



TRAFFORD
COUNCIL

**AGENDA PAPERS FOR
EXECUTIVE MEETING**

Date: Monday, 24 February 2014

Time: 6.30 pm

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

A G E N D A	PART I	Pages
1.	ATTENDANCES	
	To note attendances, including officers, and any apologies for absence.	
2.	DECLARATIONS OF INTEREST	
	Members to give notice of any interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code of Conduct.	
3.	MINUTES	1 - 4
	To receive and, if so determined, to approve as a correct record the Minutes of the meeting held on 27 th January 2014.	
4.	MATTERS FROM COUNCIL OR OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)	
	To consider any matters referred by the Council or by the Overview and Scrutiny Committees.	
5.	SCHOOL ATTENDANCE - REVISED POLICY ON PARENTAL RESPONSIBILITY MEASURES	5 - 16
	To consider a report of the Executive Member for Education.	
6.	ANNUAL DELIVERY PLAN 2013/14 THIRD QUARTER PERFORMANCE REPORT	To Follow
	To consider a report of the Executive Member for Transformation and Resources and Corporate Director Transformation and Resources.	

7. SIX MONTH CORPORATE REPORT ON HEALTH AND SAFETY - 1ST APRIL 2013 TO 30TH SEPTEMBER 2013 17 - 30

To consider a report of the Executive Member for Transformation and Resources.

8. REVENUE BUDGET MONITORING 2013/14 - PERIOD 9 (APRIL TO DECEMBER 2013) 31 - 68

To consider a report of the Executive Member for Finance and Director of Finance.

9. CAPITAL INVESTMENT PROGRAMME MONITORING 2013/14 3RD QUARTER (APRIL - DECEMBER) 69 - 80

To consider a report of the Executive Member for Finance and Director of Finance.

10. DECISIONS MADE BY THE GREATER MANCHESTER COMBINED AUTHORITY AND AGMA EXECUTIVE BOARD 31/1/14

(a) Greater Manchester Combined Authority 81 - 86

(b) AGMA Executive Board 87 - 90

11. URGENT BUSINESS (IF ANY)

Any other item or items which by reason of:-

(a) Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Chairman of the meeting, with the agreement of the relevant Overview and Scrutiny Committee Chairman, is of the opinion should be considered at this meeting as a matter of urgency as it relates to a key decision; or

(b) special circumstances (to be specified) the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

12. EXCLUSION RESOLUTION

Motion (Which may be amended as Members think fit):

That the public be excluded from this meeting during consideration of the remaining items on the agenda, because of the likelihood of disclosure of "exempt information" which falls within one or more descriptive category or categories of the Local Government Act 1972, Schedule 12A, as amended by The Local Government (Access to Information) (Variation) Order 2006, and specified on the agenda item or report relating to each such item respectively.

13. **RISK-BASED VERIFICATION FOR HOUSING BENEFIT
AND COUNCIL TAX SUPPORT**

To consider a report of the Executive Member for Finance and Director of Finance. Para. 3&7 91 - 112

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:

Jo Maloney, 0161 912 4298
Email: joseph.maloney@trafford.gov.uk

This agenda was issued on **Thursday 13th February 2014** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

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EXECUTIVE

27 JANUARY 2014

PRESENT

Leader of the Council (Councillor M. Colledge) (in the Chair),
Executive Member for Finance (Councillor S. Anstee),
Executive Member for Community Health and Wellbeing (Councillor Dr. K. Barclay),
Executive Member for Supporting Children and Families (Councillor Miss L. Blackburn),
Executive Member for Education (Councillor M. Cornes),
Executive Member for Safe and Strong Communities (Councillor J. Coupe),
Executive Member for Economic Growth and Prosperity (Councillor M. Hyman),
Executive Member for Highways and Environment (Councillor A. Mitchell),
Executive Member for Transformation and Resources (Councillor A. Williams),
Executive Member for Adult Social Services (Councillor M. Young).

Also present: Councillors Acton (part only), Adshead, Bowker, Brotherton, Cordingley, Lloyd, O'Sullivan (part only), Procter, John Reilly, Walsh, Mrs. Ward and A. Western.

In attendance:

Chief Executive (Ms. T. Grant),
Corporate Director, Children, Families and Wellbeing (Ms. D. Brownlee),
Corporate Director, Economic Growth and Prosperity (Mrs. H. Jones),
Corporate Director, Transformation and Resources (Mrs. W. Marston),
Director of Finance (Mr. I. Duncan),
Director of Legal & Democratic Services (Ms. J. Le Fevre),
Senior Democratic Services Officer (Mr. J.M.J. Maloney).

79. DECLARATIONS OF INTEREST

No declarations were made by Executive Members.

80. MINUTES

RESOLVED: That the Minutes of the meetings held on 18th November and 3rd December 2013 be approved as correct records.

81. MATTERS FROM COUNCIL OR OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

(a) Overview & Scrutiny Review of the Executive's Draft Budget Proposals 2014/15

The Executive received for information and response a report of the Scrutiny Committee setting out for its consideration the outcomes of the Overview and Scrutiny Review of the Executive's Draft Budget Proposals for 2014/15.

RESOLVED:

- (1) That the recommendations set out in the report be noted.
- (2) That it be noted that the Executive will respond to the observations from Scrutiny in its budget report to Council in February 2014.

82. STRETFORD TOWN CENTRE MASTERPLAN

The Executive Member for Economic Growth and Prosperity submitted a report which set out for approval the Stretford Town Centre Masterplan, which provided a vision for delivering transformational change to Stretford Town Centre, and which had been developed following public consultation.

RESOLVED: That the Stretford Town Centre Masterplan be approved.

83. ALTRINCHAM STRATEGY

The Executive Member for Economic Growth and Prosperity submitted a report which sought approval of the draft Altrincham Strategy, setting out the Council's vision and ambitions for the regeneration of Altrincham, for consultation purposes.

RESOLVED:

- (1) That the draft Altrincham Strategy be approved for the purposes of consultation.
- (2) That responsibility for approving any minor amendments to the Altrincham Strategy be delegated to the Corporate Director of Economic Growth and Prosperity prior to the commencement of the public consultation.

84. REVENUE BUDGET MONITORING 2013/14 - PERIOD 8 (APRIL TO NOVEMBER 2013)

The Executive Member for Finance and Director of Finance submitted a report which summarised the findings from the revenue budget monitoring until the end of period 8 (30th November 2013). In response to a query it was agreed that further information would be made available on the outcomes in cases of unsuccessful applications for Discretionary Housing payments, and any alternative provision which was available in such cases.

RESOLVED: That the latest forecast and planned actions be noted and agreed.

85. DECISIONS MADE BY THE GREATER MANCHESTER COMBINED AUTHORITY AND AGMA EXECUTIVE BOARD

The Executive received for information details of decisions made by the Greater Manchester Combined Authority and AGMA Executive Board at their meetings held on 29th November, 2013.

Executive (27.1.14)

RESOLVED: That the content of the decision summaries be noted.

The meeting commenced at 6.30 pm and finished at 7.04 pm.

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TRAFFORD COUNCIL

Report to: Council Executive
Date: 24th February 2014
Report for: Decision
Report of: Executive Member Education

Report Title

School Attendance – Revised Policy on Parental Responsibility Measures

Summary

As a result of the revised statutory guidance a review of our approach to supporting regular school attendance has been undertaken. Within the guidance parenting contracts, parenting orders and penalty notices are interventions available to promote better school attendance and behaviour.

Every Local Authority is required to have a policy in line with the national guidance that is applied to all state schools in their area. This report sets out proposed changes to update Trafford's Penalty Notice Conduct with recommendations following consultation.

There are two distinct scenarios in which a Penalty Notice or Prosecution will be used under the policy;

- Ongoing irregular attendance and in these cases it is likely a range of interventions and casework work will be undertaken to support the child to attend on a more regular basis.
- Exceptional leave during term time that has not been authorised by the Headteacher. The most common scenario would be for a family holiday.

The key changes to Trafford's Penalty Notice Code of Conduct are set out in Section 5 of the report;

- Revision to timescale for payment of Penalty Notice to bring Trafford in line with national guidance. Payment will be £60 within 21 days or £120 within 28 days with withdrawal of the notice and decision on prosecution after 28 days.
- Clarification of the threshold for issuing a Penalty Notice for irregular attendance at below 90% attendance rate over a half term period
- Exceptional Leave in term time without permission from the Headteacher will trigger a Penalty Notice after 8 sessions (4 days)

A Penalty Notice will be issued by the Local Authority if the criteria within the policy are met and notification is received from the Headteacher. There is no appeal against a Penalty Notice and they can only be withdrawn in very specific circumstances set out in the guidance.

A decision to prosecute must be based on the LA's assessment of the evidence base established in relation to the attendance issue and cannot be for non-payment of a penalty notice. As with any prosecution the parent would have to put the case in their defence through the criminal justice system but we only use prosecution if all other potential interventions and strategies have been unsuccessful.

It is proposed to implement the revised protocol from 1st April 2014 to enable communication of the changes to parents, schools and key professionals. The implementation will be supported by work with Headteachers to try and ensure consistency on how discretion is applied to exceptional absence due to specific issues i.e. religious holidays and flexibility for military families.

Recommendation

- **That the Executive approve the proposals to amend the Council's policy set out in Section 4 of this report and implement the new policy (Appendix 1) from 1st April 2014.**

Contact person for access to background papers and further information:

Name: John Pearce, Director Service Development – Children, Families and Education
 Extension: 5100

Background Paper: None

Implications:

Relationship to Policy Framework/Corporate Priorities	Corporate Priority; <ul style="list-style-type: none"> • Excellence in education
Financial	Implementation of the recommended policy is cost neutral.
Legal Implications:	Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Education Officers, Headteachers (and Deputy or Assistant Headteachers authorised by them) and the police to issue penalty notices for unauthorised absence from school. Education (Penalty Notices) (England) Regulations 2007 are the basis for this policy.
Equality/Diversity Implications	No E&D implications have been identified but will be monitored through the implementation.
Sustainability Implications	Not Applicable
Staffing/E-Government/Asset Management Implications	Not Applicable
Risk Management Implications	Not Applicable
Health and Safety Implications	Not Applicable

1.0 Background

1.1 The Department for Education (DfE) issued updated guidance on School Attendance in August 2013. The guidance covered the following areas;

- Advice on pupil registers and attendance codes
- Advice on the school day and school year
- Statutory guidance education related parenting contracts, parenting orders and penalty notices

1.2 As a result of the revised statutory guidance a review of our approach to supporting regular school attendance has been undertaken. Within the guidance parenting contracts, parenting orders and penalty notices are interventions available to promote better school attendance and behaviour.

1.3 Local authorities also have other powers to enforce school attendance where this becomes problematic, including the power to prosecute parents who fail to comply with a school attendance order, or fail to ensure their child's regular attendance at school.

1.4 A police constable, local authority officer, head teachers and those authorised by them (deputy and assistant head only) are authorised to issue penalty notices. All state schools can use penalty notices including maintained, academies, Free Schools, alternative provision and pupil referral units in England. The local authority is required to publish a local code of conduct which sets out how the penalty notice scheme will work for all schools in the area.

1.5 A decision to prosecute by the LA must meet a range of criteria with an evidence base that supports the likelihood of a successful outcome. Therefore it does not always follow that prosecution will automatically be the outcome of non-payment of a penalty notice. The prosecution is for failing to secure regular attendance at school rather than non-payment of the fine related to the penalty notice.

2.0 Local Context

2.1 Trafford currently issues a low number of Penalty Notices when compared to other local authorities. Prosecutions for failing to secure regular attendance at school are also much lower in Trafford than in the majority of authorities.

2.2 Attendance in Trafford is amongst the best in the country with the level of unauthorised absence the second lowest nationally. There may be a range

of factors impacting on this but there does not seem to be a correlation between the low levels of enforcement action and the rate of unauthorised absence in Trafford.

- 2.3 National policy encourages a wider use of these Parental Responsibility measures and locally there has been frustration expressed by schools that enforcement action is not used more widely by the local authority.
- 2.4 Head teachers can use their discretion when authorising requests for exceptional leave but there is a need for far clearer parameters of when the local authority will support their requests and issue Penalty Notices and subsequent prosecutions. The recommended changes to the Trafford Penalty Notice Code of Conduct would address this concern.
- 2.5 A letter was sent to all parents from the Children, Families and Wellbeing Directorate during the Summer Term 2013 advising them of the national guidance with a particular focus on potential enforcement action for unauthorised absence to take holidays during term time.
- 2.6 It remains the LA's decision to prosecute and it important that there are mechanisms in place to ensure appropriate decision making. There are a range of factors that needs to be balanced in deciding whether to proceed with a prosecution.
- 2.7 Extracts from the Code for Prosecution;
 - 4.4 *Prosecutors must be satisfied that there is sufficient evidence to provide a realistic prospect of conviction against each suspect on each charge. They must consider what the defence case may be, and how it is likely to affect the prospects of conviction. A case which does not pass the evidential stage must not proceed, no matter how serious or sensitive it may be.*
- 2.8 A small task & finish group was established to look at a variety of issues surrounding prosecutions for failing to secure regular attendance at school. This comprised the Strategic Lead for Attendance, Senior Education Welfare Officer (EWO) West (PRAB officer), solicitor, and Equalities officer. The Senior EWO North also joined the group on request. The group compared Trafford data to other local authorities and looked at studies which had been carried out in relation to parental responsibility measures.

3.0 Trafford's Current Policy

3.1 Trafford's current code of conduct was last reviewed and published in November 2012. Under the current Trafford protocol only the council can issue a Penalty Notice for failing to ensure regular school attendance. It sets out the following criteria for issuing a penalty notice;

- § At least 10 sessions (5 school days) lost to unauthorised absence by the pupil during the current term
- § Other than in the circumstances below, a formal written warning of a Penalty Notice will have been issued to both parents and a period of 15 school days given for the situation to be improved
- § Where a family takes a holiday in term-time without permission from the school and it can be demonstrated that the parent/carer understood that permission had not been granted and where this has created a period of unauthorised absence in the term of 10 or more sessions
- § Where a warning has been given following a multi-agency attendance initiative and a child has been stopped again in unauthorised circumstances within 15 days

3.2 The current penalty is £60 if paid within 21 days of receipt rising to £120 if paid after 28 days but within 42 days. The payment must be paid direct to the local authority. The parents can only be prosecuted if 42 days have expired and full payment has not been made. There is no right of appeal by parents against a penalty notice.

3.3 If the penalty is not paid in full by the end of the 42 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Prosecution can only be based on the evidential criteria in relation to attendance and is not for non-payment of the fine.

4.0 Proposed Changes to the Trafford Protocol

4.1 The updated Trafford Penalty Notice Code of Conduct is attached as Appendix 1. It outlines the following changes following consultation;

- Revision to timescale for payment of Penalty Notice to bring Trafford in line with national guidance. Payment will be £60 within 21 days or £120 within 28 days with withdrawal of the notice and decision on prosecution after 28 days.
- Clarification of the threshold for issuing a Penalty Notice for irregular absence at below 90% attendance rate over a half term period

- Exceptional Leave in term time without permission from the Headteacher will meet the threshold for a Penalty Notice after 8 sessions (4 days)

5.0 Reason for Recommendation

5.1 The recommendations for amendments to the Penalty Notice Code of Conduct will ensure Trafford's approach is compliant with revised statutory guidance. Feedback from schools and key groups of professionals has identified the need to have clearer criteria to trigger a Penalty Notice to ensure consistency.

6.0 Other Options

6.1 The consultation process outlined alternative options to the threshold to trigger a penalty notice for both irregular attendance and exceptional leave. Options considered included using the current threshold of 85% for irregular attendance and a zero tolerance approach for exceptional leave. The recommended thresholds have been proposed based on the consultation feedback.

6.2 An option of only applying the exceptional leave criteria outside of the recommended Trafford school holiday period was considered through the consultation. This was not progressed as feedback suggested it would not be practical to implement in the context of school autonomy over their holiday dates in line with national policy.

7.0 Consultation

7.1 A consultation was undertaken with schools and key professionals based on the options identified by the internal working group. The consultation included the following aspects;

- Consultation document circulated to all Headteachers and Chairs of Governors
- Consultation with key professional groups within Children's Services including Education Welfare Officers, School Improvement, Behaviour and Attendance and Area Family Support Teams
- Briefings at established forums with Headteachers and the Attendance Leads Networks
- Consultation documentation on the council website to enable input from other interested parties

7.2 The response to the consultation was limited with only two written responses received from schools and one from an internal service. The options outlined in the consultation have been subject to detailed scrutiny through the briefings undertaken. In particular feedback from the Primary Heads group and the Attendance Leads Network has informed the recommendations.

Key Decision (as defined in the Constitution): **Yes**

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

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

CORPORATE DIRECTOR'S SIGNATURE (electronic)...



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

PENALTY NOTICE CODE OF CONDUCT

1. Legislation

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Education Officers, Headteachers (and Deputy or Assistant Headteachers authorised by them) and the police to issue penalty notices for unauthorised absence from school.

Education (Penalty Notices) (England) Regulations 2007 are the basis for this policy. Penalty Notices must be issued in accordance with existing legislation including the Human Rights Act 1998.

2. Rationale

In order for pupils to maximise their educational potential, it is essential that they attend school regularly.

Penalty Notices provide an alternative to prosecution and will offer parents an opportunity to discharge potential liability for conviction for that offence by paying £60 if paid within 21 days and £120 if paid within 28 days.

If the penalty is not paid by the end of 28 days, the local authority must withdraw the notice, or commence proceedings for the offence to which the notice relates. The prosecution is not for the non-payment of the notice but is for failure to ensure regular attendance at school. Their use is an early deterrent to the development of patterns of unauthorised absence and, as such, supplements the wider powers already available. As with other legislative action, they are used for the enforcement of attendance and not for use as a punishment for absence.

The Education Welfare Team delivers the Children and Young People's Service responsibility in accordance with current casework and enforcement procedures. The Education Welfare Team offers support and advice to parents whose children are not attending school regularly. Sanctions are used where parents fail to follow advice given or where co-operation is insufficient to bring about necessary improvement.

3. Issuing Penalty Notices

Penalty Notices can only be used for periods of unauthorised absence, and the defences in law replicate those in place for enforcement actions under the provisions of Section 444 Education Act 1996. One Penalty Notice will be issued to each parent for each child who is not attending school. A maximum of one Penalty Notice will be issued for a pupil during an academic year. For the purpose of this document a parent is defined as "anybody who has responsibility for the young person".

All Penalty Notices will be issued by post.

Casework

Penalty Notices will be used as part of an Education Welfare Officer's casework management. A parent will be warned at the outset of intervention of their legal responsibilities regarding their child's attendance at school and of the likely sanctions if the situation does not improve. Assessment will take place, advice and support given and where a parent fails to meet agreed and appropriate targets or condones the absence from school, a penalty notice can be issued. Their use is intended as an early intervention to the development of patterns of unauthorised absence and as such supplement and do not replace alternative sanctions. If unauthorised absence continues after the period of the notice, proceedings will be taken in accordance with Section 444 (1) or (1A) Education Act 1996. A Penalty Notice will only be used once per pupil before prosecution takes place.

Multi Agency Attendance Initiatives

Where a pupil is stopped on a multi-agency attendance initiative and there is no valid reason for the absence from school, a letter will be sent to the home address containing a clear warning that a further offence can result in a Penalty Notice. In the instance that a pupil is stopped again and the absence is unauthorised by the school, a Penalty Notice will be issued.

Leave During Term-time

Any leave during the term-time taken without the approval of the Headteacher will trigger a Penalty Notice after 8 missed sessions (4 days).

Persistent Late Arrival at School

When a pupil persistently arrives late to school, investigations should take place to determine the reason, and support offered where appropriate to rectify the situation. Where the arrival time is after the close of registration and investigations show that there is not an acceptable reason, a school can request that a Penalty Notice is issued by the Education Welfare Team provided that these sessions have been coded U (Unauthorised Absence). Schools are advised to have a policy on how long registers should be kept open. DfE guidelines suggest that 30 minutes from the beginning of registration would be reasonable, but schools can set shorter periods.

4. Procedure for Issuing Penalty Notices

To ensure consistent delivery of Penalty Notices the following criteria will apply:

- § In the case of irregular absence of a pupil a Penalty Notice will be issued if attendance rate falls below 90% during any half term

- § Other than in the circumstances below, a formal written warning of a Penalty Notice will have been issued to both parents and a period of 15 school days given for the situation to be improved

- § If exceptional leave is taken during term without approval of the Headteacher a Penalty Notice will be issued after 8 sessions (4 days)

- § Where a warning has been given following a multi-agency attendance initiative and a child has been stopped again in unauthorised circumstances within 15 days

All Penalty Notices will be issued and monitored by the Education Welfare Team in Trafford. This will ensure consistent and equitable delivery, maintain home/school relationships, be mindful of health and safety issues and allow cohesion with other enforcement action. Penalty Notices will be issued through the post and not as 'on the spot' action allowing for the necessary evidential requirements to be in place.

The Education Welfare Team will receive requests to issue Penalty Notices from Trafford schools, Greater Manchester Police and neighbouring local authorities. These will be considered provided that:

- § They are received on a referral form with a copy of an accurate, up to date registration certificate attached, signed by the Headteacher
- § The circumstances of the absence meet the criteria according to the protocol
- § The period of absence is not being considered for proceedings according to Section 444 (1) Education Act 1996
- § The issue of a Penalty Notice does not conflict with other intervention strategies in place by the Education Welfare Team or by other agencies where the circumstances are known to the Education Welfare Team

The Education Welfare Team will respond to all requests within 10 school days of the receipt; and where the criteria are met, will:

- § Send a formal warning in writing about the possibility of a Penalty Notice being issued and give the parent/carer 15 school days to improve the attendance
- § Issue a Penalty Notice to the parent/carer in the post after the 15-day period if the improvement has not been achieved. In the 15 day period nil unauthorised absence must be recorded
- § Issue a Penalty Notice to the parent/carer immediately if a formal warning has previously been served or the absence is as a result of an unauthorised period of leave of 8 sessions (4 days) or more

5. Payment of Penalty Notices

The arrangements for payment will be stated on the Penalty Notice.

Payment of a Penalty Notice is £60 within 21 days or £120 within 28 days of receipt. Payment in full discharges a parent/carer liability for the period in question and this

period cannot then be part of a Section 444 Education Act 1996 prosecution. The local authority retains any revenue to cover enforcement costs.

6. Non-Payment of Penalty Notices

Non-payment of a Penalty Notice will result in the withdrawal of the notice and the instigation of proceedings in accordance with Section 444(1) or (1A) of the Education Act 1996. It should be noted that prosecution cannot be undertaken for non-payment of a Penalty Notice and the evidential test will only apply to the attendance issue.

7. Procedure for Withdrawal

Once a Penalty Notice has been issued, it can only be withdrawn in the following circumstances:

- § It has been established that the notice was issued to the wrong person.

- § The circumstances of the absence do not comply with the conditions of the protocol.

- § Payment has not been made within 28 days. If this is the case, the Local Authority will prosecute the parent/carer under the provisions of S444(1) or (1A) Education Act 1996.

Please Note: Withdrawal of a Penalty Notice after 28 days for non-payment does not automatically trigger a prosecution. The local authority needs to make a judgement about whether the evidence available of non-attendance meets the test for prosecution.

8. School and EWT Policy Documents

All schools must include clear reference to the Children and Young People's Service Penalty Notice Code of Conduct in their attendance policies and this should be brought to the attention of all parents. Education Welfare Team documentation will include reference to the use of penalty notices to supplement existing practices. Parents will be informed about the use of the sanction through the use of leaflets, the media, a general information letter and a formal warning letter.

9. Monitoring and Review

The Education Welfare Team will monitor and evaluate the success of Penalty Notices in terms of improvement in school attendance, payment, and any subsequent legal action. The use of the notices will be reviewed at regular intervals and the enforcement strategy of the Education Welfare Team amended accordingly. Service reports will include data on the deployment and outcomes of their use.

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TRAFFORD COUNCIL

Report to: Executive
 Date: 24th February 2014
 Report for: Information
 Report of: Executive Member for Transformation & Resources

Report Title

Six month Corporate report on Health and Safety – 1st April 2013 to 30th September 2013

Summary

1. To provide information on council-wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the past six months.

Recommendation(s)

1. That the attached report is noted.
2. That the report goes on to Full Council on the 26th March 2014.

Contact person for access to background papers and further information:

Name: Josh Arnold
 Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff relates to the Council's Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy, which has recently been refreshed in line with current structures.
Financial implications	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset	None

Management Implications	None
Risk Management Implications	The decrease in the total number of accidents to staff this year is likely to indicate slightly lower levels of risk to the Council in terms of civil claims and the risk of prosecution. The number of reportable injuries has also reduced.
Health and Safety Implications	See legal section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

Key Decision (as defined in the Constitution): No

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

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



[CORPORATE] DIRECTOR'S SIGNATURE (electronic)

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

1.0 **Background**

This report covers the 6-month period from 1st April 2013 to 30th September 2013. It highlights changing trends in accidents and major activities and points of interest. In addition to this report, separate reports on Directorate performance will be made available to the relevant Corporate Directors and local Health and Safety or Joint Consultative Committees.

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown a decrease of 18% in the first 6 months of 2013, compared to the same period in 2012.

Please note that this report provides a direct comparison of the total number of accidents that occurred between 2011 and 2013 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-Community schools in line with statutory requirements. Pre 2011, all schools were included in the council-wide accident statistics, whereas now, only community schools (where the Council is the employer) are included in the statistics.

2.0 **Accident Statistics: April to September 2013**

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1st April 2013 to 30th September 2013. A summary of the findings is detailed below.

2.1 **Overall Numbers and Rates of Accidents**

The overall total number of accidents to staff reported to the HSU has decreased by 18%, down by 21 from 115 in the same period of 2012, to 94 in 2013 (see Table 1 and Chart 1 below). The overall rate of accidents has also decreased, down from 1.96 per hundred staff in the same period in 2012, to 1.60 per hundred in 2013. Although there were 94

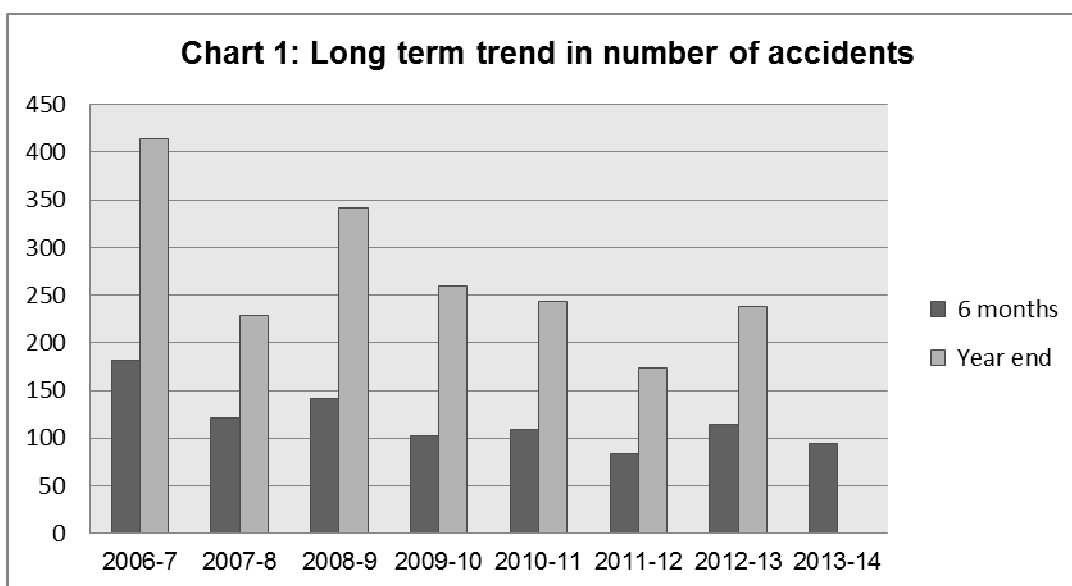
reports made, 3 of these accidents involved two people, so in fact these accident reports relate to 91 incidents.

Much of this decrease can be accounted for by a drop in the number of occurrences of violence and aggression involving one service user who has a learning disability (see section 2.3.1 for more details).

Table 1: Overall number and rate of accidents to staff – 5 year trend

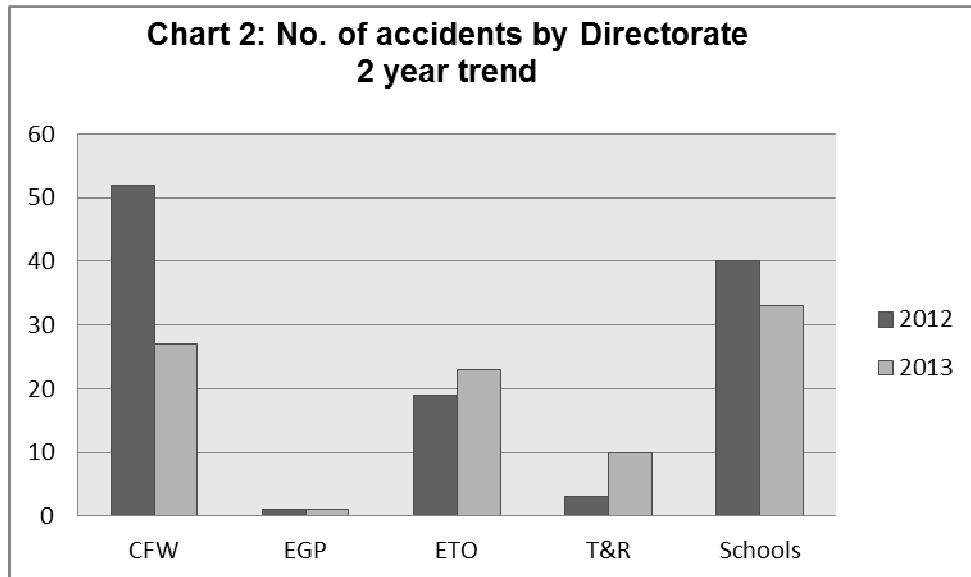
Indicators - first 6 months results	2009	2010	2011	2012	2013
Total number of accidents to employees (as reported to the HSU)	102	109	84	115	94
Overall rate of accidents to employees/100 employees	1.38	1.43	1.14	1.96	1.60

Rate based on number of staff as at 1st April at the start of each reporting period.



2.2 Numbers of Accidents by Directorate

Compared to the same period last year, the total number of reported accidents has increased in the Environment, Transport and Operations Directorate (ETO) and the Transformation and Resources (T&R) Directorate, see Chart 2 below. The number of reported accidents has reduced in the Communities, Families and Wellbeing Directorate and within maintained schools. The number of reported accidents has remained level in the Economic Growth and Prosperity (EGP) Directorate.



Whilst this gives an indication of the number of reported accidents within each Directorate, a better indicator is the rate of accidents in each Directorate, as this takes into account differences in the number of staff. These rates are explored in the sections below for each Directorate.

Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion of the accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, which would be expected, due to the nature of the work undertaken in these services. Patterns at service level will be reviewed in more detail in separate Directorate Health and Safety reports.

2.2.1 Communities, Families and Wellbeing

The overall number of accidents reported in Communities, Families and Wellbeing (CFW) has fallen by nearly 50%, down by 25 from 52 to 27. In 2012, 37 of the accidents reported for CFW were occurrences of violence and aggression (27 involving one service user), details of which have been previously reported. The rate of accidents in CFW in 2013 is 1.59 per hundred employees, compared to 2.86 in the same period of 2012, so the rate of accidents has also significantly decreased.

2.2.2 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations Directorate (ETO) has increased (up from 19 in 2012, to 23 in 2013). The rate of accidents in ETO is 1.96 per hundred employees, compared to 1.51 in the same period of 2012. Therefore the rate of accidents has increased, as well as the number of accidents.

The reasons for the increased number and rate of accidents in ETO are complex, with small increases and decreases in many different types of accident (of only 1 accident in each case). This will be explored in more detail in the Directorate's report. The only significant area of increase is in accidents involving objects, which are up by 6 this year, compared to the same period in 2012.

These accidents involved 4 members of staff from Catering, 3 from Greenspace and Streetscape Operations and 1 from Environmental Health. The catering incidents involved a finger cut by a knife, fingers becoming trapped in concertina doors and 2 people being struck by folding tables (at different schools). The incident involving the concertina doors

has been investigated by the HSU and remedial action has been taken; the others were investigated and action taken by the schools.

The Greenspace and Streetscape Operations accidents involved a staple in the hand from fly-tipped materials, which was investigated by the manager and it was found that the employee was not wearing the gloves provided; all staff have now been reminded to do so, at all times. The other accidents involved a person catching an arm on a cab whilst loading tools away and a person being struck by a moving wheelie bin.

The final incident involved a member of staff from Environmental Health catching their finger on a metal door push plate at Trafford Town Hall; builders were in the process of repairing the plate at the time the accident occurred.

2.2.3 Economic Growth and Prosperity

There was 1 reported accident within EGP in the reporting period, the same as for 2012. Within EGP, the rate of accidents is also comparable, with 0.74 accidents per hundred employees in 2013, compared to 0.73 per hundred for the same period in 2012.

2.2.4 Transformation and Resources

The overall number of accidents reported in Transformation and Resources (T&R) has increased from 3 in 2012 to 10 in the same period of 2013. The rate of accidents in T&R is 1.60 per hundred employees, compared to 0.45 in the same period of 2012. Therefore, the rate of accidents has increased as well as the numbers of accidents.

Four of these accidents were slips, trips and falls and 3 of these occurred at Trafford Town Hall. Of those accidents at Trafford Town Hall, one happened when the person's foot slipped off the edge of one of the stairs and she stumbled, held on to the handrail and wrenched her back. One was a fall downstairs, where the heel of a shoe got caught on the first step, which was investigated by the HSU and no further action was necessary. One involved a shoe, which got stuck on the carpet and the person fell over and the manager decided there was no further action necessary. The final person fell on the pavement outside Trafford College, whilst on their way to a meeting.

Three accidents involved staff being hit by moving objects. One of these was where a shelving unit panel came away, causing the shelves to collapse in Sale Waterside library; this was repaired by Cofely. Another was in Davyhulme library store room, where a person trapped their hand whilst moving buckets out of the way. After the accident, the store room was to be tidied to avoid further accidents. Lastly, an employee at Trafford Town Hall was asked by ICT to remove the power cable from her computer, as she pulled the cable, the metal frame and computer became detached from the desk and fell onto her knee. This was reported to ICT, who subsequently fixed the frame back onto the desk.

Two accidents involved verbal assaults, both in libraries and one was a manual handling injury, where a member of ICT staff was moving ICT equipment when he injured his back at Trafford Town Hall. ICT staff were recently offered refresher training in moving and handling over October half term.

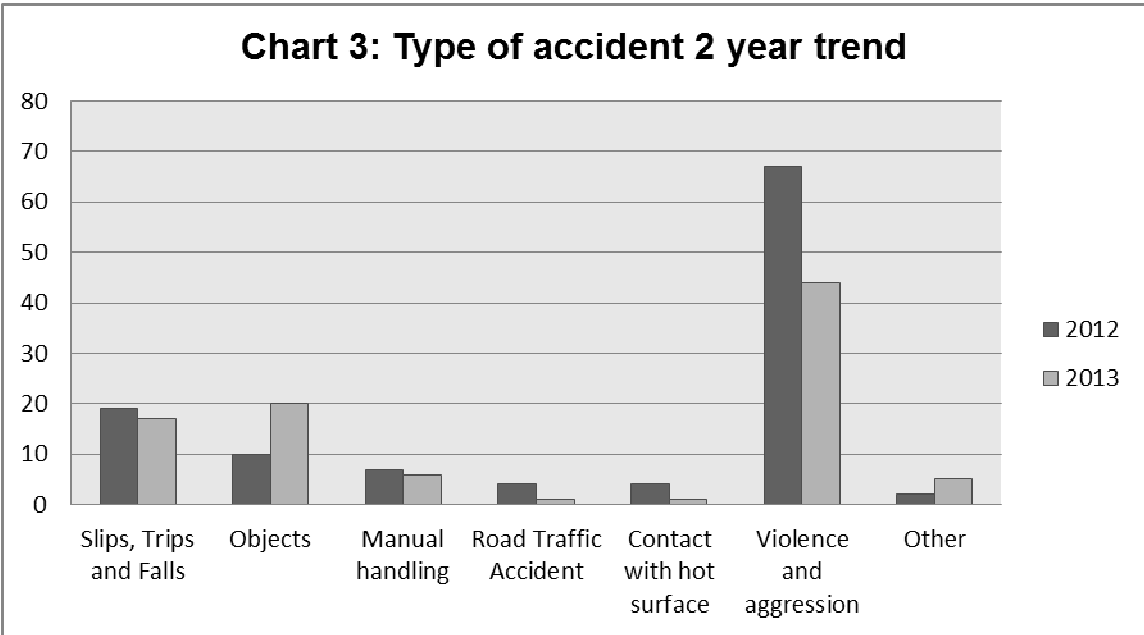
2.2.5 Maintained Schools

The overall number of accidents reported in schools has seen a 17% decrease, from 40 accidents in the same period of 2012, to 33 in 2013. The rate of accidents in schools is 1.56

per hundred employees, compared to 2.01 in the same period of 2012. Therefore, the rate of accidents has also decreased.

2.3 Types of accidents

The most common types of reported accidents involving staff are occurrences of violence and aggression (responsible for 47% of all accidents - see section 2.3.1 below). The next most common types of accidents are those involving objects (20%- see section 2.3.2), followed by slips, trips and falls (18% - see section 2.3.3) and manual handling (6%- see section 2.3.4). Taken together, these account for 91% of all accidents. Chart 3, below, shows a summary of the main types of accidents, compared to the same period in 2012.



Occurrences of violence and aggression were the most common type of accident reported involving Council staff and these have decreased this year by 34%. The majority (63%) of these occurred within the Provider Services part of the CFW Directorate and within special schools, where clients and pupils often display challenging behaviour.

There has been a significant increase in the number of accidents reported involving objects, which have doubled compared to the same period last year, see section 2.3.2 for more information. The other two main types of accident - slips, trips and falls and manual handling - are at broadly similar levels to last year. The numbers of all other types of accidents reported this year are lower than last year, with the exception of "other" accidents, which has risen slightly.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate by accident type.

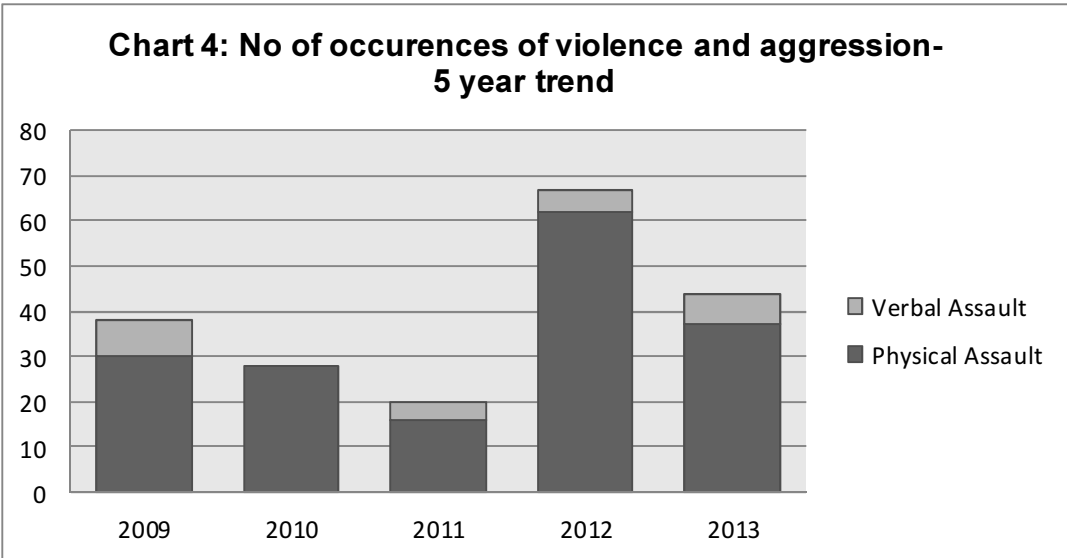
2.3.1 Violence and Aggression

There has been a significant decrease in the number of reported occurrences of violence and aggression; down 23 from 67 in the same period in 2012 to 44 in 2013, which is a 34% decrease. It should be noted that the number of incidents of violence and aggression is actually lower than this, since 2 of the 41 recorded occurrences involved 2 members of staff, making this 39 incidents.

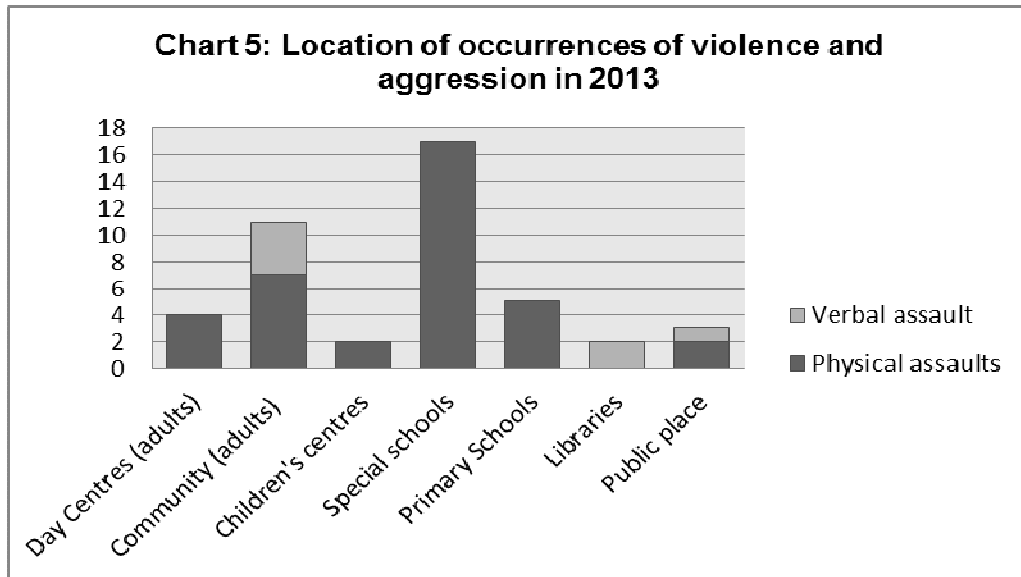
The number of reported occurrences of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual client's behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; as did the significant increase in 2012, where 27 occurrences were due to violence and aggression involving one service user.

As a result of a review of the management of this individual carried out by the service, together with the Health and Safety Unit (HSU) and the Community Learning Disability Team (CLDT), revised strategies for the management of this individual were implemented. Subsequently, there were only 2 further incidents involving this individual occurring in the 6 months from 1st September 2012 to 31st March 2013 and there have only been a further 2 incidents from 1st April 2013 to 30th September 2013. As a result of the reduction in occurrences involving this service user, only 4 incidents of assault occurred in the Learning Disability Day Centre in this period in 2013.

The majority of the reported occurrences of violence and aggression in 2013 were physical violence; though occurrences of physical violence have decreased 45%; down from 62 in 2012 to 34 in the same period of 2013. The number of reported occurrences of verbal aggression has increased slightly, with 5 reported in 2012 and 7 reported in the same period of 2013. See Chart 4 below for more details.



None of the occurrences of violence and aggression led to an injury severe enough to be reportable to the HSE under RIDDOR (see Section 3.1). Chart 5 (below) provides more details of the locations where the physical occurrences of violence and aggression took place.



The highest number of reported occurrences of violence and aggression (38%) occurred within the special schools. However, compared to the same period in 2012, the number of occurrences in special schools has reduced by 29%, down by 7, from 24 to 17 occurrences. This year, all of these occurrences involved children with challenging behaviour; none involved parents, as has been the case in previous years. A more detailed analysis of these will be contained within the separate (maintained) schools' report.

Over the summer of 2013, all of Trafford's special schools were visited by a Health and Safety Advisor and a mini-audit was conducted of how each school manages the risk of violence and aggression from pupils. As a result of these audits, the HSU concluded that the special schools have appropriate measures in place to manage the risk of violence and aggression from pupils. Whilst the risk of violence and aggression is part of the nature of the work with these challenging pupils, the arrangements in place to manage and minimise the risk appear to be robust and are regularly reviewed and monitored. All of the Special schools buy back support from the HSU.

The next most common setting for violence and aggression was within the community, whilst working with vulnerable adults in Provider Services. These residential and community-based occurrences fall across two different services; 7 incidents within the Supported Living Learning Disability Service and 3 incidents within the Reablement Service involving 4 staff. Taken together, these involve 7 different premises and 7 different service users; One of these service users (within the Supported Living Learning Disability Service) has subsequently (post 30th September 2013) been involved in a few more occurrences and, therefore, this will be investigated further by the HSU, together with the service.

There have been some slight increases in other areas, such as some libraries and a children's centre, but after initial analysis, these seem mainly to be isolated incidents across a number of locations and with no common themes. The occurrence within the children's centre is actually one incident, which involved two members of staff. The libraries involved are different libraries and involved different perpetrators, although this will continue to be monitored by the HSU, together with the service.

2.3.2 Objects

There has been a significant increase in the number of reported accidents involving objects, which have doubled; at 20 compared to 10 in the same period last year. Accidents involving objects are responsible for 21% of the accidents reported; this makes them the second most common cause of accident in this period of 2013. This category includes being struck by objects, striking against objects, stepping or kneeling on objects and contact with sharp objects. These occurred in a variety of settings and services.

Accidents involving staff being hit by a moving, flying or falling object have more than doubled this year, from 5 to 12. These occurred across all Directorates, in a variety of circumstances, including one whilst transporting paving slabs that toppled over, two being struck by wheelchairs and two being struck by footballs in schools. More details of accidents involving being hit by a moving, flying or falling object are outlined in the Directorate Sections for ETO (section 2.2.2) and T&R (section 2.2.4).

The other area, which has increased by more than one accident this year, is contact with sharp objects (up from 2 to 4 this year). Three of these are considered in the ETO section (2.2.2) and the fourth one involved a person in Provider Services who sustained a needle-stick injury whilst carrying out personal care.

2.3.3 Slips, Trips and Falls

Slips, trips and falls were the third most commonly reported cause of accident, responsible for 18% of all accidents. The numbers of reported slips, trips and falls have decreased slightly compared to the same period in 2012, down 2 from 19 to 17. These occurred in a variety of settings, including 4 in primary schools and a number at Trafford Town Hall (explored further in the T&R section 2.2.4). Four were slips on wet floors (different premises), 4 involved falling down stairs (explored further in the T&R section 2.2.4) and the remainder had a variety of causes, including going over on an ankle, falling down a hole in the pavement and tripping over a pupil's foot.

2.3.4 Manual Handling

The number of reported manual handling accidents has decreased slightly from 7 to 6. This number remains low, from a high point of 31 in 2008. The majority of these occurred in the Ground-force team within ETO (three incidents involving four staff). These staff all received refresher training in object handling in April and May of this year, though one of the accidents (involving two staff lifting turf into a vehicle) occurred before the date of the training.

One of these accidents involved staff moving a heavy desk left out of place by workmen and another involved someone aggravating a previous back injury whilst lifting a bin bag. Another one involved a person cutting high thick brambles with hedge cutters; the HSU worked with the service to review the risk assessment.

3.0 Health and Safety Performance

3.1 Rate of Reportable Injuries to Staff

Over this reporting period, there were 4 reportable accidents to staff (those which have to be notified to the National Accident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 2 below:

Table 2: Rate of reportable injuries to staff at the 6 month point- 5 year trend

Local performance indicator- First 6 months (April to September)	2008	2009	2011	2012	2013
Total Number of reportable accidents	10	9	9	7	4
6 month target for rate of reportable accidents/100 employees	0.20	0.19	0.18	0.17	0.16
Actual rate of reportable accidents/100 employees	0.13	0.12	0.15	0.12	0.07

This represents a decrease in the total number of reportable injuries from last year (2012), down from 7 to 4. The rate of reportable injuries per hundred employees has also reduced, to 0.07, which remains below the 6 month performance indicator target for this year of 0.16 accidents per hundred employees. Three of these injuries were slips, trips and falls and one involved lifting and handling.

It should be noted that from April 2012, the criteria for reporting accidents under RIDDOR changed and now accidents involving staff absences of over 7 days are reportable, whereas previously only those over 3 days were reportable, so only figures for 2012 and 2013 are directly comparable.

5.0 Conclusion

The overall total number of accidents involving staff reported to the HSU has shown a decrease of 18% in 2013, compared to the same period in 2012.

There have been significant reductions in the number of reported occurrences of violence and aggression, although as mentioned before this can be subject to significant variations year on year, as it is very sensitive to issues in managing individual clients' behaviour within social care and special school settings. There have also been small reductions in most other types of accident, except those involving objects, which have doubled in 2013.

More school and service audits scheduled to take place in 2013-14 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Guidance for managers on health and safety training requirements has recently been introduced. Further corporate guidance will be introduced: a revised Corporate Health and Safety Policy (updated to reflect changes in the structure of the organisation and changes in legislation); a Driving at Work Framework and a Lone Working Framework.

Senior managers must continue to focus on maintaining these standards and the HSU will continue to work to support services in managing on-going health and safety risks.

Appendix 1: Numbers of accidents (including occurrences of Violence and Aggression) by Directorate and Service Area (April to September 2013)

Directorate	Service Area	No of accidents
	Assessment & Care Management	1
	Business Services	2
	Integrated Commissioning	1
	Services For Children Young People & Families	4
	Provider Services	19
CFW	Total	27
	Buildings and Facilities	1
EGP	Total	1
	Catering Operations	6
	Cleaning Support Service	2
	Greenspace & Streetscape Operations	10
	Operation Services for Education	1
	Public Protection	2
	Street Lighting	1
	Trafford Transport Provision	1
ETO	Total	23
	Primary schools	12
	Special schools	21
Schools	Total	33
	Customer Services	4
	Finance	2
	Human Resources	1
	ICT Services	1
	Legal & Democratic Services	1
	Stronger Communities	1
T&R	Total	10
Overall	Total	94

Appendix 2: Type of accident 2007- 2013 (5 year trend)

Accident Type	2009	2010	2011	2012	2013
Occurrences of violence and aggression					
Physical Assault	30	28	16	62	37
Assault, Threats or Intimidation	8	0	4	5	7
Total Occurrences of violence and aggression	38	28	20	67	44
Manual handling (lifting, moving, manoeuvring etc.)					
Manual handling	13	17	7	7	6
Slips, Trips and Falls					
Slipped, Tripped or Fell on the Same Level	17	18	15	18	12
Fall down steps/stairs	3	3	3	1	4
Fall from height	1	2	0	0	1
Total Slips, Trips and Falls	21	23	18	19	17
Accidents involving objects					
Hit by a Moving, Flying or Falling Object	5	9	12	5	12
Striking against object	6	9	4	3	2
Contact with sharp object	1	7	4	2	4
Stepping/kneeling on object	0	1	0	0	1
Total Objects	12	26	20	10	19
Others					
Another kind of accident	9	4	6	1	3
Road Traffic Accident	5	8	4	4	1
Animal/Insect	0	1	3	2	1
Contact with hot surface/substance	2	2	3	4	1
Collision with a moving person	0	0	0	0	1
Trapped	1	0	1	0	0
Plant, machinery, tools or electricity	1	0	1	1	1
Contact with chemical agent	0	0	1	0	0
Total Others	18	15	19	12	8
Overall Total	102	109	84	115	94

Appendix 3: Type of accident by Directorate (April to September 2013)

Type of accident	CFW	EGP	ETO	Schools	T&R	Total
Animal/Insect			1			1
Collision with Moving Person				1		1
Contact with hot surface/substance			1			1
Contact with sharp object	1		3			4
Fall down steps/stairs	1		1	1	1	4
Fall from height				1		1
Manual handling- lifting, moving, manoeuvring	1		4		1	6
Other	1		1	1		3
Physical Assault	13		2	22		37
Road Traffic Accident	1					1
Slip or trip on the same level	2		3	4	3	12
Stepping/kneeling on object	1					1
Striking against object		1	1			2
Struck by moving object	2		4	3	3	12
Contact With Moving Plant and Machinery or Material Being Machined			1			1
Verbal Assault	4		1		2	7
Total	27	1	23	33	10	94

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TRAFFORD COUNCIL

Report to: Executive

Date: 24 February 2014

Report for: Information

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

Report Title:

Revenue Budget Monitoring 2013/14 – Period 9 (April to December 2013).

Summary:

The approved revenue budget for the year is £159.003m. The forecast for the end of the year, as projected following nine months of activity, is £156.762m being a net underspend of £(2.241)m, (1.4)% of the budget. This is a favourable movement of £(0.049)m on the previous month.

In addition, the Learning Disability Recovery plan is forecasted to achieve £(0.6)m of in-year cash savings. The main areas of budget variance are summarised as:

Activity	Forecast £m	Movement £m
Vacancy management & control	(1.2)	(0.1)
Social Services demand led budgets	1.3	-
Projects/savings rescheduling	0.3	-
Running costs	0.1	(0.1)
New Grant	(0.2)	-
Income	(0.6)	0.3
Service Outturn	(0.3)	0.1
Additional Airport dividend	(1.3)	-
Other Council-wide budgets	(0.6)	(0.1)
Forecasted outturn	(2.2)	(0.0)
Learning Disability Pool	(0.6)	(0.1)

Reserves

The forecast level of General Reserve at year end is £(11.1)m or £(8.7)m if the NDR Safety Net requirement is triggered (see paragraph 9). Deducting future planned commitments the long term balance is £(6.6)m, or £(0.6)m above the minimum level of £(6.0)m.

The net service carry forward reserves at the beginning of the year were £(3.6)m. With a planned use to support savings and change projects of £1.8m, plus a net underspend of £(0.3)m, the projected carry forward is £(2.1)m. The Learning Disability Pool reserve had an adverse brought forward balance of £1.5m, which will be reduced by the recovery plan in-year to £0.9m, with a view to full recovery by the end of next year.

Council Tax

There is an in-year forecasted Council Tax surplus, of £(0.887)m, a favourable movement of £(0.015)m since the last report.

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 been 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:.....ID

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

Signature: Appended in hard copy.

Budget Monitoring - Financial Results

- The approved budget is £159.003m. Based on the budget monitoring for the first 9 months of the year, the overall forecast for the year is £156.762m, being an underspend of £(2.241)m, (1.4)%. Included within this total is a net service underspend of £(0.316)m or (0.2)% of the relevant budget, and underspends in Council-Wide budgets of £(1.925)m or (8.2)% of the relevant budget.
- The Learning Disability (LD) Pool recovery plan is forecasted to achieve £(0.582)m or (2.9)% 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 %	Period Movement £(000's)	Annex
Children, Families & Wellbeing	162	0.3%	174	1
Environment, Transport & Operations	54	0.2%	(39)	2
Economic Growth & Prosperity	-	0.0%	-	3
Transformation & Resources	(532)	(2.6)%	(108)	4
Total Service Variances	(316)	(0.2)%	27	
Council-wide budgets	(1,925)	(8.2)%	(76)	5
Estimated outturn variance (period 9)	(2,241)	(1.4)%	(49)	
Learning Disability Pool	(582)	(2.9)%	(67)	1
Total Forecasted outturn	(2,823)	(1.8)%	(116)	

Table 2: Budget Monitoring results by Executive Portfolio Holder	Year end Forecast (£000's)	Percentage %	Period Movement £(000's)
Supporting Children & Families	83	0.3%	254
Education	177	2.6%	(3)
Adult Social Services	(98)	(0.3)%	(77)
Community Health & Wellbeing	-	0.0%	-
Highways & Environment	54	0.2%	(39)
Safe and Strong Communities	23	1.1%	(2)
Economic Growth & Prosperity	-	0.0%	-
Transformation & Resources	(333)	(2.3)%	(72)
Finance	(2,147)	(7.8)%	(110)
Estimated outturn variance (period 9)	(2,241)	(1.4)%	(49)
Adult Social Services (LD Pool)	(582)	(2.9)%	(67)
Total Forecasted outturn	(2,823)	(1.8)%	(116)

Key Month on Month Variations

- The key variances contributing to the period movement of a favourable £(0.049)m are:
 - £0.378m Adoption Placement income. This relates to eleven Adopters who are now expected to be approved in the last quarter of the financial year and so will only generate 2013/14 budgeted income in 2014/15;

- £(0.188)m reduction in adoption agency fees due to a lower number of placements than previously expected;
- £(0.148)m additional savings identified across the Transformation & Resources Directorate from staff vacancies and higher income levels;
- Other minor net movements across all other services, £(0.091)m.

In addition there has been a favourable movement of £(0.067)m in the 2013/14 underspend in the Learning Disability Pooled fund to £(0.582)m.

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 2013/14	Budget target (£000's)	End of Year Forecast (£000's)	Variance (£000's)
Transformation savings	(8,005)	(7,981)	24
Other savings	(10,515)	(10,515)	
Total	(18,520)	(18,496)	24

5. There has been slippage on savings in Telecare £0.115m due to delays in the implementation of medical dispensers, Enforcement £0.232m due to additional staff consultation and Establishing the Strategic Procurement Unit with Partners £125k where savings will not be achieved until February. However, sustainable savings will be achieved on these projects and alternative in-year savings/ use of reserves have been identified for 2013/14 to mitigate any savings shortfall.
6. The Home to School Transport saving is projected to have a shortfall of £175k in 2013/14 and alternative sustainable savings for 2014/15 have not yet been identified. In-year savings across CFW will mitigate the shortfall in 2013/14 but are excluded from the figures above. Revenues & Benefits savings are forecast to exceed budget by £(150)k.

Council Tax

7. There have been a number of regulatory changes impacting on Council Tax collection, in particular the introduction of the Council Tax Support Scheme and the ability to move from a 10-month to a 12-month payment plan. After taking such matters into account, this year's collection performance of 86.52% to the end of December is reasonably comparable to last year's figure of 87.58%.
8. Overall, the current end of year total revenue forecast is for an additional £(887)k of Council Tax above budgeted levels, which is a favourable monthly movement of £(15)k. The variances are detailed in the table below.

Table 4: Council Tax forecast and surplus estimate for 2013/14	Overall (with all precepts)		Trafford element only	
	£(000's)	£(000's)	£(000's)	£(000's)
Surplus brought forward		(6)		(5)
Changes in Band D equivalents	(428)		(360)	
Empty Homes Premium	(160)		(135)	
Council Tax Support awards	(794)		(669)	
Backdated valuations & discounts	329	(1,053)	277	(887)
Surplus carry forward		(1,059)		(892)

Business Rates

9. The Valuation Office Agency has provided a quarterly update on the level of appeals as at 31st December 2013, this shows that the amount of appeals has reduced from £150m to £137m, largely as a result of appeals outstanding being settled. The cost of settled appeals including any backdated costs, plus the requirement to establish a provision for the remaining outstanding appeals, is likely to result in the Council falling significantly below its baseline in 2013/14. This shortfall will subsequently trigger the Government safety net and require the Council to make a contribution of £2.4m, which has been set aside within the General Reserve as shown in Table 5 below.

Reserves

10. The General Reserve balance brought forward was £(10.6)m, against which there are planned commitments up to the end of 2014/15 of £4.0m.
11. The addition of the Council-Wide underspend of £(1.9)m, a one-off Waste Levy refund of £(0.5)m and the potential trigger of the NDR safety net detailed in paragraph 9 above of £2.4m provides for a projected 31 March 2015 balance of £(6.6)m, being £(0.6)m above the agreed minimum level of £(6.0)m. The utilisation of reserves is a consideration of the 2014/15 budget and medium term financial planning process.

Table 5: General Reserve Movements	(£000's)
Balance 31 March 2013	(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	1,019
- Waste Levy refund (one-off)	(538)
- Council-wide budgets underspend	(1,925)
- Potential trigger of Safety Net (paragraph 9)	2,386
Balance 31 March 2014	(8,697)
- Planned use for 2014/15 Budget	2,094
Projected balance after known commitments	(6,603)

12. 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 £(2.133)m to be carried forward to 2014/15 (Table 6). There is also an outstanding balance on the Learning Disability Pool of £0.890m, however, there is a recovery plan to bring the pool back into balance by the end of 2014/15 (see Annex 1).
13. The use of Service reserve balances during the year is detailed in Annexes 1 to 4 of the report. However the main highlights include :
- invest to save projects in CFW of £0.622m;
 - £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 £0.177m 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 6: Service balances			
Children, Families & Wellbeing	(1,427)	830	(597)
Environment, Transport & Operations	(439)	291	(148)
Economic Growth & Prosperity	(312)	312	0
Transformation & Resources	(1,389)	1	(1,388)
Total All Services (Surplus)/Deficit	(3,567)	1,434	(2,133)
Learning Disability Pool	1,472	(582)	890
Total (Surplus)/Deficit	(2,095)	852	(1,243)

Recommendations

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

TRAFFORD MBC

Report to: CFW Directorate Management Team
Date: 23 January 2013
Report for: Discussion
Report author: CFW Finance Managers

Report Title

**Revenue Budget Monitoring 2013/14 – Period 9
 (April 2013 to December 2013 inclusive)**

1 Outturn Forecast

- 1.1 The approved revenue budget for the year is £82.600m. The projected outturn is £82.180m which is £(0.420)m under the approved budget (0.51%), a £0.107m adverse movement from the November forecast.
- 1.2 The £107k net adverse movement in the month is a result of:
- £(47)k favourable movement in staff costs across the Directorate
 - £378k adverse movement in Adoption Placement Income. The Adoption team will have recruited thirty-nine prospective adopters in 2013/14. Five of these adopters have been used for places for our own children which has saved £143k inter-agency fees. Of the thirty-nine adopters recruited, eleven will be approved in the last quarter of the financial year and so will generate income in 2014/15.
 - £(203)k favourable movement in care package and commissioned services costs, consisting of a £(144)k favourable movement in Adult Social Care and £(19)k in Children's Care
 - £(21)k favourable movement in other running costs.

2 Explanation of Variances

- 2.1 The forecast outturn variances are summarised below by Portfolio, with more detail at Appendix 1.

Supporting Children & Families and Education Portfolios - £251k adverse movement.

- Despite a number of actions to reduce demand and the cost of placements, there has been an increase in client numbers generating a net overspend of £582k in external placement costs and £42k of internal costs (staffing £72k, adoption fees £(111)k and other running costs £81k). This has been mitigated in year by the use of a one-off Intensive Fostering Grant of £(198)k and other income of £(10)k.
- There is an anticipated surplus of adoption income of £(45)k. This is being generated through the approval of 35 adopters and their use by other Local

Authorities for which we can charge £(27)k per placement. However, the activity supporting the identification of suitable families is supported by grant that cannot be guaranteed in the long term.

- Commissioning service projected underspend of £(117)k from staff savings and other variances.
- Education and Early Years' service predicted overspend of £177k: Home to School transport pressure of £516k, vacant staff posts totalling £(114)k, additional income of £(244)k and other variances £19k, and
- Children's Centres projected underspend of £(146)k, relating to staffing.

Adult Social Care Portfolio - £(77)k favourable movement

- A decrease of £(42)k in Older People residential placements (8).
- A decrease of £(48)k in the Physical Disabilities residential placements
- Other minor adverse variances of £13k in Support and Other Services.

Learning Disabilities (LD) Pooled Budget - £(67)k favourable movement

- A decrease in placement costs of £(67)k.

- 2.2 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 effectiveness of the plans on the reduction in demand is currently being analysed and assessed.

3 Learning Disabilities Pooled Fund

- 3.1 At the beginning of the year the LD Pool had a carry forward adverse balance of £1,472k, and a recovery plan to deliver cash savings against budget over two financial years to address this. The 2013/14 target is for an outturn balance of £900k. The projected outturn is £890k.
- 3.2 The Deputy Corporate Director has re-phased the recovery plan, and included additional initiatives:
- A review of all existing and projected placements
 - 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
- 3.3 The updated plan is shared with the Trafford Clinical Commissioning Group (CCG), which replaced 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.

4 Service carry-forward reserves

- 4.1 At the beginning of April 2013 the Children, Families and Wellbeing Directorate had accumulated balances of £(1,427)k carried forward from previous financial years.
- 4.2 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	622
Specific expenditure committed from 2012/13	46
P9 Forecast Outturn	162
Balance carried forward at 31 March 2014	(597)
Specific Expenditure committed 2014-15 re Adoption Reform Grant and other commitments	245

Table 2: Utilisation of Carry forward Reserve 2013/14 – Learning Disabilities Pooled Fund	(£000's)
Balance brought forward 1 April 2013	1,472
P9 Forecast outturn cash movement	(582)
Balance carried forward at 31 March 2014	890

- 4.3 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.

5 Management Action

- 5.1 Key to the delivery of the budget is management of demand, placement costs and delivery of the Learning Disabilities Pooled Fund Recovery Plan. The Directorate will focus on
- Monitoring the impact of the changes in activity and discharges from services seen in period 9. Putting in place action to mitigate the budget pressure.
 - Delivery of 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
 - Continuous review of all placements to ensure the most effective provision is made

Period 9 Projected Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, and the movements since the last monitoring report 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)	P9 Outturn (£000's)	P9 Outturn variance (£000's)	P8 Outturn variance (£000's)	P8 – P9 movement (£000's)	Ref
Education Portfolio						
Dedicated Schools Grant	0	0	0	0	0	CFW1
Transfer to Dedicated Schools Grant Reserve	0	0	0	0	0	CFW1
Education Early Years' Service	6,937	7,114	177	180	(3)	CFW5
Sub-total	6,937	7,114	177	180	(3)	
Supporting Children & Families Portfolio						
Children's Social Services	15,214	15,690	476	206	270	CFW2
Children with Complex & Additional Needs	2,023	1,918	(105)	(94)	(11)	CFW2
Commissioning	1,712	1,595	(117)	(140)	23	CFW3
Multi Agency Referral & Assessment Service (MARAS)	1,489	1,527	38	33	5	CFW6
Youth Offending Service	527	464	(63)	(50)	(13)	CFW7
Children's Centres	2,174	2,028	(146)	(126)	(20)	CFW4
Youth Service	1,430	1,430	0	0	0	
Sub-total	24,569	24,652	83	(171)	254	
Adult Social Services Portfolio						
Older People	20,250	20,009	(241)	(199)	(42)	CFW8
Physical Disabilities	4,194	4,066	(128)	(80)	(48)	CFW9
Equipment & Adaptations	801	772	(29)	(29)	0	CFW10
Mental Health	3,416	3,716	300	294	6	CFW11
Other Adult Services	746	739	(7)	(14)	7	CFW12
Strategic & Support Services	896	910	14	14	0	CFW13
Adaptations	(52)	(52)	0	0	0	

Housing Services	1,247	1,271	24	24	0	CFW14
Community Services	251	255	4	4	0	CFW15
Equalities & Diversity	184	149	(35)	(35)	0	CFW16
Sub-total	31,933	31,835	(98)	(21)	(77)	
Community Health & Wellbeing Portfolio						
Public Health	(862)	(862)	0	0	0	
Sub-total	(862)	(862)	0	0	0	
Total	62,577	62,739	162	(12)	174	
Learning Disabilities Pooled Fund	20,023	19,441	(582)	(515)	(67)	CFW17
Total	82,600	82,180	(420)	(527)	107	

Business Reason / Area (Subjective analysis)	P9 Outturn (£000's)	P8 Outturn (£000's)	P8-P9 movement (£000's)	Ref
DSG Reserve				
DSG Reserve B/Fwd.	(2,453)	(2,453)	0	
Spend on DSG Reserve	1,103	1,103	0	CFW1
DSG projected underspend	(1,350)	(1,350)	0	
Transfer to DSG Reserve	1,350	1,350	0	
Children, Families & Wellbeing				
Management of staff vacancies	(600)	(553)	(47)	CFW3,4,5,6,7,8, 10,11,15,16
External care packages and commissioned services	38	241	(203)	CFW2,8,9,10,14, 16
Delay in closure of establishments	102	97	5	CFW7
Transport costs	515	515	0	CFW5
Other running costs	12	22	(10)	CFW3,5,12,13
Grant income	(198)	(198)	0	CFW2
Adoption income	(45)	(423)	378	CFW2
Other income	(244)	(228)	(16)	CFW3
Sub-total	(420)	(527)	107	
Total	(420)	(527)	107	

NOTES ON VARIANCES AND PERIOD MOVEMENTS

Supporting Families & Children Portfolio, Education Portfolio

CFW1 – DSG Reserve b/fwd.

- The DSG reserve brought forward balance is £(2.453)m. There are likely to be commitments against this in 2013/14 of £1.103m. This leaves an underspend of £(1.350)m. This underspend will be carried forward to 2014/15. Further variances will come to light once the full impact of the new academic year is known. (e.g. increased pupil numbers).
- The Funding Forum was made aware of this reserve at the July 2013 meeting and proposals will be forwarded at a future meeting on how to utilise this. It is highly likely some of it will be distributed to schools on a one off basis. Further details can be sought by accessing the July 2013 Funding Forum report.

Non DSG Variances £260k adverse

CFW2 – Children’s Social Care £371k adverse (Includes Children with Complex & Additional Needs)

- Despite a number of actions to reduce demand and the cost of placements, there has been an unexpected increase in client numbers generating a net overspend of £582k in external placement costs, in addition to an overspend of £72k in staffing, a saving on adoption agency placement fees of £(111)k and other costs of £81k. This is despite a significantly reduced unit cost per week over the last three years due to the placement strategy implemented. The increased demographics are in line with national trends and increased child population overall in Trafford. The increase has been mitigated in year by the use of a one-off Intensive Fostering Grant of £(198)k and other income of £(10)k.
- This overspend is also off-set for 2013-14 by an anticipated surplus in adoption income of £(45)k. This is being generated through the approval of 35 adopters and their use by other Local Authorities for which we can charge £(27)k per placement. This level of grant and income cannot be guaranteed in future.

CFW3 – Commissioning £(117)k favourable

- The favourable variance is due to staff posts being held vacant £(47)k, an underspend on contracts within commissioned Early Intervention and Complex & Additional Needs services totalling £(80)k, and other variances totalling £10k.

CFW4 – Children’s Centres £(146)k favourable

- The favourable variance within this service is due to a slippage in staffing costs totalling £(146)k.

CFW5 – Education & Early Years £177k adverse

- The projected overspend of £177k within the Education and Early Years’ service is due to the impact of demographic pressures on contract and escort costs for SEN Transport of £516k, overall staff savings across the service of £(114)k, additional income received from schools and academies of £(244)k and other variances totalling £19k.

CFW6 – MARAS £38k adverse

- The estimated overspend within MARAS relates to additional staffing costs incurred in the year totalling £38k.

CFW7 – Youth Offending Service £(63)k favourable

- The saving within the Youth Offending Service comes from an anticipated underspend in remand placement costs.

Adult Social Care Portfolio £(98)k favourable**CFW8 – Older People £(241)k favourable**

- **Care Management/Assessment £(363)k favourable**
Due to managed vacancies within the Social Work, Assessment, Reablement and Screening teams.
- **Residential and Nursing Care/Home Care/Day Care/Direct Payments - £21k adverse**
In previous periods demand had been within expected levels, period 9 has seen a net increase of 1 service user in homecare.
- **Katherine Lowe House and The Princess Centre - £101k adverse**
Delays in the closure of Katherine Lowe House (£86k) and the Princess Centre (£15k) resulting in additional costs being incurred.

CFW9 – Physical Disabilities £(128)k favourable

- **Care Management/Assessment £(87)k favourable**
Due to managed vacancies within the Social Work teams.
- **Residential and Nursing Care/Home Care/Direct Payments - £(41)k favourable**
One additional residential placement costing £45k more than budgeted, 1 additional homecare placement; £12k and 1 existing placement were package costs have increased; £17k. Recovery of Direct Payment allocations is greater than budgeted £(115)k.

CFW10 – Equipment & Adaptations - £(29)k favourable

- **External Minor Adaptations - £(29)k favourable**
The volume of repair call out is projected to be slightly lower than estimated in the budget.

CFW11 – Mental Health - £300k adverse

- **Care Management and Assessment £(50)k favourable**
Due to managed vacancies within the Community Mental Health Team.
- **Residential and Nursing Care/Home Care/Direct Payments/Supported Living £350k adverse**
There are 9 residential service users with significantly higher than budgeted costs and one homecare user higher than budgeted.

CFW12 - Other Adult Services £(7)k favourable

- **Emergency Duty Team £93k adverse**
Due to projected staff costs due to current workload.
- **Transport Services - £(100)k favourable**

Rationalisation of trips following merger of Princess Centre and Pathways.

CFW13 - Strategic & Support Services - £14k adverse

- **Finance Team £14k adverse**
Due to higher than expected client services costs.

CFW14 - Housing Services - £24k adverse

- **Supporting People £24k adverse**
Underachievement in income contribution.

CFW15 - Community Services - £4k adverse

- **Community Services £4k adverse**
Underachievement in income contribution.

CFW16 – Equalities & Diversity - £(35)k favourable

- **Equalities & Diversity £(35)k favourable**
Due to managed vacancies in the Team £(24)k and a projected underspend in the events budget £(11)k.

Learning Disabilities Pooled Fund

CFW17 – Learning Disabilities - £(582)k favourable – Pooled Fund Arrangement

- **Residential and Nursing Care/Home Care/Direct Payments £(541)k favourable**
The impact of the recovery plan on projected demand.
- **Daycare £(55)k favourable**
The new method of service provision at the Meadowside Centre has delivered a saving higher than estimated.
- **Care Management/Assessment £14k adverse**
Agency cover for long term sick and additional resource to deliver recovery plan.

TRAFFORD MBC

Report to: ETO Directorate Management Team
 Date: 22 January 2014
 Report for: Discussion
 Report author: ETO/EGP Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 9 (April to December 2013)

1. Forecast Outturn for the Year

- 1.1 The approved revenue budget for the year is £29.193m. The forecast outturn before management action is £29.247m, which is £0.054m over the approved budget (0.2%). This is a favourable movement of £(0.039)m since last month, which is across a number of service areas.
- 1.2 Action to manage budget pressures will continue throughout the remainder of the year (see paragraph 2.2) and a nil variance is expected as a result. The financial forecasts will be revised once the results of this action are considered realisable.
- 1.3 The Directorate has also brought forward balances of £(0.439)m from previous years (paragraph 3). This includes £(0.202)m earmarked specifically to mitigate one-off budget pressures this year, such as from the Enforcement review. The aim is to deliver a balanced budget without use of these reserves but, based on the forecast overspend above, £0.054m has been earmarked as a commitment at this point.
- 1.4 The forecast outturn for the Directorate can be subject to external factors, such as the effects of weather, and income streams affected by economic conditions. Any remaining balances from previous years not currently committed are being held to mitigate such pressures for the remainder of the year.

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, summarised as follows:
- Re-profiling of savings from the review of Enforcement due to additional staff consultations £0.314m;
 - Re-profiling of Groundforce staff savings pending the ongoing review of working conditions (e.g. overtime) £0.100m, a favourable movement of £(0.016)m since last reported;
 - Public Protection licencing income shortfall – continuing adverse effect of economic climate £0.068m, a reduction of £(0.002)m this month;
 - Traffic Management costs for major events – additional costs £0.054m;
 - Street Lighting – prices in the new energy contract are higher than anticipated at the start of the year £0.035m;

- Additional costs from the extension of the Parking enforcement contract prior to full re-tendering exercise during the year £0.035m;
- Head of Operations post part year vacancy (revenue element) £(0.030)m;
- The full closure of Oakfield Road car park has taken longer than predicted when setting the budget and income is £(0.153)m higher than expected for the full year;
- Other Parking income higher than expected £(0.049)m;
- Income in Bereavement Services has continued to be higher than expectations £(0.112)m;
- School crossing patrols underspend from ongoing net vacancies £(0.055)m;
- Rebate expected from transport leasing contractor £(0.050)m;
- Waste Management – total underspend of £(0.060)m from the waste collection contract, refurbishing of existing dustbin stock, and other running costs, a favourable movement of £(0.010)m;
- Other net underspend £(0.043)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 the successful management of budget pressures in 2012/13, plus generated surpluses to assist in mitigating future pressures (if required) while sustainable solutions are implemented.

3.2 The planned use of these balances is shown below. The current balance of £(0.109)m is being held to cover potential budget pressures from external factors, such as from adverse weather or reductions in income. Any balance remaining at year end will be carried forward to support services in 2014/15 accordingly.

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
Period 9 forecast outturn (adverse)	54
Balance after known commitments	(148)

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)	(1,715)	384
Mitigating action across ETO	0	(414)	(414)
Total ETO	(3,011)	(3,011)	0

- 4.2 The shortfall of £0.414m relates to re-profiling of savings in Enforcement and Groundforce above, and is £(0.020)m less than last reported based on latest projections. These are to be mitigated in full from management action and other favourable variances across the Directorate, or by the use of accumulated balances if required.

5. Recommendations

- 5.1 It is recommended that the forecast outturn be noted.

Period 9 Forecast Outturn revenue expenditure and income variances.

The following tables detail the main variances from the revenue budget to the forecast outturn, and the movements since the last monitoring report 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)	P9 Forecast Outturn (£000's)	P9 Outturn Variance (£000's)	P8 Outturn Variance (£000's)	P8 – P9 Movement (£000's)	Ref
Highways & Environment Portfolio						
Highway and Network Management, incl. Traffic & Transportation	5,130	5,179	49	50	(1)	ETO1
School Crossing Patrols	512	457	(55)	(55)	0	ETO2
Parking Services	(150)	(320)	(170)	(170)	0	ETO3
Groundforce	4,593	4,689	96	112	(16)	ETO4
Bereavement Services	(998)	(1,089)	(91)	(91)	0	ETO5
Sustainability & Greenspace	410	349	(61)	(61)	0	ETO6
Waste Management (incl. WDA levy)	18,661	18,601	(60)	(50)	(10)	ETO7
Public Protection	806	858	52	54	(2)	ETO8
Environmental Enforcement	30	344	314	314	0	ETO9
Directorate Strategy & Business Support	471	451	(20)	(10)	(10)	
Sub-total	29,465	29,519	54	93	(39)	
Operational Services for Education	(272)	(272)	0	0	0	
Total Forecast Outturn Period 9	29,193	29,247	54	93	(39)	

ETO Business Reason / Area (Subjective analysis)	P9 Outturn Variance (£000's)	P8 Outturn Variance (£000's)	P8 – P9 Movement (£000's)	Ref
Highways and Network Management				
Traffic Management costs - events	54	54	0	
Fee income shortfall	5	5	0	
Transport rebates	(25)	(25)	0	
Staffing vacancies	(30)	(30)	0	
Energy – Street Lighting	35	35	0	
Other running costs	10	11	(1)	
Sub-total	49	50	(1)	ETO1
School Crossing Patrols - vacancies	(55)	(55)	0	ETO2
Parking Services				
Additional income – Oakfield Road	(153)	(153)	0	
Additional income - others	(49)	(49)	0	
Contract extension one-off costs	35	35	0	
Staffing and running costs	(3)	(3)	0	
Sub-total	(170)	(170)	0	ETO3
Groundforce				
Re-profiling of staff/equipment savings	100	116	(16)	
Overtime/other additional running costs	21	21	0	
Transport rebates	(25)	(25)	0	
Sub-total	96	112	(16)	ETO4
Bereavement Services				
Essential maintenance costs	21	21	0	
Income above budget	(112)	(112)	0	
Sub-total	(91)	(91)	0	ETO5
Sustainability & Greenspace				
Vacancy, supplies & services	(61)	(61)	0	ETO6
Waste Management				
Refurbishment and reduced demand for bin replacement	(20)	(10)	(10)	
Contract costs	(30)	(30)	0	
Running costs	(10)	(10)	0	
Sub-total	(60)	(50)	(10)	ETO7

ETO Business Reason / Area (Subjective analysis)	P9 Outturn Variance (£000's)	P8 Outturn Variance (£000's)	P8 – P9 Movement (£000's)	Ref
Public Protection				
Income shortfall including licencing	68	70	(2)	
Mitigating action – hold on filling vacancies	(16)	(16)	0	
Sub-total	52	54	(2)	ETO8
Environmental Enforcement				
Re-profiling of staff/equipment saving	314	314	0	ETO9
Director & ETO Business Support				
Staffing and Running costs	(20)	(10)	(10)	
Total Forecast Outturn Period 9	54	93	(39)	

ADDITIONAL NOTES ON FORECAST OUTTURN VARIANCES

ETO 1 – Highways & Network Management - £0.049m (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 are being addressed in the Medium Term Financial Plan. A number of options are also being evaluated up to reduce this pressure.

The overall adverse variance also includes expected receipt of rebates from the vehicle leasing contractor £(0.025)m.

There is an underspend on staffing arising from a vacant managerial post £(0.030)m.

Street Lighting energy costs are projected to be £0.035m higher than budgeted as a result of recent increases in the annual energy supplier contract.

Forecast running costs are £0.010m above budget, largely due to the re-phasing of work regarding changes to security arrangements at Carrington depot.

ETO 2 – School Crossing Patrols – £(0.055)m (favourable)

There is a forecast underspend on staffing of £(0.055)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 – £(0.170)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 being £(0.153)m above budget.

Other car parking income continues to be above expectations by £(0.049)m, following on from 2012/13.

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 £0.035m from the previous contract period which has now expired. The new contract will be awarded from April 2014.

ETO 4 – Groundforce - £0.096m (adverse)

Savings associated with staffing, supplies, vehicles and equipment have been re-profiled, and there is forecast overspend of £0.100m this year. A review is ongoing regarding revised terms and conditions, overtime and procurement accordingly. The review is informing the action plan to bring future spend in line with budget, plus balances have been carried forward from 2012/13 to be utilised as one-off mitigation, if required. The overspend has reduced by £(0.016)m since last reported.

Other supplies, services and overtime costs are forecast to be £0.021m 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.

Receipt of rebates from the vehicle leasing contractor is expected to be £(0.025)m for the year.

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

Net income levels for the year are expected to exceed the budget by £(0.112)m, and follows the levels from the last financial year. Forecast running costs are above budget by £0.021m and relates to essential works.

ETO 6 – Sustainability and Greenspace £(0.061)m (favourable)

Management action to control running costs, plus staff vacancies, gives rise to a predicted underspend of £(0.061)m.

ETO 7 – Waste Management £(0.060)m (favourable)

An underspend of £(0.020)m is expected relating to a reduction in the forecast purchase cost of replacement bins. This correlates to an increase in the refurbishing of existing bin stock and also a reduction in demand generally. The underspend has increased by £(0.010)m since projected last month.

There is an underspend of £(0.010)m based on estimates of the waste collection contract costs for the year. In addition, there is a further £(0.020)m saving in the contract cost due to successful negotiations with the supplier regarding the annual inflationary increase which applies from October each year.

Other running costs are £(0.010)m less than budget.

ETO 8 – Public Protection £0.052m (adverse)

There is a predicted shortfall in income of £0.068m 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 delays in filling vacant posts £(0.016)m. The management action plan includes for possible further restrictions on staffing vacancies.

ETO 9 – Environmental Enforcement £0.314m (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 £0.314m for the year. This takes account of the additional time being taken to review and consult on the proposals, and incorporate feedback.

The management action plan for ETO is looking to address the adverse variance in-year from within the Directorate budget. 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 (paragraph 3).

TRAFFORD MBC

Report to: EGP Directorate Management Team
 Date: 22 January 2014
 Report for: Discussion
 Report author: EGP/ETO Finance Manager

Report Title

Revenue Budget Monitoring 2013/14 – Period 9 (April to December 2013)

1. Forecast Outturn

- 1.1 The approved revenue budget for the year is £3.281m. The forecast outturn is for a nil variance against budget. There are offsetting movements in the income projections for Planning and Building Control since reported last month.
- 1.2 The Directorate 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 mitigate any future adverse variances, should they arise.

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 £0.141m due to the on-going adverse effect of the economy, primarily on town centre rents (e.g. Stamford Centre);
 - Backdated rental income of £(0.073)m was confirmed in November 2013 relating to Shrewsbury Street;
 - 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 2013;
 - Confirmation of the final 2012/13 rental income from Stretford Arndale by the agents of the owners was received in September, and was £(0.111)m higher than had been anticipated;
 - Facilities management staffing is £0.070m above budget due to the later than planned disposal of a number of properties. This also includes the cost of interim support to help deliver the Council's overall land sales programme;
 - There is a forecast staffing underspend across EGP relating to the ongoing restructure and appointments to vacancies £(0.062)m;
 - Planning Application fees income is now expected to be £(0.018)m above budget, a favourable movement of £(0.030)m this month. Building control income is forecast to be less than planned by £0.011m, which is an adverse

movement of £0.036m. This is based on the weekly monitoring and projections of income;

- Fee income from housing improvement capital schemes is a net £0.046m less than budget due to a reduced volume of property sales;
- Shortfall in income of £0.031m due to re-phasing of the implementation of Green Deal;
- Net underspend on other running costs £(0.016)m.

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 £0.126m 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 P9	0
Committed on 2013/14 projects plus mitigation for potential future budget pressures	186
Balance after forecast outturn/commitments	0

4. Savings

- 4.1 The approved Directorate budget includes savings of £(0.696)m, (17.4)% 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)	(168)	55
Total EGP	(696)	(641)	55

- 4.2 The shortfall of £0.055m relates to savings in Facilities Management staffing which have needed to be re-profiled due to the disposal of certain 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 for 2013/14 be noted.

Period 9 Forecast Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecast outturn, and the movements since the last monitoring report 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	P9 Forecast Outturn	P9 Outturn Variance	P8 Outturn Variance	P9 – P8 Variance	Ref
	(£000's)	(£000's)	(£000's)	(£000's)	(£000's)	
Economic Growth & Prosperity Portfolio						
Asset Management	1,089	1,096	7	7	0	EGP1
Planning & Building Control	174	129	(45)	(45)	0	EGP2
Strategic Planning & Development	525	519	(6)	(6)	0	
Economic Growth	723	702	(21)	(21)	0	
Housing Strategy	522	587	65	65	0	EGP3
Directorate Strategy & Business Support	248	248	0	0	0	
Total Forecast Outturn Period 9	3,281	3,281	0	0	0	

EGP Business Reason / Area (Subjective analysis)	P9 Outturn Variance (£000's)	P8 Outturn Variance (£000's)	P8 – P9 Movement (£000's)	Ref
Asset Management				
Investment Property Rental Income:				
- Stamford Centre - shortfall	34	34	0	
- Other properties - shortfall	69	69	0	
- Airport - surplus	(19)	(19)	0	
- Stretford Arndale 12/13 final rent	(111)	(111)	0	
- Shrewsbury St. backdated rent	(73)	(73)	0	
Community buildings – income/running costs	35	38	(3)	
Facilities Management - staffing	70	70	0	
Asset Management – staffing vacancies	(12)	(12)	0	
Other minor running cost variances	14	11	3	
Sub-total	7	7	0	EGP1
Planning & Building Control				
Planning applications income shortfall	(18)	12	(30)	
Building Control income surplus	11	(25)	36	
Staffing vacancies	(38)	(32)	(6)	
Sub-total	(45)	(45)	0	EGP2
Strategic Planning & Development				
Staffing/running costs savings	(6)	(6)	0	
Sub-total	(6)	(6)	0	
Economic Growth				
Staffing/running costs savings	(21)	(21)	0	
Sub-total	(21)	(21)	0	
Housing Strategy				
Housing improvements capital fee income shortfall	46	46	0	
Green Deal income re-phased implementation	31	31	0	
Running cost savings	(12)	(12)	0	
Sub-total	65	65	0	EGP3
Total Forecast Outturn Period 9	0	0	0	

NOTES ON OUTTURN VARIANCES

EGP1 – Asset Management - £0.007m (adverse)

The effect of the economy is continuing to adversely affect rents across the property portfolio, including Stamford Centre £0.034m, and Community Buildings £0.035m. Other investment property is expected to have a shortfall of £0.069m. 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.

For Stretford Arndale, the Agents for the owners have managed to continue to make a number of short term lettings to ensure the number of vacant units is minimised and this has held up gross rental income. This is despite rent reductions on the bigger units of around 40% upon lease renewals. The year-end rental payment notified during September is hence £(0.111)m higher than expected.

Backdated rental income was confirmed in November 2013 relating to Shrewsbury Street £(0.073)m.

Facilities Management staffing is expected to be £0.070m above budget. The associated saving has needed to be re-profiled as the planned disposal of buildings is taking longer than expected. Interim staffing costs of £0.015m are also included to provide support to the Council's overall land sales programme, for which future capital expenditure plans have a level of reliance on.

EGP2 – Planning and Building Control – £(0.045)m (favourable)

Income from planning fees is forecast to be £(0.018)m above budget, which is a favourable movement of £(0.030)m from last month.

Building control income is forecast to be below budget by £0.011m, which is an adverse movement of £0.036m.

Planning and building control fees are continuing to be monitored on a weekly basis and the income projections are based on the most up to date figures at the time of writing this report.

An underspend from staffing vacancies is predicted to be £(0.038)m. The filling of vacant posts will be addressed by the ongoing restructure of EGP.

EGP3 – Housing Strategy – £0.065m (adverse)

This includes an adverse variance of £0.046m relating to Housing Improvement fee income. 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.

There is a projected shortfall in income of £0.031m due to re-phasing of the implementation of Green Deal. Savings from staff vacancies are £(0.012)m, with vacancies being addressed through the restructure of EGP.

TRAFFORD MBC

Report to: Transformation & Resources Directorate Management Team
 Date: 23 January 2014
 Report for: Discussion
 Report author: T&R Finance Manager

Revenue Budget Monitoring 2013/14 – Period 9 (April 2013 – December 2013 inclusive)

1 Outturn

1.1 The current approved revenue budget for the year is £20.327m. The forecast outturn of £19.795m is £(0.532)m below the approved budget. This is a £(0.108)m favourable movement since last month.

1.2 The £(108)k favourable movement in the month is a result of:

£(86)k favourable variance on staffing costs due to vacancies in Partnerships and Performance not being filled following the finalisation of the staff review and delayed recruitment in ICT.

£27k adverse variances on court costs and legal fees.

£20k additional running costs to match additional Arts Grant income.

£(7)k favourable variance on other running costs.

£(24)K favourable variance on Proceeds of Crime Fraud income.

£16k adverse movement on CCTV income.

£(54)k favourable collective variance on other income streams including £(20)k grant income, £(9)k HR Occupational Health SLA income, £(7)k Registrars.

2 Reserves

2.1 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	
Land Charges Claims	185
Transformation Support	177
Library improvements	56
CCTV/ Control room marketing and set up costs	55
LGG Support	51
SWiTch Support	51
EDRMS	40
ICT textlink and contracts	34
Altrincham Forward	20
Investment in New Operating Model	13
Finance and Access Trafford IT improvements	8
Legal Case Management System	7
Disaster Recovery – Stretford Library	6
Budget/ grants rolled over into 2014/15	(170)
2013/14 Outturn	(532)
Remaining Balance at 31 March 2014	(1,388)

- 2.2 In 2014/15 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 and New Operating Model. Planned usage of reserves in 2014/15 currently totals £328k including costs associated with the £170k budget/ grants roll-over.

3 Welfare Reform

- 3.1 In the nine months of operation, Trafford Assist has made awards to 1,698 different individuals with a total value of £115,328. The total value of awards are shown in the table below:

Item	Awards	Value
Furniture	402	£88,158
Paypoint (cash)	880	£13,826
Food	1,275	£13,344
Total	2,557	£115,328

- 3.2 The Trafford Assist scheme is within budget after the first nine months 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 favourable comments from customers, DWP and other Partners particularly about positive intervention and signposting.

3.3 In addition to the above, 896 awards, out of 1,252 requests, for Discretionary Housing Payment have been made amounting to £268,199. This is in line with budgeted expectations.

Period 9 Forecasted Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, and the movements since the last monitoring report, 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)	P9 Forecast Outturn (£000's)	P9 Outturn variance (£000's)	P8 Outturn variance (£000's)	P8 to P9 Movement (£000's)	Note ref
Transformation and Resources Portfolio						
Legal & Democratic	1,935	2,095	160	115	45	T&R2,4,6
Communications & Customer Services	6,865	6,668	(197)	(136)	(61)	T&R1,4,6
Partnerships & Performance	2,712	2,444	(268)	(216)	(52)	T&R3
Strategic Human Resources	2,332	2,313	(19)	(15)	(4)	T&R4
Corporate Leadership and Support	367	358	(9)	(9)	(0)	
sub-total	14,211	13,878	(333)	(261)	(72)	
Finance Portfolio						
Finance Services	3,944	3,722	(222)	(188)	(34)	T&R1,5
sub-total	3,944	3,722	(222)	(188)	(34)	
Safe and Strong Communities						
Culture & Sport	2,172	2,195	23	25	(2)	T&R4,6
sub-total	2,172	2,195	23	25	(2)	
Total	20,327	19,795	(532)	(424)	(108)	

Business Reason / Area (Subjective analysis)	P9 Outturn variance (£000's)	P8 Outturn variance (£000's)	P8 to P9 movement (£000's)	Note ref
Management of Vacancies	(504)	(418)	(86)	T&R1
Court Costs and Legal fees	181	154	27	T&R2
Running costs relating to Public Health	(209)	(209)	0	T&R3
Running Costs	184	171	13	T&R4
Proceeds of Crime Income	11	35	(24)	T&R5
Income	(195)	(157)	(38)	T&R6
Total	(532)	(424)	(108)	

NOTES ON PROJECTED VARIANCES

T&R1

There are a number of posts which were held vacant whilst staffing structures were being reviewed, particularly in ICT (£246k), Revenues & Benefits (£218k) and Partnerships & Performance (£74k).

T&R2

Legal expenses are forecast to be £181k adverse to budget due to a continuing increase in childcare cases and a number of new development projects.

T&R3

Savings from support services that the council can provide within its existing resources for Public Health functions are £(209)k. This budget is included within Partnerships & Performance but related to back office services across T&R. This sustainable saving has been included within the T&R MTFP for 2014/15.

T&R4

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 causing an increased forecast adverse variance of £52k within HR. Other significant unbudgeted spend includes by election costs (£20k), additional SWiTch costs (£37k) and grant funded expenditure in the Waterside Arts Centre.

T&R5

The number of new Proceeds of Crime cases and timing of receipts of existing cases has been reviewed. This month there is a reduction in the forecast shortfall in income to £11k.

T&R6

There is forecast to be a favourable variance on income of £(190)k, particularly on Legal income, including Registrars, Waterside Arts Centre grants and HR SLA income. The shortfall in ticket sales in the Waterside Arts Centre has reduced further in the month.

TRAFFORD MBC

Report to: Director of Finance
 Date: 23 January 2014
 Report for: Information
 Report author: Head of Financial Management

Report Title

**Revenue Budget Monitoring 2013/14 – Period 9 Outturn - Council-Wide Budgets
 (April 2013 to December 2013 inclusive)**

1 Outturn Forecast

1.1 The current approved revenue budget for the year is £23.602m. The outturn forecast is £21.677m, which is £(1.925)m under budget, and a favourable movement of £(0.076)m since last month.

1.2 Appendix 1 details the variances from the approved budget and the period movement from the previous forecast by both function and activity, which in summary are:

Treasury Management - £(1.321)m relating to Manchester Airport Group dividend received above budget;

Members expenses - £(0.040)m, relating to the voluntary 1.9% reduction in allowances and savings in telephony and other running costs;

One-off NNDR refunds from backdated Exemptions and Rateable Value reductions on Trafford buildings £(0.070)m;

Housing and Council Tax Benefits overpayment recovery net variance of £(0.241)m;

Savings on Grant Thornton fees for audit of grant claims, £(0.020)m;

Some of the savings from the proposed changes to staff terms and conditions will not be achieved in full this year, £0.144m;

Non ring-fenced grants - £(0.389)m relating to several grants that were not included in the 2013/14 budget;

There were a number of other minor variances across Council Wide budgets in the sum of £0.012m 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.

Period 9 Forecasted Outturn revenue expenditure and income variances

The following tables detail the main variances from the revenue budget to the forecasted outturn, and the movements since the last monitoring report, 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)	P9 Forecast Outturn (£000's)	P9 Outturn variance (£000's)	P8 Outturn variance (£000's)	P8 to P9 movement (£000's)	Ref
Finance Portfolio						
Precepts, Levies & Subscriptions	17,852	17,856	4	4		
Provisions (bad debts & pensions)	1,742	1,886	144	144		C-W4
Treasury Management	8,366	7,050	(1,316)	(1,316)		C-W1
Insurance	659	659				
Members Expenses	944	904	(40)	(30)	(10)	C-W2
Grants	(6,283)	(6,680)	(397)	(397)		C-W5
Other Centrally held budgets	322	2	(320)	(254)	(66)	C-W3
Total	23,602	21,677	(1,925)	(1,849)	(76)	

Business Reason / Area (Subjective analysis)	P9 Outturn variance (£000's)	P8 Outturn variance (£000's)	P8 to P9 movement (£000's)	Ref
Treasury Management:				
- Investment Income	(1,305)	(1,305)		C-W1
- Debt Management cost savings	(11)	(11)		C-W1
Members expenses	(40)	(30)	(10)	C-W2
Grants	(397)	(397)		C-W5
Other Centrally held budgets	(320)	(254)	(66)	C-W3
Staff terms and conditions	144	144		C-W4
Precepts, Levies & Subscriptions	4	4		
Total	(1,925)	(1,849)	(76)	

NOTES ON PROJECTED VARIANCES

C-W1 – Treasury Management - £(1.316)m (favourable)

The Council has now received a total dividend from Manchester Airport Group of £(2.321)m, which is £(1.321)m in excess of the budgeted figure. This includes a one-off allocation of £(0.969)m relating to the higher than expected levels of cash balances held in Stansted Airport at the time of acquisition. The base budget for 2014/15 will be amended to reflect the dividend expected from Trafford's new share allocation in the expanded group.

The adverse movement in the month of £0.015m relates to rephasing of the Land Sales programme resulting in lower cash balances and therefore reduced investment interest.

Other minor variances of £(0.010)m.

C-W2 – Members Allowances - £(0.040)m (favourable), £(0.010)m (favourable) movement

All 63 Trafford Members agreed to take a voluntary 1.9% reduction in the value of their allowances, generating a saving of £(0.016)m. Other savings from pay, telephony and running costs are also expected of £(0.024)m.

C-W3 – Other Centrally held budgets - £(0.320)m (favourable), £(0.066)m (favourable) movement

NNDR Refunds - £(0.070)m (favourable)

A number of backdated Exemptions and Rateable Value reductions to Trafford buildings has generated one-off income of £(0.070)m.

Housing & Council Tax Benefits - £(0.241)m (favourable), £(0.052)m (favourable) movement

There is a net forecast variance of £(241)k within the Housing Benefit and Council Tax Benefit budgets, a favourable movement of £(0.052)m since last month; this consists of a small saving of £(0.006)m within the Housing Benefit budget and a recovery of overpaid Council Tax Benefit from previous financial years of £(0.235)m.

The credit from the recovery of overpaid Council Tax Benefit is difficult to predict and will eventually taper off as the Council Tax Benefit scheme was replaced on 1 April 2013 with the new Council Tax Support Scheme.

External Audit Fees - £(0.020)m (favourable)

The final charge has been received from Grant Thornton for 2012/13 grant certification work, generating a budget saving of £(0.020)m.

Other minor variances of £0.011m, a movement in the month of £0.006m.

C-W4 – Provisions - £0.144m (adverse)

A budget saving of £(0.180)m was set aside for the part-year effect of proposed changes to staff terms and conditions. Some of these savings will not now be achieved in full this year.

C-W5 – Grants - £(0.397)m (favourable)

Final notifications have now been received for the following non ring-fenced grants which are held within Council-wide. Cash has already been received or is being received in stages during the year from the appropriate Government department:

- Education Services Support - £(0.191)m. However, this amount will reduce depending on the final number of Schools becoming Academy in the year.
- Council Tax New Burdens - £(0.114)m.
- New Burdens Zero Based Review Adult Social Care - £(0.059)m. An assessment is currently being made of how much will be required to reconfigure the Social Care ICT system in order to meet the new statutory management information requirements. This figure may therefore reduce.
- Local Flood - £(0.025)m.
- Council Tax freeze - £(0.008)m.

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TRAFFORD COUNCIL

Report to: Executive

Date: 24 February 2014

Report for: Decision

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

Report Title

CAPITAL INVESTMENT PROGRAMME MONITORING 2013/14
3rd Quarter (April – December)

Summary

This report summarises the findings from the budget monitoring for the period to 31 December 2013. The salient features are:
The Quarter 2 2013/14 budget approved in November 2013 was £41.6m. Taking into account additions to schemes in the third quarter the programme has increased to £41.8m.
Capital Expenditure to date is £24.9m, being 60% of the budget with an outturn projection of £42.8m
The level of available resources has been updated to reflect the latest Land Sale Programme and surplus resources of £3.5m will be available to support future capital priorities.

Recommendations

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: Mark Hughes

Extension: 2072

1. Capital Investment Programme Update

1.1. This Report summarises the current position and progress of the 2013/14 Capital Investment Programme and it's financing as at 31 December 2013. It takes into account both financial and scheme progress monitoring undertaken with service area project officers

1.2. Capital Expenditure for the year is estimated to be £41.8m which is £0.2m higher than the budget reported in the quarter 2 monitoring report. The changes are summarised in the table below with a detailed breakdown provided in Appendix 1.

Capital Investment Programme 2013/14	Q2 Revised 2013/14 £m	Q3 Revised 2013/14 £m	2013/14 Projected Outturn £m
Portfolio Analysis			
Supporting Children & Families	0.3	0.3	0.3
Education	19.5	19.5	21.8
Adult Care, Health & Wellbeing	2.9	2.9	2.8
Economic Growth & Prosperity	7.5	7.5	7.1
Environmental Services	1.6	1.6	1.6
Highways & Transportation	7.5	7.7	6.9
Safe, Strong Communities	0.3	0.3	0.3
Transformation & Resources	2.0	2.0	2.0
Total	41.6	41.8	42.8
Service Analysis			
Children, Families & Wellbeing	22.7	22.7	24.9
Economic Growth & Prosperity	7.5	7.5	7.1
Environment, Transport & Operations	9.4	9.6	8.8
Transformation & Resources	2.0	2.0	2.0
Total	41.6	41.8	42.8

1.2 The increase in the budget of £0.2m can be summarised as follows:

- **£0.2m of new & additional resources including :**

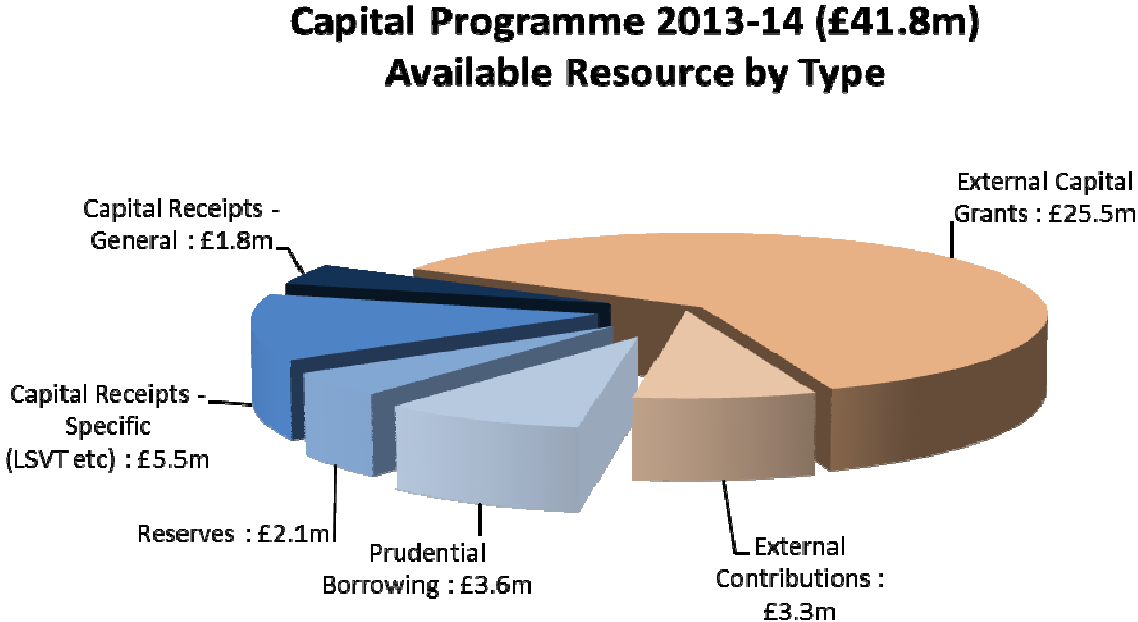
- § £0.2m of s106 contributions in respect of highway and public transport related projects have been added to the programme.

1.3. The projected outturn for 2013/14 is expected to be £42.8m which reflects :

- § Progress on a number of Schools Basic Need projects has been better than originally programmed - £2.9m. This is funded from Government grant.
- § Schools devolved formula capital £(0.7)m - schools led projects.
- § £(0.8)m on a number highways and transport schemes including the Bridgewater Way project.
- § The retention payment for the LTA work at Trafford Town Hall is not due to be paid until summer 2014 - £(0.4)m.

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 31% of the total funding requirement, whilst external funding makes up the balance, 89% of this being government grant (£25.5m) .



2.2. The latest estimate of capital receipts supporting the Programme identifies reduction in net receipts of £(0.6)m, as a result of some revisions to major land sales estimates.

Impact on 2013/15 Capital Investment Programme	2013/14 £m	2014/15 & Later £m	Total £m
Resources available:			
Capital receipts available from Land Sales	1.8	10.0	11.8
Capital Investment Programme requirement	(1.8)	(6.5)	(8.3)
Current Surplus/(Deficit) at Q3	0.0	3.5	3.5

2.3. Overall the level of resources available exceeds the requirement to support the capital programme by £3.5m, £0.6m less than the £4.1m reported in the Q2 Monitoring Report. These resources will be taken into account in setting the 2014/17 programme.

3. Actual Expenditure – 3rd Quarter (April – December)

- 3.1. Actual expenditure for the third quarter of the year is £24.9m which equates to 60% of the revised budget, as shown in the table below. Further details of the service areas are reported in Appendix 3.

Capital Investment Programme 2013/14	Q3 Spend £m	Q3 Revised 2013/14 £m	Proportion of budget
Portfolio Analysis			
Supporting Children & Families	0.2	0.3	67%
Education	14.6	19.5	75%
Adult Care, Health & Wellbeing	1.5	2.9	52%
Economic Growth & Prosperity	4.4	7.5	59%
Environmental Services	0.3	1.6	19%
Highways & Transportation	3.7	7.7	48%
Safe, Strong Communities	0.1	0.3	33%
Transformation & Resources	0.1	2.0	5%
Total	24.9	41.8	60%
Service Analysis			
Children, Families & Wellbeing	16.3	22.7	72%
Economic Growth & Prosperity	4.4	7.5	59%
Environment, Transport & Operations	4.1	9.6	43%
Transformation & Resources	0.1	2.0	5%
Total	24.9	41.8	60%

- 3.2. The majority of the expenditure (72%) has been incurred on schemes within Children Families & Wellbeing - £14.6m relates to schools projects with £12.5m on a number of large additional primary school places schemes and £1.3m incurred on a range of maintenance programmes in schools, including kitchen ventilation, boiler and electrical works.
- 3.3. In addition to the schools related expenditure £1.5m has been incurred on a range of schemes supporting the provision care including £0.7m on Disabled Facilities Grants, £0.5m on the acquisition of a new software system and £0.2m on Telecare services.
- 3.4. Economic Growth & Prosperity expenditure of £4.4m to date relates primarily to the completion of the development works at Lancashire Cricket Ground of £2.7m and, continuing on from the 2012/13 investment an additional £1m for the Local Authority Mortgage Scheme.
- 3.5. Highways expenditure of £3.7m has been incurred so far in the year which, along with investment in the Food Waste Collection programme, is included in a total expenditure for Environment Transport & Operations of £4.1m. Whilst this equates to only 43% of the projected budget the levels of on-site and programmed schemes show that 99% is currently being progressed.

4. Status of 2013/14 Projects

4.1. There are 239 individual projects currently allocated in the programme. As part of the monitoring process a record of the "milestones" reached by each project is kept to show the progress of the scheme from inclusion in the Programme through to completion. The table below shows the value of the budget across the milestone categories and a comparison to quarter 1.

Status on 2013/14 Projects	Quarter 2 £m	Quarter 3 £m	Percentage of Budget
Already complete	7.8	15.2	36%
On site	29.9	24.0	57%
Programmed to start later in year	2.2	1.9	5%
Not yet programmed	1.7	0.7	2%
Total	41.6	41.8	100%

4.2. The first three categories give a good indication as to the level of confirmed expenditure to be incurred during the year. As can be seen the increases from Q2 in the top category and reductions in the other categories confirm that schemes are progressing well. The value of schemes expected to reach completion before the year-end of the year is £31.4m with the balance being schemes under construction and phased to complete in later years. A more detailed analysis, by service area, is shown in Appendix 2.

5. Recommendations

5.1. 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 been 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 use capital receipts to repay debt which would generate revenue savings on the Medium Term Financial Plan.

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 the 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 is being met.

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

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

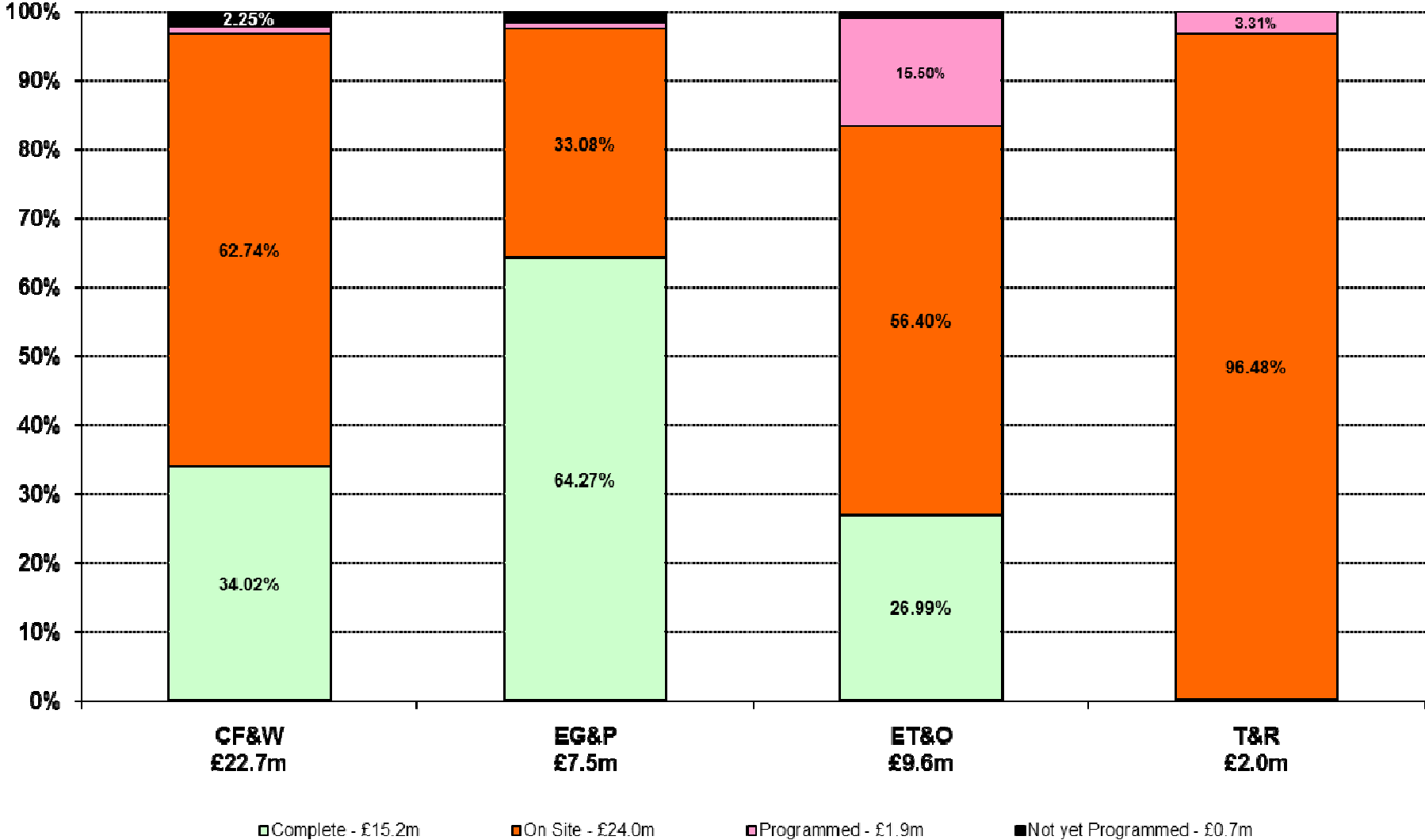
Director of Finance Appended in hard copy.

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

Appendix 1

Capital Investment Programme 2013/14 : Budget changes during Qtr 3		Budget 2013/14 £'000	Budget 2013/14 £'000
Budget Reported at Quarter 2			41,609
<i>Amendments during Quarter 3</i>			
New Schemes & Increases	Financed by :		
Schools - Targeted Basic Need Grant	S106	21	
Public Realm improvements – Altrincham	Developer	3	
CCTV – Brooklands Station	S106	15	
Highway Improvements	S106	61	
Better Bus Area Funding	S106	67	
Highways – Cycle initiatives	TfGM	14	181
Total			41,790

Capital Programme 2013/14 - Status of schemes by Service Area



Children, Families & Wellbeing

Capital Investment Programme 2013/14	No of Scheme	Q3 Budget 2013/14 £m	Q3 Expend 2013/14 £m	Proportion of budget
Quarter 3 Budget		22.7		
Schools				
Primary Schools	37	15.7	13.8	87%
Secondary Schools	5	1.3	0.1	8%
Special Schools	1	0.4	-	-
Other	3	2.1	0.7	33%
Youth Service	2	-	-	-
Children's Services	3	0.3	0.2	66%
Services for Adults	9	2.9	1.5	52%
Total	60	22.7	16.3	72%

Schools

Six new additional places projects have been agreed this year to add to the 13 started in 2012/13. Of these 9 are now complete, building work has started on 4 and design & consultation has started on the remainder. As a result of this progress it is estimated that £2.9m will be accelerated from 2014/15. This is supported by Government grant.

Targeted Basic Capital Need grant award totalling £1.7m has been received in respect of Bowdon CoE Primary School, with £0.4m being received this year. The grant is being used to support a scheme previously agreed from the general Basic Need Grant for additional places.

Capital maintenance schemes of £2.8m, including boilers, roofs, rewires and kitchen ventilation works, were programmed for the summer holidays. The majority of these have been completed with the remainder on site and expected to complete before the end of the year.

Devolved Formula Capital is the responsibility of the schools and as such the authority has little influence on its use. It is expected that approx. £0.7m of the 2013/14 budget will not be spent until 2014/15 or later years.

Services for Adults

The budget for Disabled Facilities Grants for the year is £1.5m with current expenditure being £0.7m. The pressure on the DFG programme continues, issues with a contractor have been resolved and procedures are now in place to ensure programme delivery.

The project to replace the Social Care CRM system has now been agreed. The project, worth £0.7m, now has a contract signed and order placed with Liquidlogic Ltd. Configuration workshops are currently underway with the new system expected to be operational in September 2014

The Community Capacity Grant is being used to provide a number of improvements to establishments across a range of services, with works at Ascot Hose, Shawe Road and Meadowside underway and due to complete before year-end.

Economic Growth & Prosperity

Capital Investment Programme 2013/14	No of Scheme	Q3 Budget 2013/14 £m	Q3 Expend 2013/14 £m	Proportion of budget
Quarter 3 Budget		7.5		
Corporate Landlord	38	1.6	0.5	31%
Regeneration	2	2.9	2.8	97%
Strategic Planning	5	1.9	0.1	5%
Housing Services	3	1.1	1.0	91%
Total	48	7.5	4.4	59%

Corporate Landlord

A number of programmes, totalling £877k, covering DDA works, Public Building Repairs and M&E works to protect the Council's assets are planned for the year. Schemes totalling £353k are now complete with the majority of the remainder on site and planned to complete later in the year.

The budget includes £0.7m in respect of final costs associated with the LTA scheme. The final retention payment of £0.4m is not due until 2014/15. At this stage it is estimated that there will be a saving on the overall scheme of £0.1m

Town Centres

Works within Altrincham Town Centre have begun. Works at Beggars Square are now completed and works at Altrincham Market are planned for completion in June 2014.

Other town centres are subject to consultation and preparation of plans for their rejuvenation are currently being developed.

Final compensation payments on the Altair land assembly scheme are now expected to be made in 2014/15.

Housing Services

An additional £1.0m has been invested in the Local Authority Mortgage Scheme to continue the scheme aimed at assisting first-time buyers and stimulating the local economy. Information from Lloyds Bank indicates that the interest and take-up of the scheme still remains strong.

Environment Transport & Operations

Capital Investment Programme 2013/14	No of Scheme	Q3 Budget 2013/14 £m	Q3 Expend 2013/14 £m	Proportion of budget
Quarter 3 Budget		9.6		
Highways				
Traffic & Transport	36	3.0	1.1	37%
Highway Maintenance	45	4.2	2.3	55%
Bridges	12	0.4	0.3	75%
Bereavement Services	1	0.3	-	-
Sustainability & Greenspace	20	0.6	0.1	17%
Public Protection	3	0.4	-	9%
Waste Management	1	0.7	0.3	43%
Total	118	9.6	4.1	43%

Highways

Delivery of a range of integrated transport projects including cycle routes, Bridgewater Way improvements and Water Taxis are included within this area and whilst levels of expenditure are currently low the majority of schemes are now on site and are expected to complete in line with projections.

The Bridgewater Way improvements project involves a number of delivery partners and phases. Confirmation of the different funding streams and legal requirements have now been agreed and the scheme is progressing well. The issues above mean that some phases are now expected to complete in 2014/15. The project will be complete by March 2015 in accordance with grant conditions.

Also included are highway structural maintenance work, street lighting improvements and bridge strengthening and repairs works. There are 57 schemes being undertaken during the year which are expected to deliver £4.5m of improvements to the authority's highway infrastructure.

Sustainability & Greenspace

There is £0.6m relating to the improvement and provision of parks and open spaces across the borough. Projects are supported by a range of funding streams including S106 contributions, Performance Reward Grant and grants awarded to Friends of Groups. Seven of the 20 schemes are now complete with a further 12 due to complete by the year-end.

Environmental Services

Food Waste Collection Service – The implementation of the weekly food waste collection service has now been completed across the Borough. Recycling rates for each month from July to November have been in excess of 60% and the changes introduced are on target to deliver the expected budget savings.

Transformation & Resources

Capital Investment Programme 2013/14	No of Scheme	Q3 Budget 2013/14 £m	Q3 Expend 2013/14 £m	Proportion of budget
Quarter 3 Budget		2.0		
Performance & Improvement	2	0.1	-	-
Information Technology	11	1.9	0.1	5%
Total	13	2.0	0.1	5%

Information Communications Technology

Included within the ICT area are a number of major projects these being :

- **CRM Upgrade** – Scheme scoping is now complete and the project is currently out to tender. The contract is planned to be awarded in March with a start date soon after. The upgrade is expected to be fully operational by December 2014.
- **Electronic Data Record Management (EDRMS)** – Scheme scoping is now complete, and site visits are being arranged along with soft market testing. The scheme is expected to go out to tender in March. Implementation will be carried out in tandem with the CRM Upgrade scheme.

DECISIONS MADE BY THE GREATER MANCHESTER COMBINED AUTHORITY
MEETING HELD ON 31 JANUARY 2014

Decisions published on 5 February 2014 and will come into force from 4:00pm on the 12 February 2014, subject to call-in, except for any urgent decisions.

The process for call in of decisions is set out as an Appendix to this note, extracted from the Greater Manchester Combined Authority (GMCA) Constitution. The address for the purposes of the schedule is that of the GMCA Secretary, c/o Manchester City Council, PO Box 532, Town Hall, Manchester, M60 2LA; or by contacting k.bond@agma.gov.uk

The reports detailed in this note can be accessed at the AGMA website via the following link: - <http://www.agma.gov.uk/calendar/index.html>. Any report not available on the web site will be available for Scrutiny Pool members from the GMCA Secretary on request, on a private and confidential basis.

1. GMCA REVENUE BUDGET 2014/15 TO 2015/16 & REVENUE BUDGET MONITORING UPDATE 2013/14 (agenda item 6A)

The Combined Authority received a report from Richard Paver, GMCA Treasurer setting out the Greater Manchester Combined Authority (GMCA) budget for 2014/15 to 2015/16, including the forecast outturn position for 2013/14.

The proposed Transport Levy and charges to support the Economic Development and Regeneration Functions to be approved for 2014/15 and 2015/16 were also included within the report together with the recommended allocations to the District Councils of Greater Manchester.

The Combined Authority AGREED:

1. To approve the revised budget for 2013/14 as detailed in paragraph 2.10 – 2.13 of the report, noting in particular the budget transfer to the Greater Manchester Combined Authority for the Planning & Housing Commission, Manchester Family Secondments, 14-19 Contributions and Low Carbon Investment Team.
2. To note the report and the current revenue outturn forecast for 2013/14 which is projecting an underspend of £346,000.
3. To note the TfGM 2013/14 update as detailed in paragraph 3.1 of the report.
4. To approve the budget relating to the GMCA transport function, as set out in the report and Appendix 1, for 2014/15 and note that the indicative budget for 2015/16 has been approved in principle by the Scrutiny Panel, but subject to further review in relation to the areas set out in Appendix 1, during next year's scrutiny process.
5. To approve the budget relating to the GMCA Economic Development and Regeneration functions, as set out in the report, for 2014/15 and 2015/16, which will be subject to regular review.
6. To note the issues which are affecting the 2014/15 and 2015/16 transport budgets as detailed in the report and Appendix 1.
7. To note the consultation process which has been undertaken by officers with the Transport Levy Scrutiny Panel; and that the outcome of the consultation is a proposal that will result in a total levy for 2014/15 of £198.094 million, which is unchanged from 2013/14.
8. To approve that there will be no overall proposed change in the Transport Levy for

2014/15, with an increase of 3% with respect to the Greater Manchester Transport Fund being fully offset by a reduction of 3% for funding for the rest of the budgeted costs. It is also proposed that there will be no change in the Levy for 2015/16. This will be subject to further review of those areas set out in Appendix 1, as part of the budget review process for that year.

9. To approve a Transport Levy on the district councils in 2014/15 of £198.094 million apportioned as set out in Appendix 2 to the report.

10. To continue to support the provision of a county-wide demand responsive service for those who are unable to access conventional transport services; such support to be by way of a grant of up to £5.1 million, made under the provisions of s.106 of the Transport Act 1985 and s.99 and 102A of the Local Transport Act 2008, to the Greater Manchester Accessible Transport Trust.

11. To note that a review will be undertaken during 2014/15 of demand responsive transport and that this will be the subject of further reports to GMCA during 2014, as set out in Appendix 1 to the report.

12. To approve the charges on the GM District Councils to support the Economic Development and Regeneration Functions in 2014/15 and 2015/16 of £3.403 million and £3.699 million respectively as set out in Appendix 2 to the report.

13. To approve the use of Growing Places revenue fund in 2014/15 as detailed in paragraph 4.12 – 4.13 of the report.

14. To note and approve the position on reserves as identified in the report.

15. To note the recommendations of the report on the Treasury Management Strategy Statement Borrowing Limits and Annual Investment Strategy 2014/15 elsewhere on the agenda.

2. GMCA CAPITAL PROGRAMME 2013/14 – 2016/17 (agenda item 6B)

The Combined Authority received a report from Richard Paver, GMCA Treasurer updating members on the forecast capital outturn position for 2013/14 and presenting the 2014/15 capital programme and forward commitments for approval by the Greater Manchester Combined Authority.

The Combined Authority AGREED:

1. To note that the current forecast capital expenditure for 2013/14 as detailed in the report and in Appendix A.

2. To approve the capital programme for 2014/15 and the forward commitments as detailed in the report and in Appendix A.

3. To note and approve the borrowings of £2.4 million required to fund the purchase of the Yellow School and Metroshuttle buses as part of the Green Bus Fund 4 that are included in the one year capital programme for 2014/15 as detailed in the report and in Appendix A.

4. To note that the capital programme over the next three years currently requires long term borrowings of £317 million and that provision has been made in the revenue budget for the associated financing costs.

5. To note that the capital programme will continue to be reviewed; and any new schemes included in the programme at a later date which have not received specific approval will be brought back to the Authority for approval in due course.

6. To note that revised Treasury Management indicators are reported in a separate report elsewhere on the agenda to reflect the approved capital programme and updated cash flows.

3. TREASURY MANAGEMENT STRATEGY STATEMENT, BORROWING LIMITS & ANNUAL STATEMENT 2014/15 (agenda item 6C)

The Combined Authority received a report from Richard Paver, GMCA Treasurer setting out the proposed Treasury Management Strategy Statement and Borrowing Limits for 2014/15 and Prudential Indicators for 2014/15 to 2016/17.

The Combined Authority AGREED:

To approve the Treasury Management Strategy Statement.

4. SECOND CITY CROSSING – ERDF UPDATE (agenda item 7)

The Combined Authority received a report from John Lamonte, Chief Executive TfGM updating members in relation to the Metrolink Second City Crossing, in particular in relation to the ERDF funding position.

The Combined Authority AGREED:

1. To note that, as previously advised in October 2013, some works elements which would be delivered under the 2CC programme, including access and enhancements works at Deansgate-Castlefield, and the Exchange Square spur works, are the subject of an ERDF funding bid.
2. To note that no decision has been made to date by the DCLG in respect of the success or otherwise of this ERDF funding bid, but that current indications are that a decision will not be made until June 2014 at the earliest and the investment value will be less than the full amount of the original bid.
3. To approve the strategy to progress with the DCF Stop Initial Works that were previously to be funded by the ERDF investment, at a forecast cost of up to £6 million (and a corresponding ERDF bid value of up to £3 million), in order to maintain the programme for 2CC.
4. To note that the ERDF application will be amended and re-profiled to exclude the DCF Stop Initial Works; match the anticipated reduced award and later decision date, whilst maintaining the core business case; and maintain the opportunity to secure ERDF funding in line with the revised potential investment value.
5. To note that the detailed budgets and funds earmarked in the capital programme will be updated in subsequent capital monitoring reports, including aligning the phasing of expenditure with contractual milestones.

5. GM GROWTH POSITION - HOUSING & EMPLOYMENT LAND (agenda item 8)

The Combined Authority received a report from Eamonn Boylan, Chief Executive Stockport MBC providing members with an update on the work being undertaken to develop a GM Position on Growth and the associated work to review Greater Manchester's housing and employment land requirements.

The Combined Authority AGREED:

1. To note the contents of the report.
2. To endorse the timetable for reporting back to the GMCA-
June 2014 - Evidence Base
July 2014 - Agree GM Requirement

September 2014 - Spatial Options
December 2014 - Agree Draft Strategy

3. To request a further update report in June 2014.

6. GROWING PLACES FUND (agenda item 9)

The Combined Authority received a report from Eamonn Boylan, Lead Chief Executive for Investment and Richard Paver, GMCA Treasurer summarising the current situation regarding the GMIF and seeking authority to scale up, in the short term, the Growing Places element of GMIF which is close to being fully committed.

The Combined Authority AGREED:

To approve the approach described in the report to increase the scale of the Growing Places Fund and to recommend the proposal for consideration by individual districts. This will need pointing out to districts with minutes.

ITEMS CONSIDERED UNDER PART B OF THE AGENDA

7. GROWING PLACES FUND – LOAN FUND ELEMENTS (agenda item 13)

The Combined Authority received a report from Eamonn Boylan, Lead Chief Executive for Investment and Richard Paver, GMCA Treasurer summarising the existing Growing Places loan book.

The Combined Authority AGREED to note the report.

8. GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL PROJECT APPROVAL (agenda item 14)

The Combined Authority received a report from Eamonn Boylan, Lead Chief Executive for Investment seeking members approval for the Intechnica and Smartlife investment projects.

The Combined Authority AGREED

1. That the project funding applications by Intechnica (loan of £500,000) and Smartlife (loan of £500,000) be given conditional approval and progress to due diligence.
2. To delegate authority to the Combined Authority Treasurer and Combined Authority Monitoring Officer to review the due diligence information and, subject to their satisfactory review and agreement of the due diligence information and the overall detailed commercial terms of the transaction, to sign off any outstanding conditions, issue final approvals and complete any necessary related documentation in respect of the loans at 1) above.

9. REGIONAL AID 2014 - 2020 (agenda item 15)

The Combined Authority received a report presented by Simon Nokes, Director of Policy and European Strategy New Economy providing members with an update on the Regional Aid map consultation process underway by Government.

The Combined Authority AGREED to note the new proposed Regional Aid map.

10. GM EUROPEAN INVESTMENT PLAN 2014 - 2020 (agenda item 16)

The Combined Authority received a report presented by Simon Nokes, Director of Policy and European Strategy New Economy providing members with an outline of the way in which Greater Manchester's European and Structural Investment Funds Strategy has been changed in the light of: Government feedback, the results of a formal consultation exercise; a sustainability assessment; an equality impact assessment; and further discussions within GM and with stakeholders.

The Combined Authority AGREED the basis on which the GM EU Investment Plan has been amended and to delegate signing off the final submission to Councillor Quinn (as CA lead on investment and Chair of GMLMC) working with the Chair of the LEP and in consultation with Eamonn Boylan, Chief Executive Stockport MBC and Sir Howard Bernstein.

11. CONFIRMATION OF THE APPOINTMENTS TO CHIEF INVESTMENT OFFICER AND LOW CARBON DIRECTOR POSTS (agenda item 17)

The Combined Authority received a verbal report from Eamonn Boylan requesting that members confirm appointment to the posts of Chief Investment Officer and Low Carbon Director within the Core Investment Team.

The Combined Authority AGREED:

1. That Bill Enevoldson be appointed as Chief Investment Officer, delegated authority be given to Eamonn Boylan, Chief Executive Stockport MBC I consultation with Kieran Quinn, Leader Investment portfolio to agree final terms , conditions in respect of both appointments.
2. To note progress on the appointment to the post of Low Carbon Director.

EXTRACT FROM THE GMCA CONSTITUTION

PART 5B - SCRUTINY ARRANGEMENTS FOR GMCA, TFGMC AND TFGM

5. Call in of decisions

5.1 Call in of decisions of GMCA and TfGMC

- (a) Members of the Scrutiny Pool appointed under this Protocol will have the power to call in:-
 - (i) any decision of the GMCA;
 - (ii) any major or strategic decision of the TfGMC which is taken by the TfGMC in accordance with the delegations set out in Part 3 Section B II of this Constitution.

5.2 Publication of Notice of Decisions

- (a) When:-
 - (i) a decision is made by the GMCA; or
 - (ii) a major or strategic decision is made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;

the decision shall be published, including where possible by electronic means, and shall be available normally within 2 days of being made. It shall be the responsibility of the Secretary to send electronic copies of the records of all such decisions to all members of the Scrutiny Pool within the same timescale.

- (b) The notices referred to at subparagraph 5.2(a) above will bear the date on which they are published and will specify that the decision will come into force, and may then be implemented, as from 4.00 pm on the fifth day after the day on which the decision was published, unless 5 members of the Scrutiny Pool object to it and call it in.

ASSOCIATION OF GREATER MANCHESTER AUTHORITIES

DECISIONS MADE BY THE AGMA EXECUTIVE BOARD MEETING HELD ON 31 JANUARY 2014

Decisions published on 5th February 2014 and will come into force from 4:00pm on the 12th February 2014, subject to call-in, except for any urgent decisions.

The process for call in of decisions is set out as an Appendix to this note, extracted from AGMA's constitution. The address for the purposes of the schedule is that of the AGMA Secretary, c/o GMIST, Manchester City Council, P.O. Box 532, Town Hall, Manchester, M60 2LA; or by contacting k.bond@agma.gov.uk

The reports detailed in this note can be accessed at the AGMA website via the following link:- <http://www.agma.gov.uk/calendar/index.html>. Any report not available on the web site will be available for Scrutiny Pool members from the GMCA Secretary on request, on a private and confidential basis.

1. AGMA RESOURCE REVIEW 2014/15 – 2015/16 AND REVENUE BUDGET UPDATE 2013/14 (agenda item 6A)

The AGMA Executive Board received a report from Richard Paver, AGMA Treasurer setting out the Association of Greater Manchester Authorities revenue budget for 2014/15 to 2015/16. The report also included the forecast outturn position for 2013/14.

The Executive Board AGREED-

1. To note the report and the current revenue outturn forecast for 2013/14 which is projecting an underspend of £676,000.
2. To note and approve the revisions to the revenue budget plan 2013/14 as identified in the report, noting in particular the budget transfer to the Greater Manchester Combined Authority for the Planning & Housing Commission, Manchester Family Secondments, 14-19 Contributions and Low Carbon Investment Team as detailed in paragraph 2.1 of the report.
3. To note the position on reserves as highlighted in section 3 of the report.
4. To approve the District Allocations as detailed in Appendix 2, apportioned using the Mid Year 2012 Population figures, unless otherwise stated.

2. GMFRA REVENUE BUDGET 2014/15 AND MEDIUM TERM FINANCIAL STRATEGY (agenda item 6B)

The AGMA Executive Board received a report presented by Gerard Murphy, Director of Finance & Technical Services, GMFRA providing an updated budget paper outlining information on Greater Manchester Fire and Rescue Authority's current budget position. The report pointed out that the proposed precept for 2014/15 is the same as that for 2013/14.

The Executive Board AGREED:

1. To note the range of strategic issues and risks set out in the report which will influence the Medium Term Financial Strategy and the Authority budgetary requirements.

2. To support the proposed precept of £57.64 (subject to roundings) at Band D based on accepting the council tax freeze grant for 2014/2015.

3. GMWDA BUDGET PROSPECTS 2014/15 AND BEYOND (agenda item 6C)

The AGMA Executive Board received a report presented by Councillor Neil Swannick, Chair GMWDA providing an updated on the final budget and levy proposal of a 0% increase in 2014/15; and a request to establish agreement for a Medium Term Financial Plan for a 5 year period, which contributes to the overall AGMA response to the Government's latest austerity programme. He reported a correction to the figures in recommendation 2.1c) to be 6.1% and 6.4% respectively.

The Executive Board AGREED:

1. To support budget reduction measures set out in paragraph 4.2 of the report.
2. To support the use of balances to:
 - i) provide for a £6m in- year refund to constituent districts in 2013/14;
 - ii) deliver a 0% increase in levy in 2014/15;
 - iii) deliver a minus 3% levy in 2015/16; and
 - iv) deliver a further 0% increase in levy in 2016/17.
3. To note the potential for a 6.1% and 6.4% increase in levy in 2017/18 and 2018/19, before returning to a normative level which is around 70% of annual inflation.
4. To support the development of further budget reduction work, set out in paragraph 6.1, to maximise efficiencies in the post construction period and to mitigate the potential spikes in 2017/18 and 2018/19 noted above at (3).

EXTRACT FROM THE GMCA CONSTITUTION

PART 5B - SCRUTINY ARRANGEMENTS FOR GMCA, TFGMC AND TFGM

5. Call in of decisions

5.1 Call in of decisions of GMCA and TfGMC

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 - (i) any decision of the GMCA;
 - (ii) any major or strategic decision of the TfGMC which is taken by the TfGMC in accordance with the delegations set out in Part 3 Section B II of this Constitution.

5.2 Publication of Notice of Decisions

- (a) When:-
 - (i) a decision is made by the GMCA; or
 - (ii) a major or strategic decision is made by the TfGMC in accordance with the delegations set out in Part 3, Section B II of this Constitution;

the decision shall be published, including where possible by electronic means, and shall be available normally within 2 days of being made. It shall be the responsibility of the Secretary to send electronic copies of the records of all such decisions to all members of the Scrutiny Pool within the same timescale.
- (b) The notices referred to at subparagraph 5.2(a) above will bear the date on which they are published and will specify that the decision will come into force, and may then be implemented, as from 4.00 pm on the fifth day after the day on which the decision was published, unless 5 members of the Scrutiny Pool object to it and call it in.

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By virtue of paragraph(s) 3, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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