflected in the indicator being raised to an A(mber) as it demonstrates that the Council has done everything it can to stimulate the housing market locally.
 - 1.4 At its meeting on the 12 June 2012, Budget and Performance Panel asked for regular reports to be provided on the actions being taken to reduce sickness absence. A Briefing Note by the Head of Governance is attached as **Appendix B (2)**.

- 1.5 On 09 October 2012, Cabinet considered a report on progress on actions necessary to deliver the corporate priorities and outcomes that the council hopes to achieve for the district. Details of this report, created automatically through CorVu, are attached as attached at **Appendix C** setting out progress at the halfway point of 2012.

2.0 Performance Management Review

- 2.1 Following Council's approval of the Corporate Plan 2012-15 in May the following work has been undertaken and/or is now underway as part of the ongoing improvements in managing the council's performance:
- A one-page *At a Glance* summary of the 2012 – 2015 Corporate Plan has been produced and displayed in council buildings and offices, providing a simplified overview of the detailed Corporate Plan
 - Working with all Services to develop the Corporate Plan Success Measures into understandable, specific and quantifiable measurements that quantify achievement of, or progress towards, the delivery of Corporate Plan outcomes
 - Ongoing development of the Council's new Performance Management Information System, CorVu, including a complete revision of the detailed structure within the system to reflect the changes in the Corporate Plan 2012-15 incorporating and aligning all of the strategic priorities; outcomes; success measures and actions
 - Development of new Performance Monitoring reports that will clearly identify progress towards the delivery of the Corporate Plan in a way that is meaningful and easily understood by Management Team, Members and the public
 - These new reports will be produced for Quarter 2 Performance Review Team meetings, commencing on 17 October 2012, setting out progress towards the delivery of corporate outcomes for each Cabinet Portfolio Holder's area of responsibility. Following these meetings, a Corporate Performance Report will be produced covering progress on the whole of the corporate plan priorities for consideration by the Leader of the Council and subsequently the Budget and Performance Panel and Cabinet
- 2.2 Work in the coming weeks will be focussed on establishing CorVu as a system that helps the council to move on from monitoring performance to managing performance. As part of effectively achieving this transition, work will be carried out with Services to develop success measures specific to their needs that detail the individuals, activities, budgets and timescales required to improve performance.
- 2.3 An essential piece of work in the coming weeks will be the development of a revised Performance Management Framework that will provide a central point of reference to give clarity around the roles, responsibilities, processes and protocols that support the performance monitoring, reporting and management arrangements of the council. The framework will act as a guide for everyone involved in the performance management process with the intention of helping to provide improved service delivery to our residents.
- ## **3.0 Conclusion**
- 3.1 The Council's Performance Management Framework requires the regular reporting of operational and financial performance to Cabinet as part of the Performance Review Team cycle of meetings. The Corporate PRT report provides a summary of key matters that have arisen in the quarter that have been escalated to the Leader of the Council and Finance Portfolio Holder for attention.

- 3.2 Overall the Corporate PRT report for Quarter 1 demonstrates that positive action has/is being taken to manage corporate performance towards the achievement of stated outcomes and priorities within the Corporate Plan. This position is firmly supported by the later review (September 2012) of progress on corporate plan actions at this early stage in the life of the 2012 – 2015 Corporate Plan.
- 3.3 Budget and Performance Panel are asked to note the ongoing development of the Performance Management Information System, CorVu and the work being undertaken to improve the council's performance management arrangements.
- 3.4 CorVu is intended to be a long term, not short-term, solution that is sustainable to meet the Council's future requirements as expectations grow in a changing environment. Going forward the system will provide clearer reporting and monitoring of performance information that is more accessible and multi-functional.
- 3.5 It is important that the council is able to adapt to changes in a planned and considered way. To facilitate this the Corporate Plan is refreshed annually in the context of changing needs and aspirations in the district, financial forecasts and desired council tax targets and any other relevant resource implications. Work on developing the 2013 – 2016 Corporate Plan will commence at the end of October and will be informed by ongoing monitoring and management of the council's performance during 2012 – 2013 using the new Performance Management Information system, CorVu.

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| <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 directly arising from this report</p> | |
| <p>FINANCIAL IMPLICATIONS</p> <p>None directly arising from this report</p> | |
| <p>OTHER RESOURCE IMPLICATIONS: Human Resources / Information Services / Property / Open Spaces: None directly arising from this report</p> | |
| <p>SECTION 151 OFFICER'S COMMENTS</p> <p>Section 151 Officer has been consulted and has no further comments</p> | |
| <p>MONITORING OFFICER'S COMMENTS</p> <p>Monitoring Officer has been consulted and has no further comments</p> | |
| <p>BACKGROUND PAPERS</p> <p>Performance Review Team Reports</p> | <p>Contact Officer: Performance - Bob Bailey, Corporate Planning and Performance Manager; Telephone: 01524 582018 E-mail: rbailey@lancaster.gov.uk; Ref: PRT 2012 Qtr 1</p> |

Corporate Performance Review Report - Guidance Notes 2012/13

Performance Review Team (PRT) Reports and Action Plans

PRT report(s) are produced for each Cabinet Member and completed by Service Heads with responsibility for each portfolio area as follows:

| CABINET MEMBER | PORTFOLIO AREA | SERVICE |
|------------------------------|---|---|
| CLlr Eileen Blamire (Leader) | Relationships with other Councils Communications Performance Management Governance | Governance Resources Community Engagement |
| CLlr Janice Hanson | Economic Regeneration Planning | Regeneration and Planning |
| CLlr Abbott Bryning | Finance Revenues and Benefits | Resources |
| CLlr Ron Sands | Children and Young People Culture and Tourism | Community Engagement Regeneration and Planning |
| CLlr Karen Leytham | Housing Environmental Health Emergency Planning | Health and Housing |
| CLlr David Smith | Community Safety Clean and Green | Environmental Services Community Engagement |
| CLlr Jon Barry | Markets Connecting with Communities Voluntary Sector Older People | Environmental Services Community Engagement |
| CLlr Tim Hamilton-Cox | Climate Change Property Services | Resources Environmental Services Community Engagement |

PRT reports for each Cabinet Portfolio Holder PRT Meeting are produced by Service Heads. They set out the Corporate Outcomes and Success Measures relevant to each portfolio area and Corporate Priority that need to be brought to the Cabinet Portfolio Holders attention at the PRT meeting.

Any action(s) planned as a result of the PRT meeting are set out in the PRT Action Plan for each Cabinet Portfolio Holder with progress towards the implementation of each agreed action being monitored at each subsequent PRT meeting.

Corporate Performance Review Report

The Corporate PRT provides a high level overview of the Corporate Plan Outcomes and the related Success Measure(s) for each Cabinet Portfolio Holder and each portfolio area of work.

Progress towards the achievement of the Corporate Plan Outcomes are identified by a R(ed)/A(mber)/G(reen) rating indicating where the Performance Review Team (Portfolio Holder/Director/Service Head) considers overall progress to be.

For the purposes of this part of the Corporate PRT report the RAG ratings are defined as:

| Rating | Target for delivery | Description |
|--------|-----------------------------|---|
| Red | Significantly behind target | We have either not achieved or do not expect to achieve what we set out to do |
| Amber | Slightly behind target | We are behind schedule but still expect to achieve what we set out to do through actions/plans within the Service |
| Green | On target | We have either achieved/exceeded/expect to achieve what we set out to do |

¹Those crucial areas that link directly to corporate priorities and/or underpin what the Service will do to support the council's development and effective use of resources.

²Success measures are the meaningful outputs/targets/PI's that quantify the achievement of, or progress towards delivery

The Corporate Performance Review Report also sets out details of any significant **Achievements** realised and/or any **Difficulties** experienced in the quarter as well as any expected in the future, with particular emphasis being on those Key Service Actions that are considered to be behind the target for delivery (i.e. those rated as Red and Amber).

In this way, the Leader of the Council can have a focussed discussion with the relevant Cabinet Portfolio Holder and officers on progress being made and/or any actual or anticipated problems (risks) being encountered and the action(s) that have been agreed to get service delivery back on track.

Corporate Performance Review Action Plan

Key PRT Action(s) Agreed with Cabinet Portfolio Holders at PRT meetings are set out in the **Corporate Performance Review Action Plan** for each portfolio area. Progress towards the implementation of these agreed actions is identified by the following key:



The Corporate Performance Review Action Plan will also include more detailed commentary on progress being made towards completion of each action.

Note: It is recognised that there will be a number of key programmes/projects that will be making a significant contribution to achieving corporate priorities and the delivery of key areas of work. The corporate performance of these are reported to the Leader of the Council separately see Corporate Performance Review - Programmes and Projects within this guidance.

Following the meeting with the Leader of the Council the Corporate Performance Review Report and Action Plan (together with the Corporate Performance Review - Programmes and Projects) will be reported to the next meeting of Budget and Performance Panel and Cabinet.

| Portfolio Area: Corporate PRT | | | | Appendix A | |
|--|-------------------------------|--|---|--|---|
| Portfolio Holder: Councillor Eileen Blamire | | | | Head of Service: | |
| PRT Report: Corporate PRT | | 10.30 am on Thursday 30th August in Mark Cullinan's Office | | | |
| Quarter: 1 | | Date of PRT Meeting: | | | |
| Health & Wellbeing PRT Report | | | | | |
| CORPORATE PRIORITY: Health & Wellbeing | | | | | |
| Corporate Plan Outcome | Success Measure | | RAG Status | Key Service Actions | Comments on Progress |
| | Description | | | | |
| Regeneration and Planning: Enhanced quality of life of local residents through access to good quality housing | Number of new homes completed | | Red | 99 new homes completed in the year to 31 March 2012. Annual count. | Locally determined target is 400 new homes per year completed. The figure of 99 is considerably less but is due to continued economic recession in the building industry. However, this figure compares well with previous year's total of 79. It is anticipated that a further improvement will be seen in next year's report. |
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| Economic Growth | | | There are no key areas or actions to report with a red (significantly behind target) status | | |
| Clean, Green & Safe Places | | | There are no key areas or actions to report with a red (significantly behind target) status | | |
| Community Leadership | | | There are no key areas or actions to report with a red (significantly behind target) status | | |

Budget and Performance Panel:**Commentary on Performance Indicator for new homes completions.**

This Performance Indicator is coloured red to reflect the serious level of under performance with the completion of new housing in the district against the annual target of 400 homes per annum.

Members will no doubt be aware of the high level debate taking place at Government level about the root causes of the failure of the housing market to recover at the present time.

The Secretary of State acknowledges the ability of the house building industry to access the funds it needs to build, also however alleges that the complexities of the planning system and delays in Development Plan preparation are contributing factors.

The Local Government Association argue strongly that the planning system is delivering the permissions the industry needs and that there are over 400,000 homes capable of being built with current consents.

What these debates demonstrate is that much of the influence over new housing starts once planning permission is in place, is outside the City Council's control. It continues to support development proposals and has acted positively in varying many permissions to try and help developers with viability constraints during the recession.

The council's new Local Plan will propose housing schemes on green field sites for the first time in a generation if it is approved for the purposes of public consultation on 12th September 2012. This major step will enable the council to demonstrate that through the powers available to it, all has been done, which can be done to stimulate the new build housing market locally.

If the plan is approved for public consultation, the indicator will be turned to amber in recognition of the council's proactive action to mitigate the private sectors poor performance. In the event, however, that the council does not agree to consult on the new plan, the indicator will remain red as the council cannot demonstrate that it has put into place the appropriate level of mitigation for the economic conditions causing the failure of housing delivery at this time.

Andrew Dobson
Head of Regeneration and Planning
10th September 2012

Budget and Performance Panel

Reducing Sickness Absence

Background

For the financial year 2011/12 an average of 9.56 days was lost to sickness absence per employee. That represents the best year for attendance to date (records exist from 2000 onwards). It is impossible to compare statistics with other organisations as methods of recording vary significantly, as do job profiles and workforce profiles, and so the Council compares its progress with its own previous records

The headline figure does not of course mean that all employees have 9 days of sickness absence in a year. It is an average figure, and covers absences caused by both long term and short term absences. Absences exceeding 20 working days are treated as long term; this may be for example where the absence is caused by broken limbs or cancer.

Current year

To continue with improvement the Council's current target is to achieve a sickness absence level of less than 9.0 days lost per employee by the end of the current financial year.

At the end of Quarter 1 of 2012/13, absence levels totalled 1.95 days lost per person, which was below the first quarter target of no more than 2.25 days lost to sickness absence per person.

The figures for Quarter 2 are not yet available. However, at the end of August 2012, absence totalled 3.62 days lost per person, which is still below the target of 3.75 for this point in the year. This gives an average of 2.68 days lost due to long term absence and 0.94 days per person lost to short term absence, a ratio of roughly 3:1. Based on the sickness rate at the end of August the Council is on target to achieve its end of year target. However, absence rates tend to climb during the winter months, due to an increase in seasonal viruses, and therefore close management of absence will be required to achieve the target of 9.0 days or less.

Action taken to reduce sickness absence

Over the last two years Lancaster City Council has taken a number of positive steps to assist employees in maintaining a healthy lifestyle and has also enhanced the range of supportive measures available to employees if they become unwell. The aim of this work has been to improve access to health information, to allow staff to make informed choices, and importantly to improve levels of attendance.

In tandem with these measures work has been taking place on revisions to the Council's Sickness Absence Management Policy, which was introduced in 2006. Following consultation and agreement by JCC and Personnel Committee, a revised policy has recently been put in place. The revised policy provides a much clearer framework for managers and employees, further clarifying roles and responsibilities, placing greater emphasis on communication throughout the duration of the absence, as well as follow up supportive action upon return to work. The introduction of a

revised Sickness Absence Management Policy should have a positive impact on absence levels.

Other positive actions taken over the last two years include:

- Health and Wellbeing events, which have been held at each of the 3 main sites, with the most recent event taking place at WLD in July 2012. The particular focus at the WLD event was on encouraging the male staff, who outnumber female approximately 5:1, to take greater care of their health. Central to the day was the provision of individual health checks
- The Council has expanded the range of supportive measures for those staff who require additional assistance in returning to or remaining at work; which includes physiotherapy, counselling, cognitive behavioural therapy and access to a health and fitness referral scheme
- On 1st April 2012 the HR Team launched a new section on the Intranet on Health and Wellbeing, to provide staff with a central point for all queries and questions relating to health matters. Arranged around the segments of an orange, the eight segments cover:
 - healthy choices
 - health and safety information
 - occupational health
 - positive mental health
 - physical wellbeing
 - work life balance
 - travelling to work
 - health links

In addition, for those staff who do not have access to the intranet, notice boards across the Council are regularly updated with a range of health information

- A 'Pedometer Challenge' event was run in April/May 2012. 12 teams of 4 from across the Council competed against each other to walk the most steps in a two week period. Individuals were encouraged to walk 10,000 steps a day and all involved made extra efforts to incorporate more walking into their daily routine, by leaving the car at home, walking to the shops and so on.

In recognition of our efforts Lancaster City Council was successfully awarded a Bronze Partners in Health Award from NHS North Lancashire in July 2011. This was followed by a Silver Partners in Health Award in June 2012. Lancaster City Council is one of only three organisations in North Lancashire who have been achieved Silver status.

Head of Governance
5.10.12

| Action | Comments |
|---|---|
| Priority: Clean, Green and Safe Places | |
| Outcome: Council's energy usage is reduced | |
| Implement energy efficiency measures for council buildings, housing and vehicles | A number of schemes are underway to improve energy efficiency across the council including the implementation of solar panels on council-owned buildings and the capital programme |
| Complete council buildings improvement programme | Progress being made against current improvement programme but importantly, conditions surveys now underway to inform scope and prioritisation of works needed in future |
| Consider how best to manage the council's future energy requirements | Being appraised through Property shared service arrangements and in conjunction with other services |
| Deliver the energy efficiency measures within the planned and capital programme for council housing | Budget for 2012/13 is £460,000. Replacement of gas central heating boilers that are coming to the end of their useful life, where breakdowns are frequent and parts are difficult to obtain. Budget £400,000; Spend @ 11/09/212 £113,558. Replacement of communal boilers with high efficiency boilers at Kingsway Sheltered Housing Scheme. Budget £60,000, work progressing. Programme on track |
| Deliver energy efficiency works at Salt Ayre Sports Centre | Solar panels installed and continued reduction in energy consumption |
| Deliver actions to reduce the fuel consumption of council fleet | Work is ongoing to ensure waste collection rounds are planned in the most efficient way. Trial of tracking system taking place |
| Outcome: Income generated from energy, including solar technology | |
| Deliver opportunities arising from Government "green deal" scheme, including solar technology | The Green Deal as it is currently configured does not present any opportunities to the council as a housing landlord properties with high levels of energy efficiency measures already in place with an average SAP (2005) rating of 71.5. Current programme of installation of solar panels of blocks of council flats coming to completion |
| Outcome: Income generated through climate change mitigation and adaptation projects for reinvesting into the invest to save fund | |
| Deliver the objectives of the Lancashire Waste Strategy 2008 – 2020 to increase amount of household waste re-used, recycled and composted | 2011/12 41.6% of all household waste collected was reused, recycled or composted. A comprehensive recycling scheme is available district-wide. Over 60% of bulky household waste collected is reused or recycled. Work is taking place to ensure that householders make full use of the arrangements that are in place |
| Outcome: Our district is safe | |
| Fund Police and Community Support Officers (PCSOs) for 2012/13 | 9 PCSOs part-funded for 2012/13 |

| Action | Comments |
|--|--|
| Priority: Clean, Green and Safe Places | |
| Outcome: Our streets and public spaces are clean | |
| Work with partners to deliver services that keep our streets clean and safe | Street pride programme agreed for 2012/13 Public realm agreement with County is in place Council contributes to community payback scheme Council contributes to funding of PCSOs and contributes funding and support to the Community Safety Partnership Council funds CCTV in town centres |
| Implement agreed actions for public realm with an emphasis on street cleansing and improvement of open spaces | The agreed actions have been implemented |
| Improvements to parks and open spaces | Williamson Park cafe redecorated including externally with new menu and longer opening. Use of memorial more diverse. A new attraction introduced at Happy Mount park and improvements made to splash park. Excellent links are in place with volunteers at Williamson Park and Regent Park, where increased involvement of staff saw new activity sessions introduced |
| Outcome: Residents have pride in their local area | |
| Support the provision of more allotment plots | Policy and allocations included in Draft Local Plan published for public consultation in October 2012 |
| Deliver positive leisure activities for young people | Central to programme of sport and physical activity team - impact of Olympics has helped - similarly with relationship with schools and clubs |
| Through Take Pride and marketing activity, increase awareness of social responsibility and opportunities to contribute to our clean, green and safe places | The litter and dog fouling campaigns as well as Street Pride all come under the Take Pride banner. Listening Days have been held and Phil the Bin character has been out at a range of events to raise awareness |

| Action | Comments |
|--|---|
| Priority: Community Leadership | |
| Outcome: Increased participation in public consultations | |
| Review the council's use of customer insight to inform and shape services and create efficiencies | An update report will be presented to Management Team in October |
| Work to develop increased online service delivery options and engagement via social media | The online service delivery group is currently focussing on the following projects: <ul style="list-style-type: none"> • Online ticketing and booking • CRM developments • Increasing use of online payments Management Team have approved development of a mobile website The council is broadening its use of social media and web channels to inform and communicate with individuals and communities. Partners continue to contribute to the council e- newsletter. A tourism businesses e-newsletter, Platform and Holiday activity e-newsletter and Salt Ayre Facebook Page. Tweeting and Facebook are used as standard now |
| Work with public sector partners to communicate key messages and information locally | The communications function continues to work closely with partners on key messages eg Family engagement; via e-newsletter, via website. This summer produced a joint holiday activity programme in partnership with the Childrens' Trust |
| Outcome: Better understanding of communities and needs so that services that matter most to our communities will be prioritised | |
| Develop a programme around the community leadership role of councillors | KEEP IT REAL steering group established now. Commenced with first meeting held on 2 July 2012. Next meeting to be held on 4 October 2012 |
| Develop and implement 2012 engagement plan in partnership, where appropriate, to inform member decision making | The joint engagement exercise has been agreed and a joint questionnaire focusing on family was published on 17 September. The results will be used to inform budget setting |
| Outcome: Council's financial standing maintained to support future service delivery and planning | |
| Maintain resilience in emergency planning | All actions on target. All services business continuity plans have been recently reviewed. |
| Review local tax collection and recovery arrangements in response to welfare reforms and BID proposals | Awaiting outcome of welfare changes and BID proposals - nothing further to progress at this stage |
| Meet all accountability and transparency requirements | Statement of Accounts and Annual Governance Statement approved at Audit Committee on 19th September |
| Consider the implications of Council tax, benefits and business rates proposals | Underway - will be addressed as part of 2013/14 budget |

| Action | Comments |
|---|--|
| Priority: Community Leadership | |
| Outcome: Efficiency savings and service improvements achieved through joint working and shared services | |
| Implement and develop shared Property Service with Lancashire County Council | Underway |
| Outcome: Local communities will be actively working with partners to improve where they live, in ways that matter to them | |
| Work with public sector partners to deliver a range of innovative approaches to communicate and engage with our communities | <p>The joint public sector family engagement project is underway and will inform budget making and inform decision making within and between organisations.</p> <p>A number of Take Pride campaigns have been developed in partnership – see Take Pride action below</p> <p>The council is broadening its use of social media and web channels to inform and communicate with individuals and communities. Partners continue to contribute to the council e- newsletter. A tourism businesses e-newsletter, Platform and Holiday activity e-newsletter and Salt Ayre Facebook Page. Tweeting and Facebook are used as standard now.</p> |
| Through Take Pride and marketing activity, increase awareness of social responsibility and opportunities to contribute to their communities and the district as a whole | <p>A number of Take Pride projects have been taken forward by the city council and, in some cases its partners, including:</p> <ul style="list-style-type: none"> • Voluntary sector awards with the CVS • Take Pride listening days, held jointly with a range of organisations, have taken place across the district. • Take Pride promoted at festivals • Take Pride Community Fund • Take Pride - Just Bin It • Take Pride in Family - joint public sector engagement project • Take Pride in where you live (Visit Card) • Take Pride page established on council website directing people to ways in which they can get involved • Meetings held with a number of partners to encourage support including Chamber, arts partners and university |
| Ensure our key partnerships are working effectively | Partnership Evaluation Toolkit has been streamlined for easier use. Scorecards developing for existing partnerships. Evaluations of the Council's key partnerships will be undertaken in early 2013 |

| Action | Comments |
|--|---|
| Priority: Community Leadership | |
| Outcome: The voluntary, community and faith sector (VCFS) have capacity to deliver services for the district | |
| Work to develop the resilience and capacity of the VCFS to deliver sustainable local services | Take Pride Community Fund, which supports a range of VCFS sustainable activities is launched and bidding underway. Commissioning arrangements for the council's investment in VCFS are underway with engagement work taking place currently. Outline proposals for VCFS infrastructure partnership are being consulted upon with partners. Ongoing engagement with the Voluntary Sector Forum has begun |
| Outcome: The Children's Trust, Community safety and the Arts and Culture Partnerships in place and working effectively | |
| Work with partners to support the Children's Trust Board and partnership and develop a Children and Young People's Plan for the district | Children's Trust Board and Partnership in place and working effectively. Children and Young People Action Plan 2012 - 2013 developed and agreed. City Council produced holiday activity programme on behalf of itself and Children's Trust Board providing customers with a one stop shop at a glance guide to what's on for young people |
| Support Community Safety Partnership and new arrangements around Police and Crime Commissioners (PCC's) | Community Safety Partnership and supporting groups in place and working effectively. Monitoring of policy of expected impact of changes relating to PCC's ongoing with detailed information expected following November elections |

| Action | Comments |
|--|---|
| Priority: Economic Growth | |
| Outcome: Lancaster district's recognition as a visitor destination is enhanced | |
| Support arts in the district working with the Arts Partnership | Officers continue to attend Lancaster Arts Partnership meetings and work closely with partners over Service Level Agreements and as importantly, the general arts development work. From a tourism and events perspective, working alongside partners in the development of a range of events and tourism marketing opportunities to meet the objectives set out in the Corporate Plan, including Arts City and Light up Lancaster, Lancaster Unlocked and funding for Kite |
| Complete the review of the Museums Partnership | Review of partnership complete - report to Cabinet meeting in October expected |
| Outcome: Local Authority partners will be working together to develop plans for economic growth aligned to nationally important energy and Heysham/M6 transport links | |
| Develop and deliver planned elements of the Project Management Plan for the national grid infrastructure project | Decision due on strategic route options shortly. Work commencing on environmental scoping for route corridors |
| Develop proposals for Connecting the Heysham Gateway | Further investment dependent on positive decision for Heysham/M6 Link |
| Develop a framework for Community Infrastructure Levy to secure funding contributions for local infrastructure | Initial work finds Community Infrastructure Levy non viable in current economic circumstances |
| Outcome: More tourists coming to the district and tourist income is maximised | |
| Work with the private sector to develop proposals for city centre development in Lancaster | Development agreement extended for Canal Corridor North |
| Prepare and agree an Area Action Plan for central Morecambe | Part of Draft Local Plan published for consultation in October 2012 |
| Work with partners to develop and deliver events and festivals throughout the district | Success of olympic torch relay also enabled city centre cycle race and various aquatic sports to take place for the first time. The Seaside Festival was a huge success with more than 25,000 people attending, with funding support from MTC and support from the emergency services before and on the day. Working with Duchy and arts partners to develop and extend Fireworks Spectacular into a multi day event. Currently developing Visitor marketing Plan and working with partners in the development of a range of festivals and events for 2013 that will support the objectives of increasing visitor numbers, spend, bed nights and reputation |

| Action | Comments |
|--|--|
| Priority: Economic Growth | |
| Outcome: The attractiveness of the district as a place to visit is improved | |
| Develop and deliver a campaign to encourage film and broadcast companies to the district | Williamson Park received national television coverage as did HMP. Morecambe promenade and the Platform featured strongly in a major television drama documentary. Other successes include Turn Back Time. Press office continues to coordinate and take advantage of all opportunities. A dedicated campaign will be undertaken when resources allow |
| Work in partnership to develop and deliver a tourism marketing plan for the district and its attractions, particularly focused on staying visitors | 2013 Visitor Marketing Plan in development with input from partners including Marketing Lancashire, Museums, LAP, AONBs, Duchy, and university |
| Continue to deliver Lancaster Square Routes scheme | Projects on hold whilst capital programme frozen due to Judicial review of Booths decision |
| Outcome: The district's cultural, retail and tourism offer is maximised | |
| Develop and agree a tourism marketing brand for the district | Lancashire County Council have agreed to jointly fund and we will be invited tenders of interest with a view to the engagement exercise beginning late Autumn |
| Continue to develop and market Happy Mount park as a key visitor attraction | Dialogue with a concessionaire has resulted in the development of a new major attraction which has proved extremely successful this summer. The splash park has had improvements to filtration system installed. Customer feedback surveys in place. Some issues with volunteers and maintenance of park. Happy Mount Park continues to be marketed as a key visitor attraction within the district Visitor Marketing Plan, including Visitor Information Centre support |
| Develop retail and visitor service provision at Williamson's Park | Retail sales continue to increase as does sales in the cafe. Despite structural issues with buildings the park continues to attract high numbers of visitors and locals alike. Popular wedding destination and has received national television coverage |
| Outcome: Local authority partners working together to develop plans for economic growth aligned to nationally important energy and Heysham M6 transport links | |
| Develop a framework for Community Infrastructure Levy to secure funding contributions for local infrastructure | Initial work finds Community Infrastructure Levy non viable in current economic circumstances |

| Action | Comments |
|--|---|
| Priority: Economic Growth | |
| Outcome: Employment opportunities are created by development of energy infrastructures which may include offshore wind, renewables and bio-mass | |
| Develop clear land allocation and development management policies for a new nuclear power station at Heysham | Draft Local plan published for public consultation in October 2012 |
| Promote offshore wind, renewable energy and bio mass opportunities in the district | Full engagement in Walney Extension project has begun |
| Work with strategic partners to bring forward proposals for a science park adjacent to Lancaster University | Consultants engaged for viability assessment work with Lancashire County Council and University |
| Develop apprenticeship programmes | <p>5 apprentices have now been appointed with a further two posts in the recruitment phase. The apprenticeship programme is also augmented by the 6 craft Apprentices which the Council is joint funding as part of the partnership with HT Forrest. The apprenticeships are :</p> <ul style="list-style-type: none"> • Marketing/Events • Vehicle Maintenance • Human Resources • Grounds Maintenance x 2 <p>The other 6 Craft Apprenticeships are:</p> <ul style="list-style-type: none"> • Plumbing x 2 • Joinery x 2 • Plastering x2 |
| Outcome: The district's local heritage is protected | |
| Commence delivery of Townscape Heritage Initiative 2 | Project underway |
| Work with the Duchy to consider options for the long term use of Lancaster Castle | Officers from across Regeneration and Tourism/Events have met with the Duchy and those discussions will continue. The Duchy are expected to be a partner in this year's Fireworks Spectacular and regeneration, tourism marketing and events are working closely with them on a range of projects including branding, events and visitor marketing |

| Action | Comments |
|---|--|
| Priority: Health & Wellbeing | |
| Outcome: Enhanced quality of life of local residents through access to good quality housing | |
| Bring empty properties back into use | 14 empty properties returned into use to date via intervention by Health & Housing Service |
| Planning for sufficient, good quality housing across the district | Draft Local Plan published for public consultation in October 2012 |
| Deliver social and affordable housing schemes | Green field sites included in Draft Local Plan with capacity to deliver more affordable contributions |
| Work with the voluntary sector to reduce rough sleeping in the district | In conjunction with Faith/Voluntary Sector organizations a Complex Needs Panel is being established and the National initiative 'No Second Night Out' is being launched in Lancaster on 12 November. It is anticipated that this will reduce number of rough sleepers across the district |
| Undertake measures to tackle homelessness | Prevention initiatives continue to be very successful. This has resulted in Homeless acceptances being 60% ahead of target for this year |
| Complete housing schemes in the West End | Project devised and in process of being costed. Funding allocation from HCA required match which is not currently available |
| Deliver the council housing planned maintenance and capital programme | The 2012/2013 programme includes kitchen/bathroom refurbishment; electrical rewiring; boiler replacements; fire precaution works; and disabled adaptations; external refurbishment; re-roofing; environmental improvements. Budget £3.8m; Committed £2m; Spend @ 11/09/2012 £637,000. Programme on track |
| Deliver improvements in private sector housing via enforcement and support | The delivery of all initiatives covering both the owner occupied and private rented sectors continue to be very successful. Total number of improved homes is currently 50+% ahead of this year's target |
| Outcome: Health and wellbeing improved and mortality rates reduced for vulnerable people in the district | |
| Work with partners to develop an air quality strategy for the district | Air quality officer in post and working to progress project plan for the strategy. |
| Deliver effective environmental health services | On target to achieve business plan objectives. Some high profile enforcement work has been very resource intensive this summer |
| Develop strategic health and wellbeing arrangements in the district | The local health and wellbeing partnership is awaiting publication of the county wide strategy, which has been slightly delayed and is expected by December 2012. Therefore, the district strategy is now unlikely to be in place until March 2013 |

| Action | Comments |
|--|---|
| Priority: Health & Wellbeing | |
| Outcome: Impact of welfare reforms managed well so to avoid any unnecessary impact on local communities | |
| Work with partners to prepare for Government's welfare reforms | Public consultation underway (as reported to Cabinet in September). |
| Outcome: The health and wellbeing of local residents of all ages is improved by participating in sports and leisure activities | |
| Work with public sector partners to deliver health and leisure activities for children and young people and older people | Maximum numbers of attendance at revised approach to providing holiday programmes and success of Active health programmes accommodates well the need of the elderly. Again, efficient programming enables inclusive participation |
| Provide leisure and entertainment facilities | Sports Centre and three swimming pools. museums, parks, entertainment venue and as importantly the effective programming behind these facilities continue to draw success - recognised good practice as referred to by neighbouring authority |
| Through the Take Pride campaign and opportunities arising from the Olympic year, raise the profile and importance of involvement in sport and leisure activities | Marketing to support this objective continues including development of a Go Card to encourage involvement |

BUDGET AND PERFORMANCE PANEL**Work Programme Report****15 October 2012****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 consider the attached work programme report that was deferred from the meeting of the panel held on the 25 September 2012**

1.0 Introduction

- 1.1 At its meeting on 25 September 2012, the panel deferred consideration of the work programme and agreed the following:

That consideration of the work programme would be deferred to an additional meeting of the panel prior to the next scheduled meeting on 23 October 2012, at a date and time to be agreed. The panel also requested that the Quarter 1 Corporate Performance Monitoring Report (including reducing sickness absence) be reported to the additional meeting.

The time and date of the additional meeting would be circulated to members in due course.

- 1.2 The deferred work programme report is attached at Appendix 1 for members' consideration.

2.0 Report

- 1.3 A number of additional briefing notes were circulated at the meeting held on 25 September 2012, consideration of these briefing notes was also deferred from the meeting as follows:

- **Mobile Phone Website Project**
- **The Use of Tracking Devices Fitted in the Council's Vehicle Fleet to Generate Efficiencies**

Should members wish to discuss the briefing notes further the notes can be included as an agenda item for consideration at a future meeting of the panel.

SECTION 151 OFFICER'S COMMENTS

Section 151 Officer comments were included in the deferred report.

MONITORING OFFICER'S COMMENTS

Monitoring Officer comments were included in the deferred report.

BACKGROUND PAPERS

None.

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Appendix 1

BUDGET AND PERFORMANCE PANEL

Work Programme Report

Deferred from 25 September 2012

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

- 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.
- 1.2 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.

2.0 Report

- 2.1 Partnerships (including the shared Revenues and Benefits Service with Preston City Council)

At its meeting on 12 June 2012 the panel resolved that the monitoring of partnerships including the Revenues and Benefits Service with Preston City Council be included in its work programme.

This issue has now been included in on the panel's work programme for its meeting on 23 October 2012, and will be a joint report of the Head of Community Engagement and the Head of Resources.

- 2.2 Storey Creative Industries Centre

At its meeting on 17 July 2012 the panel requested that a report be included on its work programme regarding the Storey Creative Industries Centre. The panel also agreed a list of questions which they wished to be considered by officers when producing the report. The future of the storey has recently been considered at Council. However, a further report answering the specific questions asked has been included in the panel's work programme for consideration on 25 September 2012.

2.3 Reducing Sickness Absence

At its meeting on 12 June 2012 the panel requested that reducing sickness absence be kept under regular review, with reports being provided to the panel to coincide with performance monitoring reports. An update on the issue will be incorporated in the quarter one performance monitoring report which is included in the panel's work programme for its meeting on 23 October 2012.

2.4 Damage to Council Houses by Tenants and the Implications for the Council

At its meeting on 12 June 2012 the panel requested a briefing note relating to Damage to Council Houses by Tenants and the Implications for the Council. The Head of Environmental Services and the Head of Health and Housing have requested that the panel provide more information before a briefing note is produced.

At its meeting on 17 July 2012 the panel agreed a list of questions which they wished to be considered by officers when preparing the briefing note. This briefing note has been circulated to members.

2.5 Upcoming Items

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

2.6 Briefing Notes

As referred to at 2.4 a briefing note regarding Damage to Council Houses by Tenants and the implications for the Council was circulated to members on 4 September 2012.

At its meeting on 12 June 2012 the panel requested briefing notes regarding Building Control and Section 106 Monies. These notes were circulated to members on 16 August 2012. Members also requested a briefing note regarding Community Infrastructure Levy (CIL), which will be circulated to members when available.

At its meeting on 17 July 2012 the panel requested briefing notes regarding the following issues:

- **The use of tracking devices fitted in the council's vehicle fleet to generate efficiencies.**
- **That clarification of the need for a mobile phone compatible website at a cost of £6,000 be requested.**

These notes have been requested and will be circulated to members when available. Should members wish to discuss the briefing notes further the notes can be included as an agenda item for consideration at a future meeting of the panel.

SECTION 151 OFFICER'S COMMENTS

The 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

None.

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BUDGET & PERFORMANCE PANEL WORK PROGRAMME
2012/13

| Matter for consideration | Officer responsible / External | Date of meeting |
|---|--|--|
| Partnerships (including the shared Revenues and Benefits Service with Preston City Council) | Assistant Head of Community Engagement (Partnerships) and Head of Resources | 23 October 2012 |
| 2012/13 Quarter 2 Corporate Performance and Financial Monitoring, including Treasury Management | Assistant Head of Community Engagement (Partnerships) and Financial Services Manager | 11 December 2012 |
| Service Level Agreements – Update on the new commissioning process | Assistant Head of Community Engagement (Partnerships) | 11 December 2012 |
| Lancaster City Council Leader's Presentation on the Budget and Policy Framework Proposals | Leader of the Council | 29 January 2013 (Venue – Morecambe Town Hall) |
| Lancashire County Council's Director of Resources – Budget and Capital Investment Strategy Budget and Policy Framework Proposals. | External | 29 January 2013 (Venue – Morecambe Town Hall) |
| 2012/13 Qtr3 Corporate Performance and Financial Monitoring, including Treasury Management | Assistant Head of Community Engagement (Partnerships) and Financial Services Manager | 5 March 2013 |
| Treasury Management Strategy 2013/14 | Financial Services Manager | 5 March 2013 |
| Second Homes Funding | Assistant Head of Community Engagement (Partnerships) | To be monitored via Cabinet reports |
| Update Building Control Service Area | Head of Regeneration and Planning | TBC |
| Budget Overspends/Variiances | As required | As required |

Invitations to Cabinet Members

| Cabinet Member and area of responsibility | Issue | Date of meeting |
|--|--|--|
| Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits) | 2012/13 Qtr2 Corporate Performance and Financial Monitoring, including Treasury Management | 11 December 2012 |
| Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits) | Lancaster City Council Leader's Presentation on the Budget and Policy Framework Proposals | 29 January 2013 (Venue – Morecambe Town Hall) |
| Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits) | 2012/13 Qtr3 Corporate Performance and Financial Monitoring, including Treasury Management | 5 March 2013 |

Briefing Notes

| Matter for consideration | Date Circulated | Officer responsible | Date of meeting (if required) |
|--|------------------------|--|--------------------------------------|
| Empty Houses, Voids, and why Properties are in need of Repair | | Head of Environmental Services | |
| Damage to Council Houses by Tenants and the Implications for the Council | 4 September 2012 | Head of Environmental Services and Head of Health and Housing Services | |
| Building Control | 16 August 2012 | Head of Regeneration and Planning | |
| Section 106 Monies | 16 August 2012 | Head of Regeneration and Planning | |
| Community Infrastructure Levy (CIL) | | Head of Regeneration and Planning | |