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TRAFFORD COUNCIL

SUPPLEMENTARY AGENDA PAPERS FOR EXECUTIVE

Date: Monday, 29 July 2013

Time: 6.30 pm

Place: Council Chamber, Trafford Town Hall, Talbot Road, Stretford M32 0TH

A G E N D A	PART I	Pages
8.	ANNUAL DELIVERY PLAN 2013/14 QUARTER 1 PERFORMANCE REPORT	1 - 22
	To consider a report of the Executive Member for Transformation and Resources and Corporate Director, Transformation and Resources.	
9.	REVENUE BUDGET MONITORING 2013/14 PERIOD 3 (APRIL - JUNE 2013 INCLUSIVE)	23 - 58
	To consider a report of the Executive Member for Finance and Director of Finance.	
10.	CAPITAL INVESTMENT PROGRAMME MONITORING 2013/14, FIRST QUARTER	59 - 68
	To consider a report of the Executive Member for Finance and Director of Finance.	
THERESA GRANT Chief Executive	COUNCILLOR MATTHEW COLLEDGE Leader of the Council	

Membership of the Committee

Councillors M. Colledge (Chairman), S. Anstee (Vice-Chairman), Dr. K. Barclay, Miss L. Blackburn, M. Cornes, J. Coupe, M. Hyman, A. Mitchell, A. Williams and M. Young

Further Information

For help, advice and information about this meeting please contact:

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This agenda was issued on **Thursday 25th July 2013** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

TRAFFORD COUNCIL

Report to: Executive
Date: 22nd July 2013
Report for: Discussion/Information
Report of: Executive Member for Transformation and Resources/
Corporate Director Transformation and Resources

Report Title

Annual Delivery Plan 2013/14 First Quarter Performance Report

Summary

The attached report provides a summary of performance against the Council's Annual Delivery Plan, 2013/14.

Recommendation(s)

That Executive notes the contents of the Annual Delivery Plan First Quarter Performance Report.

Contact person for access to background papers and further information:

Name: Jayne Stephenson
Extension: 1231

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	The Annual Delivery Plan 2012/13 Quarter 4 Performance report summarises the Council's performance in relation to the Council's Corporate Priorities for 2012/13.
Financial	Not Applicable
Legal Implications:	None
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None
Health and Safety Implications	Not applicable

1.0 Background

- 1.1 The report provides a summary of performance against the Council's Annual Delivery Plan 2013/14 and supporting management information, for the period 1st April to 30th June 2013.
- 1.2 This covers the Council's six Corporate Priorities:
 - Low Council Tax and Value For Money
 - Economic Growth and Development
 - Safe Place to Live – Fighting Crime
 - Services Focused on the Most Vulnerable People
 - Excellence in Education
 - Reshaping Trafford Council
- 1.3 Due to the fact that there is no Executive meeting in August, this report has been brought to the July Executive.
- 1.4 The new ADP has 25 indicators. At the end of first quarter, 18 of these have been reported, and 16 are on target. Of the 16 green indicators, 9 are improving, and just 2 have worsened since Q4 of 2012/13.
- 1.5 There are 3 Education indicators that are reported annually. Three more indicators have no RAG status, as Quarter 1 figures are not available, or these are new indicators for 2013/14, which do not have any benchmarked historical data.
- 1.6 Four indicators have no Direction of Travel in the report, as they are reported cumulatively during the year, and the first quarter figure bears no relevance to last year's out-turn. These are shown as being the same as the previous reporting period.
- 1.7 There are 2 indicators that are outside target for Q1: one is amber, but improving, and one is red and deteriorating compared to 2012/13 Q4.
- 1.8 Where performance targets have not been met, Exception Reports, completed by the relevant Heads of Service, are attached to the report.

Finance Officer Clearance *(type in initials)*
Legal Officer Clearance *(type in initials)*

ID
MJ



[CORPORATE] DIRECTOR'S SIGNATURE *(electronic)*...

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.



TRAFFORD COUNCIL

**ANNUAL DELIVERY PLAN 2013/14
Quarter 1
Performance Report
(Final)**

1. Purpose and scope of the report

The report provides a summary of performance against the Council's Annual Delivery Plan (ADP) 2013/14 and supporting management information for the period 1st April to 30th June 2013 (Quarter 1).

This covers the Council's six Corporate Priorities

Low Council Tax and Value For Money

Economic Growth and Development

Safe Place to Live – Fighting Crime

Services Focused on the Most Vulnerable People

Excellence in Education

Reshaping Trafford Council

Quarterly data and direction of travel is provided, where data is available.

All measures have a Red/Amber/Green assessment of current performance. This is based on actual data or a management assessment of expected Quarter 1 performance.

For Corporate Priority indicators, where actual or expected performance is red (more than 10%) or Amber (within 10% below the expected level of performance) an Exception Report is included in the commentary.

2. Performance Key

G Performance meets or exceeds the target	↑ Performance has improved compared with the previous period
A Performance is within 10% of the target	↔ Performance is the same compared with the previous period
R Performance is more than 10% below the target	↓ Performance has worsened compared with the previous period

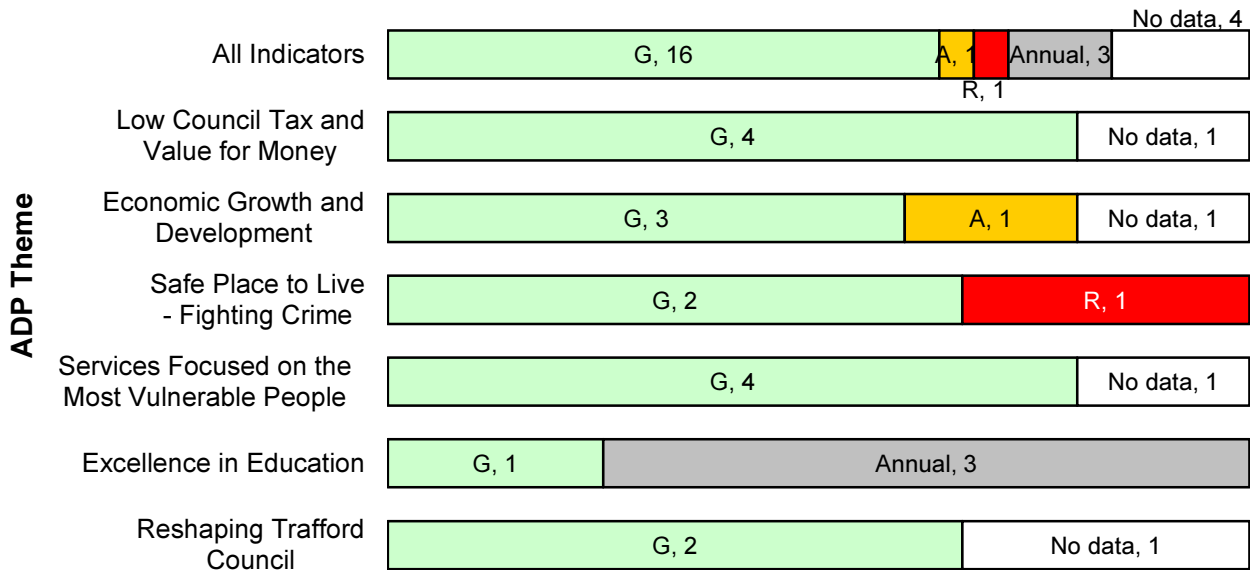
Where data is shaded indicates estimated result and an assessment of performance by the Strategic Lead.



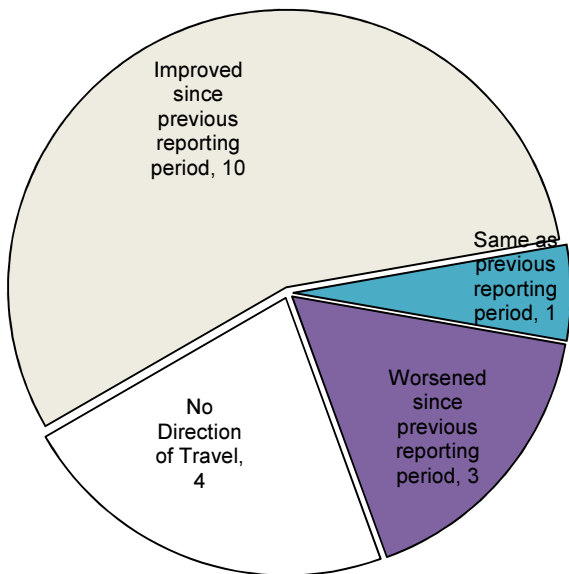
3. Performance Results

3.1 Performance Summary

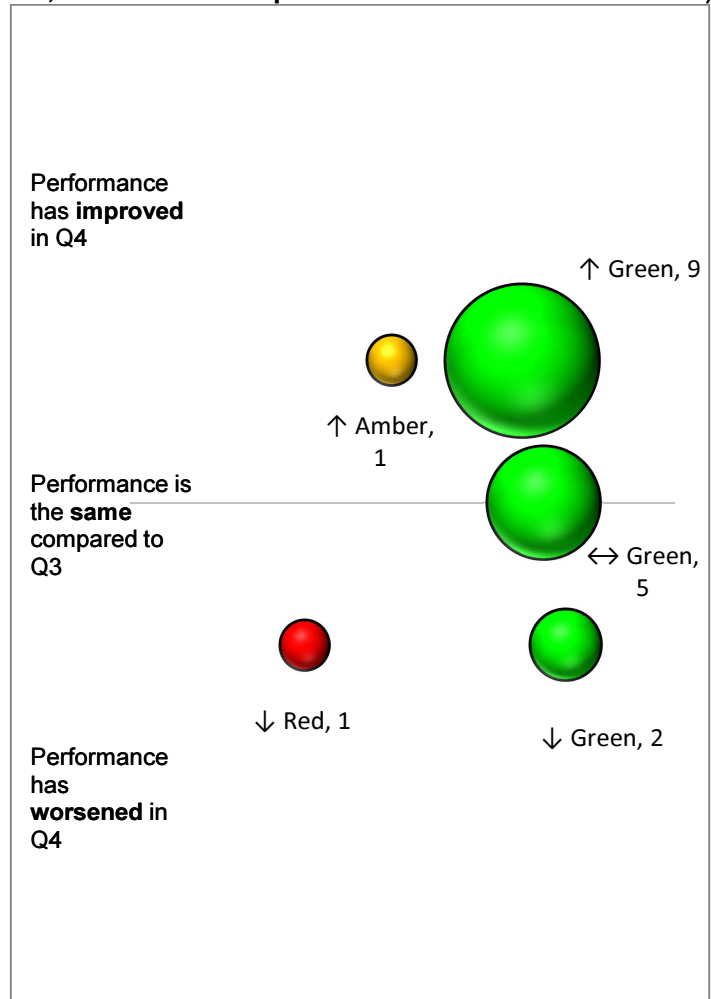
Performance Indicator RAG Status by Corporate Priority



Direction of Travel of all Performance Indicators



Direction of Travel and RAG status (Position in relation to central line indicates direction of travel in Q1; size of bubble represents the number of indicators)



The new ADP has 25 indicators. At the end of first quarter, 18 of these have been reported, and 16 are on target. Of the 16 green indicators, 9 are improving, and just 2 have worsened since Q4 of 2012/13.

There are 3 Education indicators that are reported annually. Three more indicators have no RAG status, as these are new, or Quarter 1 figures are not available.

Four indicators have no Direction of Travel in the report, as they are reported cumulatively during the year, and the first quarter figure bears no relevance to last year's out-turn. These are shown as being the same as the previous reporting period.

3.2 Performance Exceptions

The following indicators have a RED performance status at the end of first quarter				Exception Report (Page)
Corporate Priority	REF	DEFINITION	Q1	
Safe Place to Live - Fighting Crime	STP13	Reduce Anti-Social Behaviour	↓	12

The following indicators have an AMBER performance status at the end of first quarter				Exception Report (Page)
Corporate Priority	REF	DEFINITION	Q1	
Economic Growth and Development	EG2	Percentage of ground floor vacant units in town centres	↑	8

LOW COUNCIL TAX AND VALUE FOR MONEY

Ensure that the Council can demonstrate that it provides efficient, effective and economical, value for money services to the people of Trafford.

For 2013-14 we will:

Make effective use of resources

- Ensure delivery of £18.685m savings as set out in the medium term financial plan
- Continue to collaborate on efficiency projects with other local authorities
- Continue to support the AGMA Procurement Hub
- Continue to work effectively with partners to improve service quality and value for money
- Minimise increases in the Waste Disposal Levy through increased recycling, including the introduction of weekly food and green waste collections
- Reduce Street Lighting energy costs, by investment in LED lanterns
- Ensure effective use of assets through the adoption of a Corporate Landlord approach
- Identify savings to meet the 2014/15 budget gap, seeking to minimise impact on front line services

Deliver the Council's Transformation Programme

- Complete and deliver a portfolio of Transformation Projects delivering identified benefits including financial savings
- Introduce new ways of working, putting customers at the heart of what we do and understanding what we need to do
- Structuring ourselves more effectively and working with partners to achieve excellent value for money services
- Develop the capacity and skills of managers and staff.
- Deliver a balanced budget in line with statutory responsibilities and Council priorities

Key Policy or Delivery Programmes 2013 – 14

- Medium term Financial Plan
- Land Sales Programme
- GM Municipal Waste Management Strategy

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
CAG 08	Improve the % of household waste arisings which have been sent by the Council for recycling/ composting	M	48.6% G	52%	53.05% (Est)	52%	↑	G
<p>In May 2013 the frequency of collections for grey and green bins changed. We now collect the grey bins (general waste) fortnightly instead of weekly and the green bins (garden and food waste) weekly instead of fortnightly. We have also provided residents with caddies and a roll of compostable liners to encourage them to recycle their food waste in the green bins. We therefore anticipate an increase in the recycling rate because of this.</p>								
NI 179	Delivery of efficiency and other savings	Q	£12.2m G	£18.5m	£18.5m	£18.5m	↑	G
BV 12i	Reduce the level of sickness absence (Council wide excluding schools)	M	10 days R	9 days	7.84 days	9 days	↑	G
BV9	Percentage of Council Tax collected (* reflects major changes to council tax from 1 April 2013)	M	98.1% G	97.4%*	30.79%	30.77%	↓	G

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	Identify savings to meet the 2014/15 gap	M	N/A	£1.93m	N/A	N/A	N/A	N/A
Savings will not be identified until Q2								

ECONOMIC GROWTH AND DEVELOPMENT

Ensure the most strategic and effective use of the Council's assets and infrastructure, to enhance the attractiveness of Trafford as a place to invest; resulting in increased levels of economic growth, investment, housing and jobs in Trafford.

For 2013-14 we will:

- Deliver strategic development projects and maximise investment in the Borough, e.g. Town Centres, Trafford Park, Carrington
- Deliver investment and growth through effective planning processes and frameworks
- Support business growth and prosperity
- Develop and deliver the Council's asset strategy
- Deliver housing and economic growth, develop safe and secure neighbourhoods and grow opportunities for the residents of Trafford
- Deliver new affordable housing and work with Registered Social Landlords, the housing options service and other partners to meet local housing need
- Effective utilisation of long term investment to ensure the delivery of the highways investment programme
- Maintain the Highway network
- Deliver the infrastructure needed to support economic growth and prosperity and the development of safe, secure and attractive residential neighbourhoods
- Ensure businesses and individuals comply with legislation, to stimulate fair trade, and enhance environmental quality in our town centres and communities
- Improve maintenance and design of our parks, open spaces and streets, to foster safe, secure and attractive neighbourhoods
- Support the development of excellent leisure facilities across the Borough, to help improve the health and wellbeing of residents and the attractiveness of the Borough

Key Policy or Delivery Programmes 2013 – 14

- Support the development of excellent leisure facilities across the Borough, to help improve the health and wellbeing of residents and the attractiveness of the Borough
- Master Plans (Old Trafford, Trafford Park)
- Trafford Economic Alliance work programme
- Town Centres Development, incl Altrincham Forward plan
- Corporate Landlord; Asset Strategy, Greenspace Strategy
- Community Infrastructure Levy
- Housing Strategy
- Highway Maintenance Capital Programme
- Transport Asset Management Plan

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	Percentage of ground floor vacant units in town centres (EG2)	Q	18.8% G	17.3%	18.3%	17.3%	↑	A
See Exception Report below								
NI 154	The number of housing completions per year	Q	305 G	300	105	75	↑	G
BRP 02	Deliver the published 2013/14 Highway Maintenance Capital Programme	M	100% G	100%	0%	0%	N/A	G

The Highway Maintenance Capital Programme has only recently been finalised, and usual practice is for the majority of schemes to be completed in the second half of the year.

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
	Residence Employment (working age residents in employment) (000's) (EG4)	Q	97.6 G	97.8	99.7	97.8	↑	G
New	Additional business rates generated (EG5)	Q	New	N/A	Data collection process being established in year			

Exception Report (EG2)

Why is performance at the current level?

- Is any variance within expected limits?
- Why has the variance occurred?
- Is further information available to give a more complete picture of performance?
- What performance is predicted for future periods?

It initially appears to be disappointing that the vacancy rate has gone up across all the town centres. However, the results of this are misleading. When each of the town centres are examined individually, the vacancy rates for both Sale and Stretford have actually gone down slightly since the baseline was calculated in February, with Sale seeing a small rise. The main reason for the increased vacancy rate across the Borough, appears to be the rise in the Altrincham rate which, as it has the greatest number of properties, has greater impact on the overall vacancy rate.

	Feb-13	Jun-13
Altrincham	17.9	21.8
Sale	6.7	7.6
Stretford	36.2	34.4
Urmston	13.7	12.7
	17.0	18.3

However, the real reason for the increase in vacancy rate is that the Altrincham baseline has changed due to improvements that have been made to the collection of data.

The figure for February was calculated using data from a variety of sources including data collected by the Planning and Economic Growth Teams. This process has since changed with the survey now carried out by a single person to ensure the data set is as comprehensive and as accurate as possible. Now that the Altrincham Forward Team is in place this will be updated on a continual basis as changes in occupancy are observed.

Changing the approach to capturing data in Altrincham has led to a number of changes to the dataset and this has resulted in a change in the overall baseline vacancy figure. The changes include:

- The historic data excluded buildings that are on development sites, however, some of these buildings have now been brought back into the dataset because the developments have now been completed, or that the properties remain long term aspirations and they are currently available to lease e.g. the refurbished Graftons properties and properties on Stamford New Road earmarked for Stamford Quarter Phase 3. These changes have had greatest impact as a number of the properties added in on Stamford New Road are currently vacant.
- A number of properties that were not included in the original baseline data have now been included e.g. some non-retail properties that were on side streets had previously been not been picked up by the surveys.
- Closer observation has enabled more certainty to be given on whether certain buildings are occupied or not, e.g. restaurants/ takeaways that are only open in evenings.

- To ensure consistency, further judgements have been made, on whether certain upper floor properties with a ground floor entryway, count as ground level properties.

It is known that for Altrincham there have been 10 openings and 10 closures since February, therefore there has actually been no net change. Therefore it is proposed that the original baseline figure (17.0%) is reset to the level it would have been be if the current dataset and assumptions are used (18.8%).

	Old Feb 13 Baseline	New Feb 13 Baseline	Jun 13
Altrincham	17.9	21.8	21.8
Sale	6.7	6.7	7.6
Stretford	36.2	36.2	34.4
Urmston	13.7	13.7	12.7
	17.0	18.8	18.3

Using this new data the overall vacancy rate for Trafford's town centres would have actually shown a 0.5% fall to 18.3%.

What difference does this make – the implications of not meeting target?

- Impact on service users/public.*
- Impact on corporate priorities and plans.*
- Impact on service/partner priorities.*
- Impact on equalities, sustainability or efficiency*
- Can we move resources to support this or other priorities?*

It is important that the long term trend is one of reducing vacancy rates significantly to realise positive change to the town centres. This will make the town centres more attractive to visitors. As demonstrated in the previous section there has not actually been a net increase in vacancies. There has actually been a slight fall and it is important that this trend continues.

Altrincham's vacancy rate in particular has fallen significantly in the past few years and it is hope that this trend will continue. The Altrincham Forward Action Plan aims to reduce the vacancy rate and so supports this objective.

Increased resources have already been invested in Altrincham recently to support this priority with the setting up of the Town Team.

The Town Centre Investment Fund aims to improve the Environment and reduce vacancy rates across all the town centres. The work being done through the Town Centre Partnerships, including events and promotion, also aims to bring in extra visitors into the town centre and support exiting and new businesses.

How can we make sure things get better?

- What activities have been or will be put in place to address underperformance? Make specific reference to action plans.*
- When performance will be brought back on track?*
- Assess the need for additional resources/funding/training/investment.*
- Identify the source of additional resources/funding/training/investment.*
- Consult with other services, staff, managers, relevant Members and partners.*

It is a difficult time for retailers. A small increase in vacancy rates would not be unexpected when considering that there is a national picture of increasing vacancies, including a number of high profile names which have recently gone into administration or liquidation. Therefore it is reassuring that the overall vacancy rate across the town centres has fallen.

Feedback from retailers, particularly in Altrincham, has suggested that business rates and high rents

are a major issue. This issue is being explored and business rates appeals are now taking place in Altrincham, using a collective evidence base.

Existing activities aimed at improving the town centres and reducing vacancies will continue e.g. loan scheme, Landlords Forum, business rates appeals. Resources are also being invested in improving the Environment in all the town centres through the Town Centres Investment Fund and the Public Realm Strategy in Altrincham which will hopefully attract more visitors.

Communication with businesses will continue to identify issues and formulate action to improve the town centres. Work will continue to explore new initiatives through the Altrincham Forward, Town Centre Partnerships and Town Centres Operational Meetings, attended by Economic Growth and Stronger Communities teams.

Increased resources have already been invested in Altrincham recently to support this priority with the setting up of the Town Team and other Altrincham Forward initiatives. Marketing campaigns such as 'Altrincham Originals' aim to encourage the independent sector into the town centre and support independent retailers. Events are also key to the marketing approach.

In Altrincham, construction works caused by the new Hospital site and the improvements to the Transport Interchange may be impacting negatively on retailers causing a reduction in trade. In the medium term it would be hoped that the completed developments would encourage increased numbers of visitors and further investment in the town.

SAFE PLACE TO LIVE – FIGHTING CRIME

Aim to be the safest place in Greater Manchester, and to have the highest level of public confidence and satisfaction in the action we take to tackle Crime and Anti-Social Behaviour.

For 2013-14 we will:

- Address the underlying causes of crime and anti-social behaviour by working with partners to support and intervene at individual, family and community level, targeting resources where they are most needed
- Develop a collaborative and risk led approach to tackling Anti-Social Behaviour
- Take early action and work directly with local communities to prevent crime, including the use of the Consumer Alert System.
- Develop and deliver innovative and effective interventions to address the behaviour of those involved in crime
- Deliver responsive and visible justice by undertaking robust enforcement action and turning the tables on offenders to make sure they are held accountable for their actions, and that criminal assets are recovered
- Continue to monitor public spaces CCTV cameras to improve the safety of residents by directing Police resources on the ground to incidents and also to provide recorded evidence which supports convictions

Key Policy or Delivery Programmes 2013 – 14

- Crime Strategy 2012-15

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
STP 1	Maintain the position of Trafford compared to other GM areas in terms of Total Crime Rate.	Q	1 st G	1 st	1 st	1 st	↔	G
Trafford remains the safest place in Greater Manchester, and continues to improve against all comparator groups. The crime rate in Trafford has remained at 47.8 crimes per 1000 residents, for the rolling 12-month average to the end of May, while many of the closest comparators have seen a slight rise in crime rates. The Greater Manchester average is 66.3.								
STP 3	Reduce total recorded crime	M	10,995 G	10,995	2667	2722	↑	G
Crime has remained at a similar level to the first three months of 2013, following the same fluctuating pattern. Despite a bit of a peak in crime in May, there was a big drop in June, which means that crime levels are 2% lower, for the year to date, than at the same time last year. Theft is down 7% compared to Q1 in 2012/13, and Serious Acquisitive Crime is just below last year's level. There has been a significant drop in Thefts and Shoplifting offences in Trafford Retail Community in June. Vehicle Crime is down by 9% for the year to date. However, Domestic Burglary is up 5%, with high crime numbers particularly in Hale Barns although burglaries have dropped significantly since the third and fourth quarters of 2012/13. Violent crimes have fallen by 1 crime compared to Q1 2012/13. Serious Sexual Offences have increased by almost 60% compared to last year to date, although many of these are historical offences, relating to Operation Yewtree.								
STP 13	Reduce anti-social behaviour incidents	M	5985 G	5985	1830	1639	↓	R
See Exception Report below								

Exception Report (STP 13)

Why is performance at the current level?

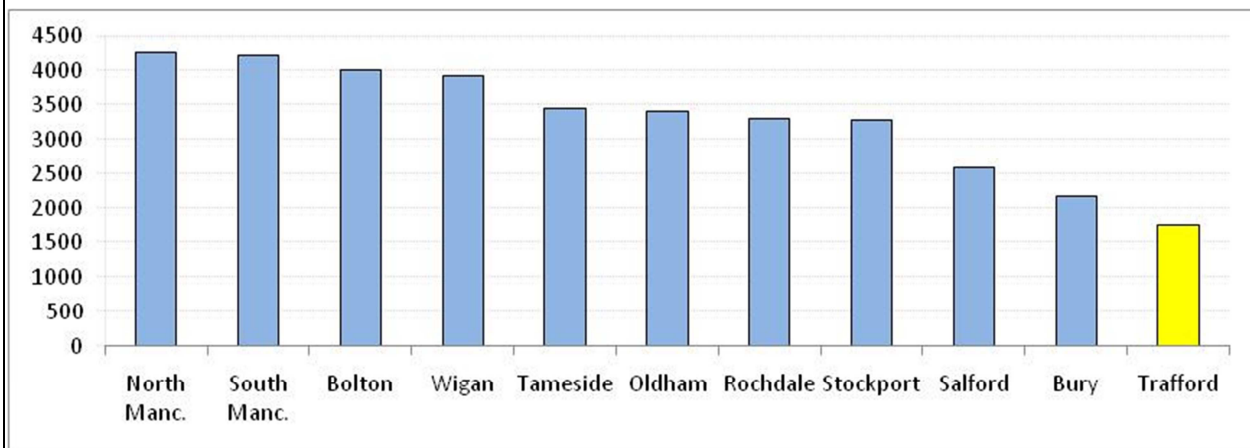
- Is any variance within expected limits?
- Why has the variance occurred?
- Is further information available to give a more complete picture of performance?
- What performance is predicted for future periods?

There has been an increase in Anti-Social Behaviour that has continued from the previous quarter. Although this follows similar trends to previous years, there have been almost 200 more incidents in the first quarter of 2013/14, than in 2012/13.

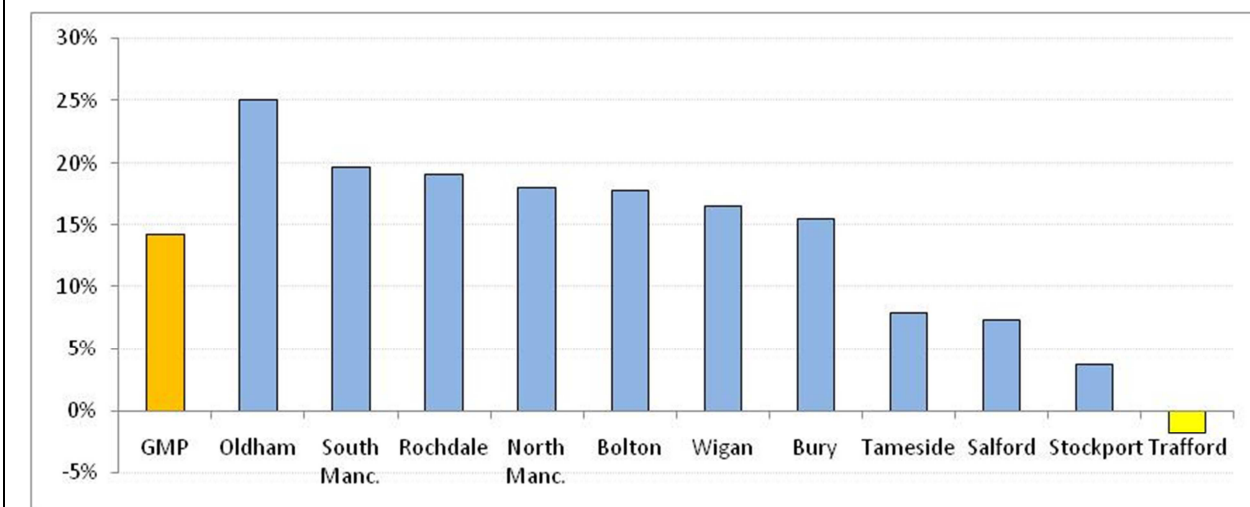
There has been a big drop in the highest volume aspect of ASB - Rowdy and Inconsiderate Behaviour, but Hoax Calls to Emergency Services and Malicious/Nuisance Communications have increased in Partington and Carrington, with 100 more than at the same time last year, and these incidents account for almost 10% of all ASB incidents in the Borough. However, this largely relates to one individual making persistent nuisance calls to Greater Manchester Police. Multi-agency action is being undertaken to tackle the complex behaviours of this individual.

If the nuisance call making of this individual is removed from the equation, Trafford has the lowest volume of ASB incidents in GM and is the only area of GM showing a decrease in ASB.

ASB Incidents 1st April to 30th June 2013



YTD % Change in ASB Incidents 1st April to 30th June 2013.



Even when that caller is included, the Trafford increase is significantly below that being experienced across GM.

Neighbour complaints have increased by approximately 20 per month, compared to April – June 2012, particularly in Stretford and Urmston. There has also been an upturn in the number of Vehicle Nuisance/Inappropriate use in Sale West and Partington. Analysis has been undertaken to identify the top 10 addresses in Trafford in relation to repeat reports of ASB and Neighbour Nuisance and a multi-agency plan of action is being drawn up for each of these.

What difference does this make – the implications of not meeting target?

- *Impact on service users/public.*
- *Impact on corporate priorities and plans.*
- *Impact on service/partner priorities.*
- *Impact on equalities, sustainability or efficiency*
- *Can we move resources to support this or other priorities?*

An increase in anti-social behaviour obviously has a direct impact on victims, and potentially has a negative effect on communities. There is no evidence a small increase such as this that this will have any additional negative impact on equalities or specific communities.

This is a key priority for GMP, and the wider Partnership. Failure to meet the target could have a direct impact on the reputation of the Partnership, and individual partners within it. This may possibly have a bearing on STP 2 (confidence in crime agencies in Trafford), and affect Trafford's position within Greater Manchester.

How can we make sure things get better?

- *What activities have been or will be put in place to address underperformance? Make specific reference to action plans.*
- *When performance will be brought back on track?*
- *Assess the need for additional resources/funding/training/investment.*
- *Identify the source of additional resources/funding/training/investment.*
- *Consult with other services, staff, managers, relevant Members and partners.*

Analysis has been undertaken to identify the top 10 addresses in Trafford in relation to repeat reports of ASB and Neighbour Nuisance and a multi-agency plan of action is being drawn up for each of these.

Targeted multi-agency work is being undertaken in relation to the neighbour nuisance case.

We are continuing to explore ways in which we can work closer and in a more collaborative way, with a particularly emphasis on RSL colleagues as the % of all reported ASB in Trafford that is associated to RSL properties has increased from 29% in 2010/11 to 36% in 2012/13. This does not represent an increased number of cases, but an increasing number of cases where repeat demand occurs.

SERVICES FOCUSED ON THE MOST VULNERABLE PEOPLE

Enable people to have more choice and control over the support they receive. We also want to provide quality services that encourage people to lead healthy, independent lives and support children and young people to be safe and to aspire and succeed.

For 2013-14 we will:

Personalisation

- People to have more choice, control and flexibility in meeting their needs

Health improvement

- People to receive the best possible health and social care services delivered efficiently, effectively and in a co-ordinated way to reduce health inequalities
- Reduce alcohol and substance misuse and alcohol related harm
- Support people with long term health, mental health and disability needs to live healthier lives

Promote resilience and independence

- To ensure that people in Trafford are able to live as independently as possible, for as long as possible

Safeguard vulnerable adults and children and young people

- To ensure that vulnerable adults at risk of abuse are safeguarded through robust monitoring of commissioned services
- Implement the Munro recommendations (national guidance to improve safeguarding)
- Development of the Safeguarding Children Board (revised national expectations)

Market management and quality assurance

- To stimulate the market in Trafford ensuring there is a diverse choice of quality services that meet individuals' needs

Improve the health and well-being of the most vulnerable children and young people in the borough

- Increase the number of Health visitors and improve our school nursing service
- Continue to deliver programmes to reduce childhood obesity
- Improve emotional health support for children and young people

Close the gap for vulnerable children and families

- Introduce personal budgets for children with complex and additional needs
- Provide joined up assessment and support for children with special educational needs

Close the gap for children and families based on localities

- Improve support for families facing difficult times including joint agency working
- Introduce early help for families before issues become problems

Support those affected by the Welfare Reform changes through the development and delivery of a multi-agency work programme

Key Policy or Delivery Programmes 2013 – 14

- Stronger Families programme
- Health and Wellbeing Strategy
- Welfare Reform delivery programme

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	Number of people in receipt of Telecare in year	M	1792	2000	1518	1450	↑	G
<p>Q1 position = 1518 against a target of 1450. At the same time last year we reported a figure of 1182. This figure has been positively affected since April 2013 by the introduction of the "Trafford Telecare Pledge" for those people aged over 80.</p> <p>Based on the above information, the end year projection is now 2100, which is 5% above target.</p>								
ASC OF 1Ci	% of eligible service users / carers to receive Personal Budgets in year	M	70.1% A	75%	62.7%	61%		G

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
<p>Q1 position = 62.7% against a target of 61% 62.7% represents 2666 people receiving Self-directed support out of 4252 users and carers receiving community based services (excluding professional support). An exception report has been introduced to identify new people receiving eligible services that are not offered self-directed support. This will be presented to the Business Delivery Board on a monthly basis with a view to prompting appropriate corrective action by the relevant operational teams.</p>								
New	Maintain % of eligible population aged 40-74 who received an NHS Health Check in the financial year	M	9.0%	9.0%	Q1 data not yet available			
<p>Q1 figure isn't available yet - not all of the Q1 data for NHS health checks has been submitted by GP practices to the CSU who collect it on our behalf, and it seems Q1's return to DH has been delayed until Q2.</p>								
New	Breastfeeding rate at 6-8 weeks: difference from Trafford average of the lowest areas, by Medical Centre catchment	Q	-16.3%	-15.5%	-6.9%	-15.5%	↑	G
<p>This represents a considerably narrowing of the gap between areas for the breastfeeding measure. The lowest performing area in this period has been Sale, at 49.18% of children being breastfed at 6-8 weeks, against Trafford level of 55.1%. The figure for Sale, however, is an increase on the 12/13 outturn of 46%. The improvement in this area is as a result of extra support being targeted towards lower achieving areas. Whilst this is an encouraging start, it must be noted that the breast feeding figures can be very volatile with significant changes, quarter on quarter.</p>								
New	Children in Care Long Term Stability	Q	78.8%	80%	81.4%	80%	↑	G
<p>Current performance is at 81.4 % and remains on target and is better than the national average. This is an important indicator and the provision of long term stable placements to children in care provides the foundation on which children can grow and achieve positive outcomes.</p>								

EXCELLENCE IN EDUCATION

Ensure that children are well prepared to achieve in adulthood through high quality learning and development.

For 2013-14 we will:

Improve the life chances of all children and young people

- Work with schools to maintain the 'Trafford Family of Schools' to support educational excellence
- Establish a new delivery model to provide support to schools in line with national policy
- Increase the number, range and take up of apprenticeships
- Provide monitoring, challenge and intervention for schools to ensure sustained high standards

Close the gap in educational outcomes across our vulnerable groups

- Undertake a full review and redesign of provision and support for children with Special Educational Needs
- Use the SEN Pathfinder as an approach to support educational progress of children with Special Educational Needs
- Increase the percentage of care leavers in Education Employment and Training

Close the gap in educational outcomes across the borough based on the different localities

- Targeted support through the revised Children's Centres outreach services following implementation of the Children's Centre Review
- Work with AGMA on the Early Years strand of Public Sector Reform to support targeted interventions
- Targeted support for young people through the Area Family Support Teams to maintain low levels of NEET (Not in Employment, Education or Training)

Key Policy or Delivery Programmes 2013 – 14

- CYP Strategy 2011-2014

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	% of pupils achieving 5 A*-C GSCE including English and Maths	A	71.9%	73%	Annual Indicator			
CGV 2c	% of pupils on Free School Meals (FSM) achieving 5 A*-C GSCE including English and Maths	A	41.5% G	43%	Annual Indicator			
LCA 2	Maintain the low level of 16-18 year olds who are not in education training or employment (NEET) in Trafford	M	4.45% G	4.4%	4.53%	5.2%	↓	G

Excellent performance continues through an innovative approach including the activity agreement and excellent partnership working with providers which is ensuring Trafford young people are now the least likely in the North West to be NEET.

New	Maintain Trafford's position within the Top quartile of authorities nationally, with regard to the rate of persistent absence from School	A	Top G	Top	Annual Indicator			
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Persistent absence is defined as 15% absence from school or more, over a given period. It measures the percentage of pupils in an authority area who cross this threshold and identifies individual pupils who can be given support to enable them to improve their attendance. At 4.2%, Trafford is comfortably within the top quartile of authorities in the country in relation to the rate of persistent absence from schools. This is the second lowest rate in the North of England, surpassed

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
	<p>only by Bury (3.6%) and well below (better than) the North West and England rates of 5.2%. The aim is to maintain our position within the top quartile, whilst looking to improve the rate further. We will monitor this on an on-going basis as termly school census data becomes available.</p>							

RESHAPING TRAFFORD COUNCIL

Continue to develop relationships with residents, local businesses and partners to ensure that we all work together for the benefit of the Borough. Internally, to reshape the organisation to ensure the Council embraces innovation and new ways of working.

For 2013-14 we will:

- Develop Citizens' Charter which will describe what agencies and residents will do to share the responsibility for making Trafford an outstanding place in which to live, grow up and prosper
- Establish Locality Partnerships to create stronger and empowered communities that are safer, cleaner, healthier and better informed
- Create Locality profiles to assess need and support the development of evidence based priorities and action plans
- Provide dedicated support to the Voluntary and Community Sector
- Deliver the Customer Strategy, including a review of complaints management process and implementation of an improved system to enable easier access to the Council
- Ensure that residents are consulted on and well informed about how the Council spends its budget and the standards of service that they can expect from us
- Develop arrangements to share services across agencies, where it is efficient to do so, including shared use of buildings
- Working together with our colleagues across Greater Manchester to secure greater efficiencies
- Integrated working with our Partners to pursue joined up services in local communities to provide better services for the future
- Continue to implement the "Sustainable Trafford" and Climate Change Adaptation strategies
- Secure alternative funding streams to use directly or commission others to run services on our behalf e.g. Social Impact Bonds
- Investigate the creation of an independent company which will trade with existing customers and seek new opportunities to grow its market share
- Integrate Adults, Children's Services and Public Health to create a Children, Families and Wellbeing Directorate

Key Policy or Delivery Programmes 2013 – 14

- Customer Services Strategy
- Collaboration Programmes (e.g. GMP, SWITch, Strategic Procurement Unit)
- Third Sector Strategy; Volunteering Strategic framework
- Sustainable Trafford Action Plan

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	Citizens' Charter developed	Q	N/A	N/A	N/A	N/A	N/A	
A proposal has been drafted for discussion with the Locality Partnership Chairs, regarding a "Care for Where You Live" campaign, which would focus on environmental and social outcomes in each locality, to promote the principles of a Citizens' Charter.								
New	Locality partnerships operational	Q	N/A	N/A	N/A	N/A	N/A	G
The four Locality Partnerships, made up of Councillors, Statutory Partners and Community Ambassadors were launched at the Partnership Event on 25 th April, following an induction sessions on 18 th April. The first meetings took place on 11 th and 18 th June. Members have been involved in the Council's Grants process and projects developed at the event. Chair Teams have been established. Big Picture workshops are taking place in July to identify key themes to focus future delivery. The second meetings are scheduled for September.								

Ref.	Definition	Freq	12/13 Actual	13/14 Target	2013/14 Q1			
					Actual	Target	DOT	Status
New	Number of third sector organisations receiving intensive support	Q	New	55	70	55		G
<p>Thrive, a partnership between Pulse Regeneration and Trafford Housing Trust, is delivering the Third Sector Infrastructure Support contract, which covers 6 themes, which include capacity building and funding support for third sector organisations. Delivery is on target across all themes, especially the number of groups receiving support.</p>								

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TRAFFORD COUNCIL

Report to: Executive

Date: 29 July 2013

Report for: Information

Report of: The Executive Member for Finance and the Director of Finance

Report Title:

Revenue Budget Monitoring 2013/14 – Period 3 (April to June 2013).

Summary:

The approved revenue budget for the year is £159.003m. The forecast for the end of the year, as projected following three months of activity, is £157.766m being a net underspend of £(1.2)m, (0.8)% of the budget. In addition, the Learning Disability Recovery plan is forecasted to achieve £(0.5)m of in-year cash savings. The main areas of budget variance are summarised as:

Activity	Forecast £m
Vacancy management & control	(0.5)
Social Services demand led budgets	0.4
Projects/savings rescheduling	0.3
Running costs	0.2
New Grant	(0.2)
Income	(0.1)
Service Outturn	0.1
Additional Airport dividend	(1.3)
Forecasted outturn	(1.2)
 Learning Disability Pool	 (0.5)

Reserves

The forecast level of General Reserve at year end is £(10.3)m. After taking into account future planned commitments the long term balance is £(8.2)m, £(2.2)m above the minimum level of £(6.0)m.

The net of service carry forward reserves at the beginning of the year was £(3.6)m, with a planned use to support savings and change projects of £2.0m, plus net overspend of £0.1m the projected carry forward is £(1.5)m. The Learning Disability Pool reserve has an adverse carry forward balance of £1.5m, which will be reduced by the recovery plan in-year to £0.9m, with a view to full recover by the end of next year.

Council Tax

There is an in-year forecasted Council Tax surplus, of £(0.3), primarily due to the introduction of the Empty Home Property Premium, pro-active discount and exemption award management, and a reduction in planned Council Tax Support awards. However, back dated valuations and discounts continue to be a significant cost reducing the surplus.

Business Rates

It is too early to tell on the data available what the end of year position will be, and work continues to obtain clarity.

Welfare Reform

Trafford Assist and other welfare support schemes have been successfully implemented operationally and after three months are managing within planned financial limits.

Recommendation(s)**It is recommended that:**

- a) the latest forecast and planned actions be noted and agreed.

Contact person for access to background papers and further information:

Head of Financial Management

Extension: 4302

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	Revenue expenditure to be contained within available resources in 2013/14.
Legal Implications:	None arising out of this report
Equality/Diversity Implications	None arising out of this report
Sustainability Implications	None arising out of this report
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health and Safety Implications	Not applicable

Director of Finance:.....

Director of Legal & Democratic Services:.....

Budget Monitoring - Financial Results

1. The approved budget as amended at the 4 March Executive is £159.003m. Based on the budget monitoring for the first 3 months of the year, the overall forecast for the year is £157.766m, being an underspend of £(1.2)m, (0.8)%. Included within this total is a net service overspend of £0.112m or 0.1% of the relevant budget, and underspends in Council-Wide budgets of £(1.349)m or (5.6)% of the relevant budget.
2. The Learning Disability (LD) Pool recovery plan is forecasted to achieve £(0.525)m or 0.6% of cash savings to offset the brought forward adverse balance on the fund of £1.472m. The details of service variances can be found in Annexes 1 to 4, and for Council-Wide, Annex 5:

Table 1: Budget Monitoring results by Directorate	Year end Forecast (£000's)	Percentage %	Annex
Children, Families & Wellbeing	102	0.1%	1
Environment, Transport & Operations	-	0.0%	2
Economic Growth & Prosperity	53	1.6%	3
Transformation & Resources	(43)	(0.2)%	4
Total Service Variances	112	0.1%	
Council-wide budgets	(1,349)	(5.6)%	5
Estimated outturn variance (period 3)	(1,237)	0.8%	
Learning Disability Pool	(525)	(0.64)%	1
Total Forecasted outturn	(1,762)	(1.1)%	

Table 2: Budget Monitoring results by Executive Portfolio Holder	Year end Forecast (£000's)	Percentage %
Supporting Children & Families	49	0.2%
Education	-	0.0%
Adult Social Services	81	0.2%
Community Health & Wellbeing	(28)	0.0%
Highways & Environmental	-	0.0%
Safe, Strong Communities	2	0.1%
Economic Growth & Prosperity	53	1.6%
Transformation & Resources	88	0.6%
Finance	(1,482)	(5.3)%
Estimated outturn variance (period 3)	(1,237)	(0.8)%
Adult Social Services (LD Pool)	(525)	(1.0)%
Total Forecasted outturn	(1,762)	(1.1)%

Main Variations

3. The main forecast service outturn variances are:
 - £0.5m net pressure in demand led Social Services; Children's related £0.4m, and Adult Social Care £0.1m;

- Vacancy Management of £(0.5)m relating mainly to where recruitment has been suspended whilst reviews take place or establishment changes are implemented;
- Income of a net £(0.1)m; primarily due to, a delay in closure of Oakfield Road car park £(0.2)m, and increase in income from bereavement services £(0.1)m, offset by a reduction in licence fees £0.1m and Asset Management rental income £0.1m;
- An adverse variance of £0.2 from the review of Enforcement, delayed so that additional staff consultation can take place, and a further £0.1m of Groundforce savings pending a review of working conditions;
- Intensive Fostering grant has been unexpectedly continued by the Government with an award to the Council of £(0.2)m, which will be used to mitigate increased Children placement costs;
- £0.1m pressure associated with increased legal fees due to a continuing increase in childcare cases/ new development projects;
- £(1.3)m favourable variation in Treasury Management relating to Manchester Airport Group dividend received above budget;
- £(0.5)m projected in year underspend on the LD Pooled Fund.

MTFP Savings and increased income

4. The Budget included for £(18.5)m of savings and increased income. The table below summarises the current forecasts against this savings target:

Table 3: Savings 2012/13	Budget target (£000's)	End of Year Forecast (£000's)	Variance (£000's)
Transformation savings	(8,131)	(8,132)	(1)
Other savings	(10,389)	(10,389)	
Total	(18,520)	(18,521)	(1)

5. There has been slippage on savings in Groundforce £0.126m pending a review of working conditions and Enforcement £0.214m due to additional staff consultation. These will be mitigated in full from management action taken across the Directorate or use of accumulated balances if required.

Collection Fund

- The brought forward surplus on the Collection Fund that relates to the Council, as opposed to that which belongs to the GM Fire & Rescue Authority and Police & Crime Commissioner, was almost zero, at £(0.005)m.

Council Tax

- The current forecast is for an additional £(0.311)m of Council Tax to be due in year above budgeted levels;

	Overall		Trafford	
	£(000's)	£(000's)	£(000's)	£(000's)
Surplus brought forward		(6)		(5)
Changes in Band D equivalents	35		30	
Empty Homes Premium	(356)		(300)	
Council Tax Support awards	(348)		(294)	
Banding valuations & discounts	300	(369)	253	(311)
Forecasted surplus carry forward		(375)		(316)

- Back dated valuations and discounts continues to be a significant issue, and is exacerbated by the decrease in properties and increased discount awards which has reduced the basic number of Band D equivalents. The introduction of the Empty Homes Premium of an additional 50% for properties empty for two years or more has resulted in additional income. The Empty Homes Premium cannot be guaranteed into the future as the purpose of the policy is to discourage empty properties and to encourage bringing them into the housing market. There has been a steady net reduction in the new Council Tax Support Scheme caseload of 125 awards since the beginning of the year, contributing £(0.294)m.

Business Rates

- Under the new Business Rate Retention Scheme, the Council is permitted to retain a proportion of business rates growth (24.5%) above a set threshold. On the downside the Council must contribute 49% of any shortfall in the threshold. Therefore for the first time since 1990, the Council has a direct interest in the amount of business rates collected.
- A major impediment to advising what the position is on business rates is the significant number of appeals outstanding against rateable values. There has been a reduction in the extent of outstanding appeals from £86m of tax yield (£180m rateable value) in December to £75m (£156m rateable value) in June. Whilst there have been regular updates to the tax base, the available data is insufficient to base a reliable forecast. This is particularly true of revaluations which can be backdated to 2010, or even as far as 2005 in some cases.

Welfare Reform

- There have been a number of changes to the overall Welfare system since 1 April 2013. Para 8 above refers to a lower number of claimants for council tax support (replacement of previous Council Tax Benefit system). With other

welfare changes there was some concern about the impact on council tax collection levels. Up to the end of June 2013 30.8% of all council tax due had been collected, which compares to 31% for the same period last year. Whilst this is slightly down, it is accordance with our assumed collection rate for 2013/14.

12. Another major change that came into force on 1 April 2013 was the transfer of the emergency social fund from the administration of the Department for Work & Pensions, to the local management by Local Authorities, with the Council's scheme designated Trafford Assist. In the knowledge of the potential need for increased emergency support given the current economic climate and the many changes in Welfare Reform, the planning of Trafford Assist was started early and involved a wide range of stake holders.
13. In the first three months of operation, Trafford Assist had made 918 individual awards with a value of £39,000. So far, a typical month's awards are shown in the table below, however there are further Welfare Reforms, such as the 'benefits cap', and the winter months ahead:

Item	Awards	Value
Furniture	42	£10,000
Paypoint (cash)	112	£1,700
Food	153	£1,550
Total	307	£13,250

14. The Trafford Assist scheme is under budget after the first quarter in operation. There are no plans to adjust the qualifying criteria at this stage, as demand on the scheme may increase when other Welfare Benefit changes are introduced and during the winter. The scheme continues to receive positive comments from customers, DWP and other Partners particularly about positive intervention and signposting.
15. In addition to the above, 303 awards for Discretionary Housing Payment out of 460 requests have been made in the sum of £77,000, which is in line with budgeted expectations of £75,000.

Reserves

16. The pre-audited General Reserve balance brought forward is £(10.6)m, against which there are planned commitments up to the end of 2014/2015 of £3.8m. The addition of the Council-Wide underspend of £(1.3)m provides for a projected 31 March 2015 balance of £(8.2)m, being £(2.2)m above the agreed minimum level of £(6.0)m:

Table 4 : General Reserve Movements	(£000's)
Balance 31 March 2013 (subject to audit confirmation)	(10,643)
Commitments in 2013/14:	
- Planned use for 2013/14 Budget	906
- One-off projects from 2012/13 brought forward	98
- Planned use for one-off projects 2013/14	701
- Council-wide budgets underspend	(1,349)
Balance 31 March 2014	(10,287)
- Planned use for 2014/15 Budget	2,094
Projected balance after known commitments	(8,193)

17. Service balances brought forward from 2012/13 were a net £(3.6)m. After planned use to support one-off projects and adjusting for the estimated outturn, there is a projected net surplus of £(1.542)m to be carried forward to 2014/15 (Table 5). This balance is currently reduced by the outstanding balance on the Learning Disability Pool of £0.947m, however there is a recovery plan to bring the pool back into balance by the end of 2014/15 (see Annex 1).
18. The of use of reserve balances during the year are detailed in the report however highlights include :-
- invest to save projects in CFW of £0.389m;
 - re-profiling of approved savings within ETO of £0.202m;
 - £0.126m committed on re-phased projects per the 2012/13 outturn report in EGP with the remaining balance £0.186m earmarked to supplement 2013/14 project work, plus provide one-off mitigation if income levels continue to be adversely affected by the economic climate;
 - Transformation Support within T&R of £0.234m and £0.185m set aside for Land Charges Claims.

	B/f April 2013 (£000's)	Forecast Movement in-year (£000's)	Forecast Balance (£000's)
Table 5: Service balances			
Communities, Families & Wellbeing	(1,427)	640	(787)
Environment, Transport & Operations	(439)	439	0
Economic Growth & Prosperity	(312)	312	0
Transformation & Resources	(1,389)	634	(755)
Total All Services (Surplus)/Deficit	(3,567)	2,025	(1,542)
Learning Disability Pool	1,472	(525)	947
Total (Surplus)/Deficit	(2,095)	1,500	(595)

Recommendations

19. It is recommended that the latest forecast and planned actions be noted and agreed.

TRAFFORD MBC

Report to: CFW Directorate Management Team
 Date: 18 July 2013
 Report for: Discussion
 Report author: CFW Finance Managers

Report Title

**Revenue Budget Monitoring 2013/14 – Period 3
 (April 2013 to June 2013 inclusive)**

1. Outturn Forecast

- 1.1 The approved revenue budget for the year is £82,241k. The projected outturn is £81,818k which is £(0.423)k under the approved budget.
- 1.2 Appendix 1 details by both directorate and variance area the forecast outturn as compared to the approved revenue budget. In summary by portfolio the breakdown of the projected outturn is shown below:

Portfolio	Budget	Projected Outturn	Variance
	£000's	£000's	£000's
Supporting Children & Families	29,124	29,173	49
Education	1,883	1,883	0
Adult Social Care	32,079	32,160	81
Public Health	(829)	(857)	(28)
Total	62,257	62,359	102
Learning Disabilities Pooled Fund	19,984	19,459	(525)
Total	82,241	81,818	(423)

- 1.3 The main projected outturn variances by portfolio are:

Supporting People & Families and Education Portfolios

- A predicted underspend within the Children's Social Care service of £(36)k comprising of placement budgets £162k, offset by additional Intensive Fostering grant income £(198)k.
- School Support Services; a projected saving of £(88)k, this is a result of staffing savings £(56)k, additional income from Academies £(21)k and other variances £(11)k.
- Commissioning projected saving of £(18)k from staff savings due to vacant posts.

- MARAS predicted overspend of £184k: Home to School transport pressure of £215k, staff posts vacant £(32)k and other variances £1k.
- Children's Centre overspend of £7k: Overspend for staff posts £7k.

Adult Social Care Portfolio

1. Older People's Services, a projected underspend in external placement costs of £(174)k
2. Physical Disabilities Services, a projected overspend in external placement costs of £52k offset by managed staff vacancies of £(60)k.
3. Mental Health Services, a projected overspend in external placement costs of £217k offset by managed staff vacancies of £(61)k
4. Other Adult Services, projected additional staff costs in the Emergency Duty Team of £77k due to higher than expected workload.

Public Health Portfolio

5. Public Health services, a projected underspend of £(28)k from managed staff vacancies.

Learning Disabilities (LD) Pooled Budget

6. A projected underspend of £(525)k in year net contribution to the LD Pooled fund recovery plan to offset the brought forward deficit of £1,472k. The anticipated in year underspend is dependent on a managed recovery plan, outlined in greater detail below.

- 1.4 The budget depends on the successful implementation and delivery of two key savings plans to reduce demand; Telecare £(400)k and Reablement £(500)k. Whilst the plans have been implemented the actual reduction in demand will not be felt until later in the year. It is therefore too early to say what level of saving will be delivered and how this will impact on the projected outturn.
- 1.5 The current extended period of hot weather presents a potential risk to the budget as demand may change from expected budgeted levels.
- 1.6 Appendix 1 details by both directorate and variance area the forecast outturn as compared to the approved revenue budget.

2 Learning Disabilities Pooled Fund

- 2.1 At the beginning of the year the LD Pool had a carry forward adverse balance of £1,472m, and a recovery plan to deliver cash savings against budget over two financial years to address this.
- 2.2 The 2013/14 target is for an outturn balance of £0.900m. The projected outturn is £947k.
- 2.3 The Deputy Corporate Director has re-phased the recovery plan, and included additional initiatives:
 - Expansion of telecare and reablement into Learning Disabilities services
 - Additional services identified for retendering
 - High cost and out of borough placements review
 - Accommodation development to reduce cost of provision

- 2.4 The updated plan is shared with the Trafford Clinical Commissioning Group (CCG), which replaces the previous Primary Care Trust delivery partner. The Council and the CCG will target the outstanding balance to bring the LD Pool into balance by 31 March 2015:

3 Service carry-forward reserves

- 3.1 At the beginning of April 2013 the Childrens, Families and Wellbeing Directorate had accumulated balances of £(1,425)k carried forward from previous financial years.
- 3.2 The remaining carry-forward balances at the end of the year after taking into account the outturn position are:

Table 1: Utilisation of Carry forward Reserve 2013/14 –	(£000's)
Balance brought forward 1 April 2013	(1,427)
Specific expenditure assigned against the reserve re: invest to save	389
Specific expenditure committed from 2012/13	149
P3 Forecast Outturn	102
Balance carried forward at 31 March 2014	(787)

Table 1: Utilisation of Carry forward Reserve 2013/14 – Learning Disabilities Pooled Fund	(£000's)
Balance brought forward 1 April 2013	1,472
P3 Forecast outturn cash movement	(525)
Balance carried forward at 31 March 2014	947

- 3.3 Any use of the reserves will be managed to ensure that it has a positive impact on the following year's budget e.g. invest to save initiatives.

4 Management Action

- 4.1 Key to the delivery of the budget, especially for Adult Social Care is management of demand, placement costs and delivery of the Learning Disabilities Pooled Fund Recovery Plan. The Directorate will focus on
- Delivery the Learning Disability Pooled Fund Recovery Plan in partnership with Trafford Clinical Commissioning Group.
 - Monitoring of the impact on demand of the Telecare and Reablement budget savings
 - Monitoring of the impact on demand of the extended period of hot weather.
 - Continuous review of all placements to ensure the most effective provision is made

Period 3 Projected Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P3 Outturn (£000's)	P3 Outturn variance (£000's)	Ref
Supporting Children & Families Portfolio				
Children's Social Services	14,873	14,837	(36)	CFW2
Children with Complex & Additional Needs	2,034	2,034	0	CFW3
Support Services to CYP	3,730	3,642	(88)	CFW4
Commissioning	1,636	1,618	(18)	CFW5
Multi Agency Referral & Assessment Service (MARAS)	4,061	4,245	184	
Youth Offending Service	577	577	0	
Children's Centres	2,213	2,220	7	CFW6
Sub-total	29,124	29,173	49	
Education Portfolio				
Dedicated Schools Grant	0	(623)	(623)	CFW1
Transfer to Dedicated Schools Grant Reserve	0	623	623	
Education Early Years' Service	1,020	1,020	0	
Connexions Service	863	863	0	
Sub-total	1,883	1,883	0	
Adult Social Services Portfolio				
Older People	20,330	20,173	(157)	CFW7
Physical Disabilities	4,206	4,198	(8)	CFW8
Equipment & Adaptations	801	789	(12)	CFW9
Mental Health	3,418	3,574	156	CFW10
Other Adult Services	729	813	84	CFW11
Strategic & Support Services	910	917	7	CFW12

Adaptations	(59)	(64)	(5)	CFW13
Housing Services	1,355	1,380	25	CFW14
Community Services	252	252	0	
Equalities & Diversity	137	128	(9)	CFW15
Sub-total	32,079	32,160	81	
Community Health & Wellbeing Portfolio				
Public Health	(829)	(857)	(28)	CFW16
Sub-total	(829)	(857)	(28)	
Total	62,257	62,359	102	
Learning Disabilities Pooled Fund	19,984	19,459	(525)	CFW17
Total	82,241	81,818	(423)	

Business Reason / Area (Subjective analysis)	P3 Outturn (£000's)	Ref
Supporting Children & Families Portfolio, Education Portfolio		
DSG Reserve B/Fwd.	(2,453)	
Spend on DSG Reserve	1,853	CFW1
Minor variances	(23)	
DSG projected underspend	(623)	
Transfer to DSG Reserve	623	
Non DSG		
Additional Grant Funding	(198)	CFW2
Placements Budget	162	CFW3
Home to School Transport	215	CFW5
Staffing variances	(99)	CFW3,4,5,6
Additional Income	(21)	CFW3
Other minor variances	(10)	CFW3,5
Sub-total Net Underspend Non DSG	49	
Adult Social Care Portfolio		
Management of vacancies	(123)	CFW7,8,10,11,15
External care packages and commissioned services	104	CFW7,8,9,10,14
Delay in closure of establishments	97	CFW7
Other running costs	3	CFW12,13
Sub-total	81	
Community Health & Wellbeing Portfolio		
Commissioned Services	(30)	CFW16
Other running costs	2	CFW16
Sub-total	(28)	
Total	102	
Learning Disabilities Pooled Fund		
Management of vacancies	(71)	CFW17
External care packages and commissioned services	(454)	CFW17
Sub-total	(525)	
Total	(423)	

NOTES ON VARIANCES AND PERIOD MOVEMENTS

Supporting Families & Children Portfolio, Education Portfolio

Within the DSG

CFW1 – DSG Reserve b/fwd.

- The DSG reserve brought forward balance is £(2.453)m. There are commitments against this in 2013/14 of £1.853m and variance in-year of £(23)k. This leaves an underspend of £(0.623)m. This underspend will be carried forward to 2014/15.
- The Funding Forum are aware of the DSG reserve and proposals will be put forward in September as to how this will be invested which will include one off allocations to schools.

Non DSG Variances £49k adverse

CFW2 – Children’s Social Care £(36)k favourable (Includes Children with Complex & Additional Needs)

- The underspend is mainly due to additional grant income of £(198)k relating to Intensive Fostering, the placements budget has pressures of £162k.

CFW3 – Support Services £(88)k favourable

- This saving is mainly as a result of staff posts being held vacant £(56)k, additional training income received £(21)k and other variances £(11)k.

CFW4 – Commissioning £(18)k favourable

- This favourable variance of £(18)k is due to vacant staff posts.

CFW5 – MARAS £184k adverse

- Home to School transport pressure of £215k, staff posts vacant £(32)k and other variances £1k.

CFW6 – Children’s Centre £7k adverse

- The Children’s Centre’s projected overspend is due to staff posts £7k.

Adult Social Care Portfolio £81k adverse

CFW7 – Older People £(157)k favourable

- **Care Management/Assessment £(80)k favourable**
Due to managed vacancies within the Social Work teams.
- **Residential and Nursing Care/Home Care/Day Care/Direct Payments - £(174)k favourable**
Due to lower than estimated demand levels.
- **Katherine Lowe House and The Princess Centre - £97k adverse**
Delays in the closure of Katherine Lowe House (£84k) and the Princess Centre (£13k) resulting in additional costs being incurred.

CFW8– Physical Disabilities £(8)k favourable

- **Care Management/Assessment £(60)k favourable**

Due to managed vacancies within the Social Work teams.

- **Residential and Nursing Care/Home Care/Direct Payments - £52k adverse**
One additional residential placement costing £50k more than budgeted..

CFW9 – Equipment & Adaptations - £(12)k favourable

- **External Minor Adaptations - £(12)k favourable**
The volume of repair call out is projected to slightly lower than estimated in the budgeted.

CFW10– Mental Health - £156k adverse

- **Care Management and Assessment £(61)k favourable**
Due to managed vacancies within the Community Mental Health Team.
- **Residential and Nursing Care/Home Care/Direct Payments/Supported Living £217k adverse**
There is one residential service user higher than budgeted and one homecare user higher than budgeted.

CFW11 Other Adult Services £84k adverse

- **Emergency Duty Team £84k adverse**
Due to projected staff costs due to current workload.

CFW12 Strategic & Support Services - £7k adverse

- **Finance Team £7k adverse**
Due higher than expected client services costs.

CFW13 Adaptations - £(5)k favourable

- **Adaptations Income £(5)k favourable**
Due to overachievement in adaptations fee income.

CFW14 Housing Services - £25k adverse

- **Supporting People £25k adverse**
Underachievement in income contribution.

CFW15 – Equalities & Diversity - £(9)k favourable

- **Equalities & Diversity £(9)k favourable**
Due to managed vacancies in the Team

Community Health & Wellbeing Portfolio £(28)k favourable

CFW16– Public Health Services - £(28)k favourable

- **Public Health Services £(28)k favourable**
Due to managed vacancies in the Commissioning Team.

Learning Disabilities Pooled Fund

CFW17 – Learning Disabilities - £(525) favourable – Pooled Fund Arrangement

- **Residential and Nursing Care/Home Care/Direct Payments £(443)k favourable**
The impact of the recovery plan on projected demand.

- **Daycare £(11)k favourable**
The new method of service provision at the Meadowside Centre has delivered a savings higher than estimated.
- **Care Management/Assessment £(71)k favourable**
Due to managed vacancies within the Social Work teams.

TRAFFORD MBC

Report to: ETO Directorate Management Team
 Date: 17 July 2013
 Report for: Discussion
 Report author: ETO/EGP Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 3 (April to June 2013)

1. Forecast Outturn for the Year

- 1.1 The approved revenue budget for the year is £29.209m. The forecast outturn before management action is £29.380m, which is £0.171m over the approved budget (0.6%). An action plan has already been put into place to bring spending and income in line with the budget for the remainder of the year (see paragraph 2) and a nil variance is expected as a result.
- 1.2 The Directorate has also brought forward balances of £(0.439)m from previous years of which £(0.202)m is earmarked specifically to mitigate one-off budget pressures if required (paragraph 3). In particular, this relates to savings which have been re-profiled to later in the year, such as where additional staff consultations have been undertaken.
- 1.3 This is the first monitoring report of the financial year and, the information available to produce a forecast outturn is limited and subject to change at this point. For example, the Directorate budget can be adversely affected by weather conditions, and income streams by the wider economic climate.

2. Summary of Variances

- 2.1 The overall net variance reflects a number of individual under and overspends across the diverse areas of the Directorate:
- Re-profiling of savings from the review of Enforcement due to additional staff consultation £0.214m;
 - Re-profiling of Groundforce staff savings pending a review of working conditions (e.g. overtime) £0.126m;
 - Public Protection licencing income – continuing adverse effect of economic climate £0.070m;
 - Traffic Management costs for major events – additional costs £0.054m;
 - Additional costs from the extension of the Parking enforcement contract prior to full re-tendering exercise during the year £0.033m;
 - The full closure of Oakfield Road car park has taken longer than predicted and income is £(0.172)m higher than expected for the full year;
 - Income in Bereavement Services has continued to be higher than expectations £(0.101)m;
 - School crossing patrols ongoing net vacancies £(0.050)m;

- Others £(0.003)m.

2.2 The management action plan being implemented includes numerous steps to ensure that essential services are delivered within budget throughout the year. These will be monitored throughout the year and reflected in the forecast outturn for the service areas accordingly:

- Only necessary spending on supplies and services to be approved;
- Reduced use and greater control of overtime and travel expenses;
- Monitoring and evaluation of existing and potential new income streams;
- Analysis of rechargeable work for both revenue and capital schemes;
- Additional improvements to efficiency through service redesign and better procurement;
- Potential to accelerate future savings proposals.

3. Reserves

3.1 At the end of 2012/13 the Directorate had a surplus on accumulated balances of £(0.439)m, which was carried forward to 2013/14. This was a result of successful management action to both mitigate the adverse budget pressures in 2012/13, plus deliver sufficient additional surpluses to assist in mitigating future pressures if required while sustainable solutions are implemented. The planned use of these balances is shown below:

Utilisation of Carry forward Reserve 2013/14	(£000's)
Surplus balance brought forward at 1 April 2013	(439)
Traded service investment projects c/f	132
Car Parking – contract cost/income	105
Earmarked for re-profiling of approved savings	202
Balance after commitments	0

4. Savings

4.1 The approved Directorate budget includes savings of £(3.011)m, (9.3)% as follows:

	Budget (£000's)	Outturn (£000's)	Variance (£000's)
Increased and new income	(307)	(307)	0
Efficiencies and others	(605)	(575)	30
Policy Choice	(2,099)	(1,795)	304
Mitigating action across ETO	0	(334)	(334)
Total ETO	(3,011)	(3,011)	0

4.2 The shortfall of £0.334m relates to re-profiling of savings in Enforcement and Groundforce above. These are to be mitigated in full from management action taken across the Directorate, or by the use of accumulated balances if required.

5. Recommendations

5.1 It is recommended that the forecast outturn and mitigating management action be noted.

Period 3 Forecast Outturn revenue expenditure and income variances.

The following tables detail the main variances from the revenue budget to the forecast outturn in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P3 Forecast Outturn (£000's)	P3 Outturn Variance (£000's)	Ref
Highways & Environment Portfolio				
Highway and Network Management, incl. Traffic & Transportation	5,130	5,217	87	ETO1
School Crossing Patrols	512	462	(50)	ETO2
Parking Services	(150)	(329)	(179)	ETO3
Groundforce	4,593	4,747	154	ETO4
Bereavement Services	(998)	(1,089)	(91)	ETO5
Sustainability & Greenspace	426	394	(32)	ETO6
Waste Management (incl. WDA levy)	18,661	18,661	0	
Public Protection	806	866	60	ETO7
Environmental Enforcement	30	244	214	ETO8
Directorate Strategy & Business Support	471	479	8	
Sub-total	29,481	29,652	171	
Operational Services for Education	(272)	(272)	0	
Management action plan across ETO	0	(171)	(171)	ETO9
Total Forecast Outturn Period 3	29,209	29,209	0	

ETO Business Reason / Area (Subjective analysis)	P3 Outturn Variance (£000's)	Ref
Highway and Network Management, incl. Traffic & Transportation		
Traffic Management costs - events	54	
Fee income shortfall (capital)	33	
Sub-total	87	ETO1
School Crossing Patrols - vacancies	(50)	ETO2
Parking Services		
Additional income – Oakfield Road	(172)	
Additional income - others	(22)	
Contract extension one-off costs	33	
Staffing and running costs	(18)	
Sub-total	(179)	ETO3
Groundforce		
Re-profiling of staff/equipment savings	126	
Overtime/other additional running costs	28	
Sub-total	154	ETO4
Bereavement Services		
Essential maintenance costs	10	
Income above budget	(101)	
Sub-total	(91)	ETO5
Sustainability & Greenspace		
Vacancy, supplies & services	(32)	ETO6
Public Protection		
Income shortfall including licencing	70	
Mitigating action – hold on filling vacancies	(10)	
Sub-total	60	ETO7
Environmental Enforcement		
Re-profiling of staff/equipment saving	214	ETO8
Director & ETO Business Support		
Staffing and Running costs	8	
Management Action - running costs	(171)	ETO9
Total Forecast Outturn Period 3	0	

ADDITIONAL NOTES ON FORECAST OUTTURN VARIANCES

ETO 1 – Highways & Network Management - £0.087m (adverse)

Traffic management costs associated with major events are estimated at £0.054m above budget for the year. These costs have arisen due to clarification on the statutory responsibilities, and will need to be addressed in the Medium Term Financial Plan. A number of options are also being evaluated up to reduce this pressure.

Forecast fee income in Highways and Transportation is £0.033m less than budgeted for the year. This includes fees which can be capitalised, and which will be subject to the continual review of revenue and capital projects throughout the year. This review process also forms part of the management action plan to mitigate adverse variances in year.

ETO 2 – School Crossing Patrols – £(0.050)m (favourable)

There is a forecast underspend on staffing of £(0.050)m due to the ongoing difficulties in the filling of vacancies, which has continued from 2012/13. Leavers and new starters have broadly matched each other in recent months, which has meant the net staffing level has not increased as intended.

ETO 3 – Parking Services – £(0.179)m (favourable)

The approved budget included assumptions regarding the partial, then full closure of Oakfield Road car park during the year as part of the regeneration of Altrincham Town Centre. The re-phasing of the town centre project has resulted in forecast income above budget of £(0.172)m.

Other car parking income continues to be above expectations, following on from 2012/13, £(0.022)m.

The contract for Parking enforcement has been extended for a further 12 months while a full tender exercise is undertaken. The extension has increased costs by £0.033m from the previous contract period which has expired. The new contract will be awarded from April 2014.

Action to control general running costs and the holding of vacancies gives rise to an expected underspend of £(0.018)m.

ETO 4 – Groundforce - £0.154m (adverse)

Savings associated with staffing, supplies, vehicles and equipment have been re-profiled pending a review of terms and conditions, overtime and procurement, leading to a forecast adverse variance of £0.126m. The review will feed into the management action plan, plus balances have been carried forward from 2012/13 to be utilised as one-off mitigation, if required.

Other supplies, services and overtime costs are forecast to be £0.028m above budget. An element of this relates to one-off reactive service requests, which are often out of normal working hours. The review of the service above will also look to address these issues.

ETO 5 – Bereavement Services £(0.091)m (favourable)

Net income levels for the year are expected to exceed the budget by £(0.101)m, and follows the levels from the last financial year. Running costs above budget of £0.010m relate to essential works.

ETO 6 – Sustainability and Greenspace £(0.032)m (favourable)

Management action to control running costs, plus staff vacancies, gives rise to a predicted underspend of £(0.032)m.

ETO 7 – Public Protection - £0.060m (adverse)

There is a predicted shortfall in income of £0.070m across the service. This relates in particular to licencing, which is due to lower levels of applications received. This is to a large extent related to the economic climate and has continued from the last financial year. This will also be assessed as part of the Medium Term Financial Plan.

The shortfall is expected to be partly mitigated through a variety of management actions to control costs throughout the year, including a delay in filling vacant posts £(0.010)m. The management action plan includes for possible further restrictions on staffing vacancies.

ETO 8 – Environmental Enforcement £0.214m (adverse)

The savings associated with the review of Enforcement have been re-profiled following additional staff consultations. This has resulted in a forecast adverse variance of £0.214k for the year. The management action plan for ETO will look to address the adverse variance in-year. The variance was identified very early in this financial year and the Directorate was also able to identify and earmark balances from the 2012/13 accounts to mitigate this variance, if required.

ETO 9 – Management Action £(0.171)m (favourable)

The Directorate has already instigated a management action plan to contain adverse variances projected for the year. This includes reviews of overtime and other staff costs, plus gaining a better understanding of cost drivers, such as in Groundforce. Vehicle and depot costs are also being reviewed alongside procurement and contract costs. These will be monitored throughout the year and reflected in the forecast outturn for the relevant service area as they are realised.

TRAFFORD MBC

Report to: EGP Directorate Management Team
 Date: 17 July 2013
 Report for: Discussion
 Report author: EGP/ETO Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 3 (April to June 2013)

1. Forecast Outturn

- 1.1 The approved revenue budget for the year is £3.304m. The forecast outturn is £3.357m, which is £0.053m above the budget. Variances are subject to change at this early stage of the year, in particular relating to forecasts of planning and rental income which are affected by external market conditions.
- 1.2 The Directorate will implement management action to manage these budget pressures, particularly around staffing and control of running costs, and a nil variance is expected at year end. EGP also has balances of £(0.312)m brought forward from previous years which are largely related to re-phased project costs, but are also available to fully mitigate the above variance, if required.

2. Explanation of Variances

- 2.1 The forecast outturn variances are summarised below, with more detail at Appendix 1:
- Shortfall in property rent income of £0.072m due to the on-going adverse effect of the economy, primarily on town centre rents (e.g. Stamford Centre);
 - Rental income from airport land is £(0.019)m higher than budgeted, and is based on the notification received from Manchester City Council in March this year;
 - Facilities management staffing is £0.030m above budget due to the later than planned disposal of a number of properties (e.g. Broomwood);
 - There is a forecast staffing underspend across EGP relating to the ongoing restructure and appointments to vacancies £(0.065)m;
 - Planning Application fees income predicted shortfall is £0.060m. Building control income is forecast to be higher than planned by £(0.060)m giving a net nil variance across the two income streams;
 - Fee income from housing improvement capital schemes is a net £0.046m less than budget due to a reduced volume of property sales;
 - Other variances of £(0.011)m relating to running costs.

3. Reserves

- 3.1 At the end of the last financial year the Directorate had (£0.312)m of balances brought forward from previous years, of which £(0.126)m is committed on re-phased projects per the 2012/13 outturn report.
- 3.2 The remaining balance is earmarked to supplement 2013/14 project work, plus provide one-off mitigation should income levels continue to be adversely affected by the economic climate, or for other budget pressures during the year.

Utilisation of Carry forward Reserve 2013/14	(£000's)
Surplus balance brought forward at 1 April 2013	(312)
Re-phasing of projects from 2012/13	126
Forecast outturn overspend P3	53
Committed on 2013/14 projects plus mitigation for potential future budget pressures	133
Balance after forecast outturn/commitments	0

4. Savings

- 4.1 The approved Directorate budget includes savings of £(0.696)m, (21.1)% as follows:

	Budget (£000's)	Outturn (£000's)	Variance (£000's)
Increased and new income	(122)	(122)	0
Efficiencies and others	(351)	(351)	0
Policy Choice	(223)	(193)	30
Total EGP	(696)	(666)	30

- 4.2 The shortfall of £0.030m relates to savings in Facilities Management staffing which have needed to be re-profiled due to the disposal of buildings taking longer than had been planned. This will be mitigated by management action taken across the Directorate, or by the use of accumulated balances if required.

5. Recommendations

- 5.1 It is recommended that:
- The forecast outturn of £0.053m for 2013/14 be noted.

Period 3 Forecast Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the outturn in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P3 Forecast Outturn (£000's)	P3 Outturn Variance (£000's)	Ref
Economic Growth & Prosperity Portfolio				
Asset Management	1,118	1,194	76	EGP1
Planning & Building Control	174	139	(35)	EGP2
Strategic Planning & Development	525	519	(6)	EGP2
Economic Growth	717	701	(16)	EGP4
Housing Strategy	522	556	34	EGP3
Directorate Strategy & Business Support	248	248	0	EGP4
Total Forecast Outturn Period 3	3,304	3,357	53	

EGP	P3 Forecast Outturn	
Business Reason / Area (Subjective analysis)	Variance (£000's)	Ref
Asset Management		
Investment Property Rental Income:		
- Stamford Centre - shortfall	34	
- Other properties - shortfall	19	
- Airport - surplus	(19)	
Community buildings – income/running costs	19	
Facilities Management - staffing	30	
Asset Management – staffing vacancies	(12)	
Other minor running cost variances	5	
Sub-total	76	EGP1
Planning & Building Control		
Planning applications income shortfall	60	
Building Control income surplus	(60)	
Staffing vacancies	(35)	
Sub-total	(35)	EGP2
Strategic Planning & Development		
Staffing/running costs savings	(6)	
Sub-total	(6)	
Economic Growth – staffing vacancies	(16)	
Housing Strategy		
Housing improvements capital fee income shortfall	46	EGP3
Staffing/running cost savings	(12)	
Sub-total	34	
Total Forecast Outturn Period 3	53	

NOTES ON OUTTURN VARIANCES

EGP1 – Asset Management - £0.076m (adverse)

The effect of the economy is continuing to adversely affect rents across the property portfolio, including Stamford Centre £0.034m, other investment property £0.019m and Community Buildings £0.019m. Airport rent is expected to be £(0.019)m above budget following notification in March from Manchester City Council of new rent levels for the next five years.

Facilities Management staffing is expected to be £0.030m above budget. The associated saving has needed to be re-profiled as the planned disposal of buildings is taking longer than expected.

There are a number of staffing and minor running cost underspends of £(0.007)m across Asset Management.

EGP2 – Planning and Building Control – £(0.035)m (favourable)

Income from planning fees is forecast to be £0.060m less than budget, which is due to the continuing adverse economic climate.

Building control income is forecast to be above budget by £(0.060)m. This includes some capital related income plus the service has been successful in competing with other external providers.

Planning and building control fees are continuing to be monitored on a weekly basis.

An underspend from staffing vacancies is predicted to be £(0.035)m, and the filling of these posts will be addressed by the ongoing restructure of EGP.

EGP3 – Housing Strategy – Housing Improvement fee income £0.046m (adverse)

The cost of housing improvement work is recouped when properties are sold in the future, and the sale proceeds are reinvested in new works to top up the existing capital programme. Where new improvement works are carried out, this generates fee income for the service to recover the Council's management and administration costs. There has been a reduction in the number of property sales due to the adverse economic climate and this has reduced the availability of capital funds for new works. Fee income has, hence, reduced compared to that expected in the revenue budget. This will be taken forward in the Medium Term Financial Plan.

TRAFFORD MBC

Report to: Transformation & Resources Directorate Management Team
Date: 18 July 2013
Report for: Discussion
Report author: T&R Finance Manager

**Revenue Budget Monitoring 2013/14 – Period 3
(April 2013 – June 2013 inclusive)**

1 Outturn

- 1.1 The current approved revenue budget for the year is £20.297m. The outturn of £20.254m is £(0.043)m below the approved budget.
- 1.2 The £(43)k net favourable movement to date is a result of:
- £(156)k favourable variance on staff costs, particularly in Revenues & Benefits and ICT where vacancies have been held open pending the outcome of reviews;
 - £125k adverse variance on legal costs;
 - £29k adverse collective variances on other running costs;
 - £(41)k favourable variance on income streams.

2 Services transferred into the T&R directorate

- 2.1 The £2.198m budget for Culture & Sport has been transferred from ETO into T&R with effect from 1st April 2013.

3 Reserves

- 3.1 The Directorate has accumulated balances of £(1.389)m brought forward from 2012/13. Over the year the surplus balance will be used to ensure that the Directorate can meet and sustain the challenges of the future, including support for the Transformation Programme. The table overleaf summarises the projected movement during 2013/14:

Table 1: Utilisation of Carry Forward Reserve 2013/14	£000's
Balance b/f 1 April 2013	(1,389)
Planned use in 2013/14	
Transformation Support	234
Land Charges Claims	185
LGG Support	56
EDRMS	50
Communications/Events	46
Library improvements	40
ICT textlink and contracts	34
Apprentice Support	20
Legal Case Management System	7
CCTV Marketing	5
2013/14 Outturn	(43)
Remaining Balance at 31 March 2014	(755)

- 3.2 In 2013/14 and future years the surplus balance will be used to ensure that the Directorate can meet and sustain the challenges of the future, particularly ensuring support for the Transformation Programme.

Period 3 Forecasted Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, in both Management Accounts (“Budget Book”) format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P3 Forecast Outturn (£000's)	P3 Outturn variance (£000's)	Note ref
Transformation and Resources Portfolio				
Legal & Democratic	1,885	2,024	139	T&R2,4
Communications & Customer Services	6,866	6,818	(48)	T&R1
Partnerships & Performance	2,687	2,693	6	
Strategic Human Resources	2,350	2,347	(3)	T&R1,3,4
Corporate Leadership and Support	367	361	(6)	
sub-total	14,155	14,243	88	
Finance Portfolio				
Finance Services	3,944	3,811	(133)	T&R1
sub-total	3,944	3,811	(133)	
Safe and Strong Communities				
Culture & Sport	2,198	2,200	2	
sub-total	2,198	2,200	2	
Total	20,297	20,254	(43)	

Business Reason / Area (Subjective analysis)	P3 Outturn variance (£000's)	Note ref
Management of Vacancies	(156)	T&R1
Court Costs and Legal fees	125	T&R2
Running Costs	29	T&R3
Other Income	(41)	T&R4
Total	(43)	

NOTES ON PROJECTED VARIANCES

T&R1

There are a number of posts which are held vacant whilst staffing structures are being reviewed, particularly in ICT and Revenues & Benefits.

T&R2

Legal expenses are forecast to be £125k adverse to budget due to a continuing increase in childcare cases and a number of new development projects.

T&R3

Running costs are being tightly controlled to remain within budget. However, the initiative to reduce sickness levels has impacted on utilisation of Occupational Health services due to an increase in the number of referrals, causing a forecast adverse variance of £33k within HR.

T&R4

There is forecast to be a favourable variance on income of £(41)k, particularly on Registrars.

TRAFFORD MBC

Report to: Director of Finance
Date: 18 July 2013
Report for: Information
Report author: Head of Financial Management

Report Title

Revenue Budget Monitoring 2013/14 – Period 3 Outturn - Council-Wide Budgets (April 2013 to June 2013 inclusive)
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1 Outturn Forecast

1.1 The current approved revenue budget for the year is £23.952m. The outturn forecast is £22.603m, which is £(1.349)m under the budget.

1.2 Appendix 1 details by variance area the projected outturn as compared to the approved revenue budget, with the main variances being;

Treasury Management: £(1.321)m relating to Manchester Airport Group dividend received above budget and £(0.020)m of reduced debt charges.

There were a number of other minor variances across Council Wide budgets in the sum of £(0.008)m for the year.

2 Service carry-forward reserve and Recommendations

2.1 The underspend within Council-wide budgets is transferred to the General Reserve, as detailed in the summary report.

Appendix 1

Period 3 Draft Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, in both Management Accounts ("Budget Book") format and by cause or area of impact of the variance.

Budget Book Format (Objective analysis)	Full Year Budget (£000's)	P3 Outturn (£000's)	P3 Draft Outturn variance (£000's)	Ref
Finance Portfolio				
Precepts, Levies & Subscriptions	17,806	17,806		
Provisions (bad debts & pensions)	1,742	1,742		
Treasury Management	8,366	7,025	(1,341)	C-W1
Insurance	659	659		
Members Expenses	944	944		
Grants	(5,887)	(5,895)	(8)	
Other Centrally held budgets	322	322		
Total	23,952	22,603	(1,349)	

Business Reason / Area (Subjective analysis)	P3 Outturn variance (£000's)	Ref
Treasury Management:		
- Investment Income	(1,321)	C-W1
- Debt Management cost savings	(20)	C-W1
Grants	(8)	
Total	(1,349)	

NOTES ON PROJECTED VARIANCES

C-W1 – Treasury Management - £(1.341)m (favourable).

Investments – £(1,321)k – Increased MAG share dividend

In 2013 Manchester Airport Group (MAG) acquired Stansted Airport which resulted in the Council's share allocation in the expanded group being restated from 5% to 3.22%. The MAG board, at its June 2013 meeting, agreed the total level of share dividend to be paid in 2013/14 and this was set at £72m, payable in 2 tranches, £50m in July 2013 and £22m in October 2013. The Council will now receive a total of £(2.321)m, which is £(1.321)m in excess of the budgeted figure. Whilst the level of dividend forecasted to be received annually has been revised to a level of £(1.352)m from that previously received of £(1.000)m, this year's dividend is higher than normal as it contains a one-off allocation relating to the higher than expected levels of cash balances held in Stansted Airport at the time of acquisition.

Debt - £(20)k – Minimum Revenue Provision

A lower than expected level of prudential borrowing relating to the 2012/13 capital programme has resulted in a temporary reduction in the minimum revenue provision in 2013/14.

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TRAFFORD COUNCIL

Report to: Executive
Date: 29 July 2013
Report for: Decision
Report of: The Executive Member for Finance and
the Director of Finance

Report Title

CAPITAL INVESTMENT PROGRAMME MONITORING 2013/14
1st Quarter (April – June)

Summary

This report summarises the findings from the budget monitoring for the period to 30 June 2013. The salient features are:

- The original 2013/14 budget approved in February 2013 was £38.7m. Taking into account 2012/13 outturn and additional schemes in the first quarter the programme has increased to £41.0m.
- Capital expenditure to date is £7.0m, being 17% of the budget (see Appendix 2 for detail by service area).
- The level of available resources has been updated to reflect the latest Land Sale Programme and surplus resources of £3.4m are available to support future capital priorities.

Recommendation(s)

1. That the amendments to the 2013/14 Capital Investment Programme be approved.
2. That the monitoring report be noted.

Contact person for access to background papers and further information:

Name: Graeme Bentley
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1. Capital Programme Update

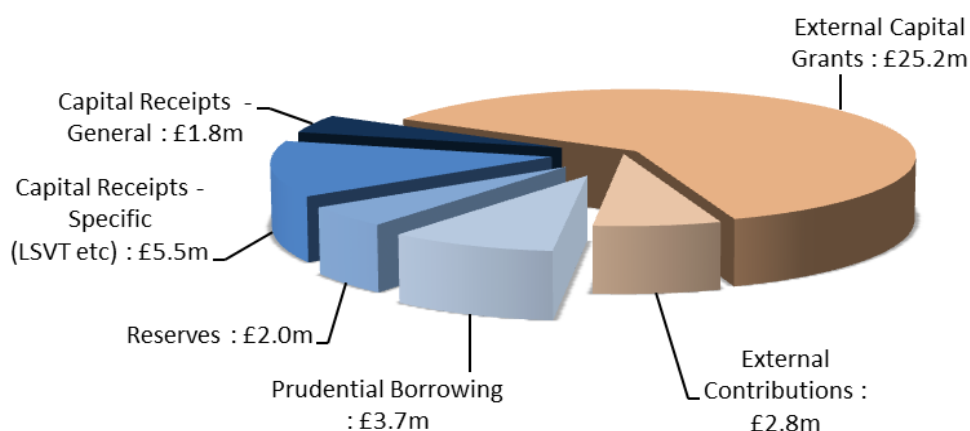
- 1.1 This report summarises the current position and progress of the 2013/14 Capital Investment Programme and its financing as at 30 June 2013. It takes into account both financial and scheme progress monitoring undertaken with service area project officers.
- 1.2 Capital expenditure in 2013/14 is currently estimated at £41.0m which is £2.3m higher than the original estimate agreed by the Council in February 2013. The changes to the budget are detailed in Appendix 1 and are summarised as follows:-

<i>Capital Investment Programme 2013/14</i>	Original 2013/14 £m	Q1 Revised 2013/14 £m	Change £m
Portfolio Analysis :			
Supporting Children & Families	0.3	0.3	-
Economic Growth & Prosperity	5.7	7.5	+1.8
Adult Care, Health & Wellbeing	3.1	2.9	-0.2
Education	20.0	19.0	-1.0
Environmental Services	1.5	1.6	+0.1
Highways & Transportation	6.5	7.4	+0.9
Safe, Strong Communities	0.1	0.3	+0.2
Transformation & Resources	1.5	2.0	+0.5
Total	38.7	41.0	+2.3
Service Analysis :			
Children, Families & Wellbeing	23.4	22.2	-1.2
Economic Growth & Prosperity	5.7	7.5	+1.8
Environment Transport & Operations	8.1	9.3	+1.2
Transformation & Resources	1.5	2.0	+0.5
Total	38.7	41.0	+2.3

2 Resourcing

- 2.1 The chart below shows the types and levels of resource available to finance the capital investment programme. Internal funding of £13.0m equates to 32% of the total funding requirement, whilst external funding makes up the balance (£28.0m), 90% of this being government grants (£25.2m).

Capital Investment Programme 2013-14 (£41.0m) Financing by Resource Type



- 2.2 The current estimate of capital receipts has been updated to reflect the latest information from the Land Sales Programme, included elsewhere on the Agenda. An additional £3.1m has been identified, being the inclusion of a number of new sites and changes to valuation estimates. As can be seen in the table below the surplus position on the overall programme is now £3.4m.

<i>Impact on 2013/15 Capital Programme</i>	2013/14 £m	2014/15 £m	Total £m
Resources available :			
Capital receipts available from Land Sales	3.7	8.0	11.7
Capital Programme requirement	(1.8)	(6.5)	(8.3)
Current Surplus/(Deficit) at Q1	1.9	1.5	3.4

- 2.3 A number of Section 106 developer contributions have been received and whilst progress has been made to utilise these, a full review of available balances will be undertaken and reported as part of the quarter 2 monitor.
- 2.4 Capital expenditure priorities in future years will be reviewed as part of the budget process.

3. Actual Expenditure – 1st Quarter (April – June)

3.1 Actual expenditure for the first quarter of the financial year is shown below, with further details of the service areas in Appendix 2.

Capital Investment Programme : Expenditure at Quarter 1 2013/14	Q1 Spend £m	Projection for Year £m	Proportion of budget
Portfolio Analysis :			
Supporting Children & Families	0.1	0.3	33%
Economic Growth & Prosperity	2.5	7.5	35%
Adult Care, Health & Wellbeing	-	2.9	-
Education	3.7	19.0	19%
Environmental Services	0.1	1.6	6%
Highways & Transportation	0.6	7.4	8%
Safe, Strong Communities	-	0.3	-
Transformation & Resources	-	2.0	-
Total	7.0	41.0	17%
Service Analysis :			
Children, Families & Wellbeing	3.8	22.2	17%
Economic Growth & Prosperity	2.5	7.5	34%
Environment Transport & Operations	0.7	9.3	8%
Transformation & Resources	-	2.0	-
Total	7.0	41.0	17%

3.2 There are 234 individual schemes currently allocated in the programme. These include some major programmes of work, including

- Additional school places : £12.6m
- Maintenance of schools (inc Devolved formula capital) : £4.7m
- Lancashire Cricket Ground – development : £2.9m
- Town centre regeneration : £1.5m
- Corporate Landlord schemes : £1.6m
- Housing grants (inc DFGs, LAMS etc.) : £2.7m
- Highways & transportation works : £7.4m
- Environmental schemes (inc bereavement, waste and greenspace services) : £1.9m
- Upgrade and replacement of ICT provision: £3.1m.

All schemes in the budget were reviewed. A summary is shown below with further details in Appendix 2.

3.3 **Children, Families & Wellbeing** – Schools related schemes have now been agreed and a number will be commencing over the summer holidays. Of the £3.8m incurred to date £3.7m relates to a number of ongoing School Places and School Condition schemes which started in 2012/13.

- 3.4 **Economic Growth & Prosperity** – £2.3m of the £2.5m incurred to date relates to the completion of the development work at Lancashire County Cricket Ground. The balance relates to the completion of Corporate Landlord schemes started last year.
- 3.5 **Environment, Transport & Operations** - Whilst there are low levels of expenditure in this service area, the Highways & Transport schemes have now been approved and preliminary work has started. It is expected that the budget will be fully invested in year. The Food Waste Collection scheme continues to be rolled-out with new purchases of £138k.
- 3.6 **Transformation & Resources** - The budget of £2.0m is predominantly (£1.9m) ICT related schemes. There has been little expenditure incurred so far in 2013/14. However the CRM Replacement project will go out to tender shortly and work is expected to start this year.

4. **Recommendations**

- 4.1 That the amendments to the 2013/14 Capital Investment Programme be approved. That the monitoring report be noted.

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	Capital expenditure to be contained within available resources in 2013/14.
Legal Implications:	None arising out of this report
Equality/Diversity Implications	None arising out of this report
Sustainability Implications	None arising out of this report
Staffing/E-Government/Asset Management Implications	A number of improvement schemes are being undertaken in 2013/14.
Risk Management Implications	Not Applicable
Health and Safety Implications	A number of schemes are being undertaken in 2013/14 on the grounds of health and safety.

Other Options

The Executive could decide to utilise surplus capital receipts to repay debt rather than support new capital investment.

Consultation

Consultation has taken place with budget holders, responsible officers and professional services to ascertain the best projection of capital expenditure to be incurred in 2013/14.

Reasons for Recommendation

The Authority is regularly assessed on the performance of its Capital Investment Programme and how delivery matches corporate policies and proposed spending plans. To reflect budgets in line with revised expectations will assist in evidencing that compliance with the above criteria is being met.

Finance Officer Clearance (type in initials).....IK.....

Legal Officer Clearance (type in initials).....MJ.....

Director of Finance

.....ID.....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

Capital Investment Programme 2013/14 : Budget changes during Quarter 1		Budget 2013/14 £'000	Budget 2013/14 £'000
Budget reported at February 2013			38,712
Amendments during Quarter 1			
New Schemes & Increases	Financed by :		
Schools – Basic Need & Capital Maintenance Grant	DfE grant	2,375	
Local Authority Mortgage Scheme	Borrowing	1,000	
Parks & Play Area Schemes	S.106	191	
Highways & Public Transport Schemes	S.106	183	
Bridgewater Way	Grant	144	
Water Taxi Project	S.106	115	
Lancashire County Cricket Ground	Invest interest	102	
Highways Congestion Performance	Grant	83	
Air Quality – Monitoring station	Developer	20	
Disabled Facilities Grants	Grant	5	4,218
Virement			
ICT Social Care Grant		(400)	
CRM Replacement		400	
Reprofiling			
From 2012/13:			
Lancashire County Cricket Ground		1,332	
Various highways schemes		151	
Public Realm Improvements		209	
Pay & Display Equipment		161	
To 2014/15 & later years:			
Schools Basic Need & Capital Maintenance Schemes		(3,206)	
Altair Development, Altrincham		(615)	(1,968)
Budget at 30 June 2013			40,962

Children, Families & Wellbeing

<i>Capital Investment Programme 2013/14</i>	Number of Schemes	Q1 Budget 2013/14 £m	Q1 Expend 2013/14 £m	Proportion of budget
Quarter 1 Budget		22.2		
Schools				
Primary Schools	37	14.8	3.6	24%
Secondary Schools	5	1.4	-	-
Special Schools	1	0.5	-	-
Other Schemes	3	2.3	0.1	4%
Youth Service	2	-	-	-
Children's Service	2	0.3	0.1	33%
Services for Adults	10	2.9	-	-
Total	60	22.2	3.8	17%

Schools – The major schemes within this area include:

- **Schools Basic Need Grant:** Notification for 2013-15 was received and as result of the updated pupil numbers projections the grant allocation has increased from the estimate of £8.2m to £15.2m. As reported in the Education and Early Years Capital Programme Report to the Executive on 24 June 2013, this has allowed for an extensive programme of projects to address the increase pupil numbers, with schemes planned to commence during 2014/15. As a result the additional grant has been phased to 2014/15 and later years.
- **Capital Maintenance Grant:** 18 schemes totalling £3.0m are programmed to start and complete during the summer holidays. These cover a range of condition issues, including rewires, boilers, roofs and kitchen ventilation.

Services for Adults – The major schemes within this area include:

- **Disabled Facilities Grants : £1.5m** : The provision of grants support to older and disabled people to remain in their own homes, promoting independence and quality of life while avoiding reliance on expensive long term social care and health services.
- **Replacement ICT System for Social Care : £0.4m** - The replacement Adult Social Care ICT system is programmed start in 2012/13 but due to changes in service requirements the expected date for completion has been pushed back from June 2013 to December 2013. Also £0.4m has been contributed to CRM Replacement budget within Transformation & Resources.
- **Telecare System : £0.4m** - The provision of equipment to help monitor people at risk in their own homes, improving their safety and helping them to stay independent and healthy for longer.
- **Personal Social Services Grant : £0.5m** – Grant to support the provision of services for vulnerable adults within the key areas of personalisation, reform and efficiency.

Economic Growth & Prosperity

<i>Capital Investment Programme 2013/14</i>	Number of Schemes	Q1 Budget 2013/14 £m	Q1 Expend 2013/14 £m	Proportion of budget
Quarter 1 Budget		7.5		
Corporate Landlord				
Mechanical & Electrical	11	0.3	-	-
Health & Safety (inc DDA)	12	0.3	0.1	33%
Public Building Repairs	14	0.3	0.1	22%
Long Term Accommodation	1	0.7	-	-
Regeneration	1	2.9	2.3	79%
Strategic Planning	5	1.9	-	-
Housing Services	3	1.1	-	-
Total	47	7.5	2.5	34%

The major schemes within this Service Area are:

- **Lancashire County Cricket Club – Development : £2.9m** – Completion of the major refurbishment of the stands and facilities which has allowed for Test Match cricket to return to the Club.
- **Local Authority Mortgage Scheme (LAMS) : £1m** – Scheme which is aimed at assisting first-time buyers and stimulating the local economy.
- **Corporate Landlord Works : £1.6m** – Work to protect the Councils assets including mechanical & electrical, DDA and other improvements to buildings to ensure that council services can be delivered in a safe and secure environment.
- **Town Centre Regeneration : £1.5m** – Work to bring town centres back to life and to encourage business opportunities. Includes Altrincham Historic Market Quarter improvements and initiatives such as “Bringing Town Centres Alive”

Environment Transport & Operations

<i>Capital Investment Programme 2013/14</i>	Number of Schemes	Q1 Budget 2013/14 £m	Q1 Expend 2013/14 £m	Proportion of budget
Quarter 1 Budget		9.3		
Highways				
Traffic & Transport	35	2.8	-	-
Highway Maintenance	44	4.2	0.5	12%
Bridges	12	0.4	0.1	25%
Bereavement Services	1	0.3	-	-
Sustainability & Greenspace	20	0.5	-	-
Public Protection	3	0.3	-	-
Waste Management	1	0.8	0.1	12%
Total	116	9.3	0.7	8%

The major schemes within this Service Area are:

- **Highways Related Schemes : £7.4m** – This area includes road safety and integrated transport schemes, programmed structural maintenance works, street lighting and major junction improvements works.
- **Sustainability & Greenspace: £0.5m** – Schemes for the improvement and provision of open spaces, parks and play areas including the upgrade of equipment and the improvement of paths and lighting.
- **Waste Management - £0.8m** – Continuation of the project started in 2012/13 for the provision of a weekly food waste collection services through the purchase of equipment to be distributed to households across the borough.

Transformation & Resources

<i>Capital Investment Programme 2013/14</i>	Number of Schemes	Q1 Budget 2013/14 £m	Q1 Expend 2013/14 £m	Proportion of budget
Quarter 1 Budget		2.0		
Performance & Improvement	1	0.1	-	-
Information Technology	10	1.9	-	-
Total	11	2.0	0	0

The majority of the budget within this Service Area relates to ICT schemes

The major schemes programmed for 2013/14 include :

- **CRM Replacement/ Upgrade : £0.8m** – The project is currently in the procurement phase with a view to going out to tender shortly.
- **Electronic Data Records Management (EDRMS) : £0.6m** – Delivery was halted whilst other options were investigated. Procurement of a new system has now commenced with installation expected to complete in year.