

Overview and Scrutiny Committee

Wed 25 Feb
2009
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Jess Bayley and Helen Saunders
Overview and Scrutiny Support Officers**

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
 - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Overview and Scrutiny Committee

Wednesday, 25 February 2009

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: P Mould (Chair) R King
D Smith (Vice-Chair) W Norton
K Banks D Taylor
M Chalk D Thomas
W Hartnett

1. Apologies and named substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.
3. Minutes	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes to follow) All Wards
4. Actions List (Pages 1 - 4)	To note the contents of the Overview and Scrutiny Actions List. (Report attached) All Wards
5. Call-in and Pre-Scrutiny	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny. (No separate report). All Wards

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<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p> <p>All Wards</p>
<p>7. Task and Finish Groups - Progress Reports</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none">1. Council Flat Communal Cleaning – Chair, Councillor P Mould;2. Housing Mutual Exchange – Chair, Councillor D Smith; and3. Role of the Mayor – Chair, Councillor M Chalk. <p>(Oral reports)</p> <p>All Wards</p>
<p>8. Portfolio Holder Annual Report - Community Safety (Councillor Juliet Brunner)</p> <p>(Pages 5 - 8)</p>	<p>To receive a presentation from the Portfolio Holder for Community Safety on themes proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>9. Corporate Plan Part II - Pre-Scrutiny</p>	<p>To consider the Corporate Plan Part II and any recommendations for the consideration of the Executive Committee.</p> <p>(Report to follow).</p> <p>All Wards</p>
<p>10. Quarterly Budget Report</p> <p>(Pages 9 - 36)</p>	<p>To consider the Council's budget report data for the third quarter of the year.</p> <p>(Report attached)</p> <p>All Wards</p>

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<p>11. Quarterly Performance Report (Pages 37 - 46)</p>	<p>To consider the Council's quarterly performance report for the third quarter of the year.</p> <p>(Reports attached).</p> <p>All Wards</p>
<p>12. Portfolio Holder Annual Report - Questions</p>	<p>To consider and approve a series of questions for the Portfolio Holder for Community Leadership and Partnership to address during her annual report before the Overview and Scrutiny Committee.</p> <p>(No report attached)</p> <p>All Wards</p>
<p>13. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>All Wards</p>
<p>14. Work Programme (Pages 47 - 50)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>All Wards</p>

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15. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

All Wards

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
09/07/08 1	Members agreed to postpone further consideration of a potential review of the Borough's fishing tackle heritage, proposed during the WPPA, until the Role of the Mayor review had been completed.	Councillor Hunt is scheduled to submit a scoping document for this item for the Committee's consideration on 18 March. TO BE DONE, lead Member, Councillor D Hunt, estimated completion date, 09/03/09.
24/09/08 2	Members requested that Environmental Services Officers attend a future meeting of the Overview and Scrutiny Committee to provide an update oral report regarding fly tipping and the progress of the 'Worth It' campaign.	TO BE DONE. (Lead Officer, Waste Management Manager, estimated completion date not specified).
14/01/09 3	Members discussed the contents of the Forward Plan and noted that Officers were scheduled to present a report on the Council's Corporate Plan Part II before the Executive Committee on 11 March. Members agreed that, due to the importance of this document to the Council and local residents, that this item would be a suitable subject for pre-scrutiny. Relevant Officers were asked to provide a copy of the report for the consideration of the Committee and an Executive Summary in the form of a PowerPoint presentation.	Relevant Officers have been informed of this request for the item to be considered at a meeting of the Overview and Scrutiny Committee on Wednesday 25 February. (TO BE DONE). Lead Officer Head of Strategy and Partnerships, estimated completion date, Monday 16 February (for publishing the agenda).

<p>14/01/09</p> <p>4</p>	<p>The Portfolio Holder for Leisure and Tourism proposed an item for scrutiny.</p>	<p>The OSSOs to meet with the Portfolio Holder for Leisure and Tourism to discuss the terms of reference for the proposed scrutiny exercise. The OSSOs also to provide assistance to the Portfolio Holder when completing the Scrutiny Scoping document. (TO BE DONE), lead Member, Councillor Anderson, estimated completion date, Spring 2009.</p>
<p>04/02/09</p> <p>5</p>	<p>Members received the final report from the Worcestershire Joint Scrutiny into Flooding Task and Finish Group which contained a number of recommendations. Members recommended that this report should be referred to a Working Group of Officers, including the Operations Manager Asset Maintenance and the Councillor's Emergency Planning Officer, for further consideration and to develop costings. The working Group of Officers was tasked with then referring the final report and recommendations to the Executive Committee.</p>	<p>Lead Officer, Director of Housing, Leisure and Customer Support. (TO BE DONE). Estimated completion date, not specified.</p>
<p>04/02/09</p> <p>6</p>	<p>Following discussion of the Joint Scrutiny into Flooding item members requested that there be an Emergency Planning (Briefing/Training) Session for all Councillors.</p>	<p>Officers to organise an Emergency Planning Session for Councillors. (TO BE DONE). Lead Officers, Member Services Officer (in consultation with the Head of Customer and IT Services, estimated completion date, not specified.</p>

<p>04/02/09</p> <p>7</p>	<p>Members received a presentation on the Shared Services Board and Joint Working and requested that Overview and Scrutiny be involved throughout the shared services process.</p>	<p>Relevant Officers to report before the Overview and Scrutiny Committee as part of the shared services process where appropriate. (TO BE DONE) – ONGOING.</p>
<p>04/02/09</p> <p>8</p>	<p>Members discussed a referral from the Executive Committee: a review of the Neighbourhood Groups process. They requested that relevant Officers meet with the Leader of the Council to complete a scoping document for this proposed review.</p>	<p>The completed scoping document should be presented at a forthcoming meeting of the Overview and Scrutiny Committee for further consideration. (TO BE DONE). Lead Member, Councillor Gandy, estimated completion date, not specified.</p>
<p>16/02/09</p> <p>9</p>	<p>Members requested further details in writing about the savings that could be made through the potential closure of Pitcher Oak Golf Course as well as the ongoing maintenance costs for the golf course that would be retained by the Council.</p>	<p>Officers to provide further details in writing. TO BE DONE. Lead Officer, Director of Housing, Leisure and Customer Services, estimated completion date not specified (but Members were keen to receive the information prior to the next meeting of full Council on 23 February if possible).</p>
<p>16/02/09</p> <p>10</p>	<p>Councillor King explained that he would be completing a scoping document containing proposals that would help to develop the Overview and scrutiny process at Redditch Borough Council.</p>	<p>Councillor King to liaise with relevant Officers and to submit a completed scoping document for the consideration of the Committee in due course. TO BE DONE. Lead Member, Councillor R King, estimated completion date, not specified.</p>

Glossary

OSSO - Overview and Scrutiny Support Officer

Overview and Scrutiny Committee

No Direct Ward Relevance

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PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR BRUNNER, PORTFOLIO HOLDER FOR COMMUNITY SAFETY

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor Brunner, Portfolio Holder for Community Safety, at the Overview and Scrutiny Committee meeting on Wednesday 25 February 2009.

- 1) Why was the 'Safest Town in Britain' vision dropped from the Council's Corporate Strategy?
- 2) Which of our partner agencies are helping to address community safety within the Borough? Do you feel that our partners are contributing effectively?
- 3) What do you feel is the Council's role in shaping residents' perceptions of community safety within the Borough?

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NB Note draft revision /Update – Page 2. S

REDDITCH BOROUGH COUNCIL **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the Council, but not exclusively (other Members may also	

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		have this shared role) (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	<i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i> (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes 	

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		<ul style="list-style-type: none"> • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

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10. QUARTERLY BUDGET MONITORING – APRIL - DECEMBER 2008

(Report of the Head of Finance, Revenues and Benefits Services)

1. Purpose of Report

This report provides the Committee with an opportunity to consider and comment on the Council's budget position at the end of the third quarter of the 2008/09 financial year.

2. Recommendation

The Committee is asked to RESOLVE that subject to Members' comments,

the report be noted.

3. Financial, Legal, Policy and Risk Implications

Financial

- 3.1 There are no specific financial implications. Explanations for any variances at service level are explained within the supporting papers to this report.

Legal

- 3.2 There are no specific legal implications.

Policy

- 3.3 The Council's Corporate and Performance Plan makes a clear commitment to improve the way in which performance is managed.

Risk

- 3.4 Without adequate budget monitoring processes the Council risks overspending its budget which could have implications for future service provision.

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Report

4. Background

4.1 The report provides Members with the opportunity to review the position regarding significant areas of expenditure at the end of the third quarter of the 2008/09 financial year.

4.2 Monitoring reports will be produced on a quarterly basis, not including the last quarter of the year, when the outturn report will be produced.

5. Key Issues

5.1 The report details the Council's financial position at service level for significant areas of expenditure as at the end of the third quarter. Cost centres relating to minor items of expenditure have been excluded from the report in order to focus the review on those significant areas of expenditure.

5.2 Members requested that monitoring reports from 2006/07 onwards be produced on an exception basis. The basis for the exception has been set at 5% under or over budget within individual cost centres. For the purposes of this report the budgets have not been profiled. Therefore the percentages spent or income generated to date relate to the budget for the year.

5.3 The budgets have been adjusted to exclude support service recharges. It will not therefore be possible to reconcile directly the budgets presented in this report with those reported as part of the Council Tax setting process.

6. Conclusion

The report provides Members with an opportunity to review the Council's significant revenue budgets on a quarterly basis.

7. Background Papers

The details to support the information provided within this report are held by Financial Services.

8. Consultation

No consultation other than relevant Borough Council Officers.

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9. **Author of Report**

The author of this report is Sam Morgan (Financial Services Manager) who can be contacted on extension 3790 (e-mail sam.morgan@redditchbc.gov.uk) for more information.

10. **Appendices (1 - 4)**

Appendix 1 – Deputy Chief Executive
Quarterly Budget Monitoring April-December 2008

Appendix 2 - Environment & Planning
Quarterly Budget Monitoring April-December 2008

Appendix 3 - Housing & Asset Management Services
Quarterly Budget Monitoring April-December 2008

Appendix 4 – Leisure, Customer & Business Support Services
Quarterly Budget Monitoring April-December 2008.

Overview and Scrutiny Appendix 1
Committee

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DEPUTY CHIEF EXECUTIVE

QUARTERLY BUDGET MONITORING APRIL – DECEMBER 2008

Quarterly Monitoring Report

0103	Finance
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	445290.00	305053.53	68.51
TRANSPT	Transport Expenses	390.00	98.09	25.15
CONTRIB	Other Grants Reimbur & Contrib	-620.00	-543.97	87.74
SUPPSERV	Supplies And Services	23950.00	13741.71	57.38
CAPFIN	Capital Financing Costs	6170.00	4677.07	75.80
CUSREC	Customer & Client Receipts	-20000.00	-14385.20	71.93
		455180.00	308641.23	

Vacant posts awaiting restructure

Consultants invoices awaiting payment

Overview and Scrutiny Appendix 2
Committee

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ENVIRONMENT AND PLANNING

QUARTERLY BUDGET MONITORING APRIL – DECEMBER 2008

Quarterly Monitoring Report

0090	Economic Development
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	41150.00	18885.12	45.89
TRANSPT	Transport Expenses	220.00	139.13	63.24
SUPPSERV	Supplies And Services	41220.00	5868.07	14.24
CONTRIB	Other Grants Reimbur & Contrib	-15000.00	-15000.00	100.00
		67590.00	9892.32	14.64

Manager vacancy - will be partly used to fund secondment of staff member from Planning Services
 Saving is due to staff vacancy
 £20k is committed for Princes Trust - £10k forms part of virement request for Office Needs Assessment
 Match funding contribution from WCC

0125	Print & Reprographic Unit
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	112610.00	96548.44	85.74
TRANSPT	Transport Expenses	100.00	0.00	0.00
SUPPSERV	Supplies And Services	58840.00	35267.18	59.94
THIRDPP	Third Party Payments	1000.00	565.00	56.50
CUSREC	Customer & Client Receipts	-7500.00	-7342.85	97.90
CONTRIB	Other Grants Reimbur & Contrib	-10.00	-206.29	2062.90
INRECHG	Recharges	-221160.00	-91391.71	41.32
		-56120.00	33439.77	-59.59

Redundancy payment included in actual
 3rd qtr charges not included
 Volume of external work greater than estimated
 Internal printing volume of work reduced

0126	Photocopier Services
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	31800.00	12827.20	40.34
INRECHG	Recharges	-69080.00	-48321.27	69.95
		-37280.00	-35494.07	95.21

3rd qtr maintenance charge not included

0142	Planning Services
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	522230.00	381115.64	72.98
TRANSPT	Transport Expenses	3880.00	2837.01	73.12
SUPPSERV	Supplies And Services	34820.00	22950.50	65.91
CUSREC	Customer & Client Receipts	-13000.00	-7423.10	57.10
CONTRIB	Other Grants Reimbur & Contrib	-20.00	-5.57	27.85
INRECHG	Recharges	-547910.00	-410930.00	75.00
		0.00	-11455.52	0.00

Underspend is due to staff vacancies

The photocopying and central printing budgets are showing an underspend at the end of the 3rd qtr
Income from sale of planning documents is lower than expected at the end of the 3rd qtr
Contribution toward private telephone calls

0143	Environmental Serv Management
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	418240.00	305413.99	73.02
TRANSPT	Transport Expenses	1500.00	691.11	46.07
SUPPSERV	Supplies And Services	11910.00	3726.12	31.29
CONTRIB	Other Grants Reimbur & Contrib	0.00	-11.66	0.00
INRECHG	Recharges	-431650.00	-323761.58	75.01
		0.00	-13942.02	0.00

Car mileage is lower than budgeted for

There is an underspend on the office equipment budget-waiting build alterations for carpets

0147	Taxi Licensing
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	109020.00	56499.87	51.83
TRANSPT	Transport Expenses	500.00	339.93	67.99
SUPPSERV	Supplies And Services	9000.00	3131.57	34.80
INRECHG	Recharges	-118500.00	-88880.00	75.00
		20.00	-28908.63	

Vacant posts have now been appointed to but there will qtr year savings on these posts by end of year

Due to the staff vacancies, there have been savings on stationery and a software licence is due to be paid

CLEANS	Cleansing Teams
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	678340.00	502295.41	74.05
PREMISES	Premise Expenses	595.00	626.95	105.37
TRANSPT	Transport Expenses	161250.00	115173.73	71.43
SUPPSERV	Supplies And Services	20505.00	9833.45	47.96
THIRDPP	Third Party Payments	23500.00	26500.51	112.77
CONTRIB	Other Grants Reimbur & Contrib	-84330.00	-35828.20	42.49
INRECHG	Recharges	-1015060.00	-775941.60	76.44
		-215200.00	-157339.75	73.11

Allows for cleaning materials - mostly hand cleaning wipes

Does not show December hire costs.

Material budgets were underspent at end of 3rd qtr. Expect to be on target at end year

Additional costs for road closures to carry out cleansing/landscape works (WCC contribute £12K to road closures)

Budgeted to receive £30k S106 money at end of financial year

LANDS	Landscape Teams
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	973520.00	708799.28	72.81
PREMISES	Premise Expenses	150.00	149.86	99.91
TRANSPT	Transport Expenses	370395.00	312560.08	84.39
SUPPSERV	Supplies And Services	106840.00	70623.12	66.10
THIRDPP	Third Party Payments	67420.00	31392.79	46.56
CONTRIB	Other Grants Reimbur & Contrib	-246220.00	-2650.71	1.08
INRECHG	Recharges	-1774315.00	-1380844.81	77.82
		-502210.00	-259970.39	51.77

The additional hire is for chippers which has resulted in reduced tipping charges
 Material budgets were underspent at end of 3rd qtr. Expect to be on target at end year
 There is a saving on budget for hire of skips as more shredding of landscape waste has been carried out
 Budgeted to receive £170k S106 money at end of financial year

0437	Market
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	76950.00	58772.28	76.38
PREMISES	Premise Expenses	27600.00	20443.12	74.07
TRANSPT	Transport Expenses	600.00	274.60	45.77
SUPPSERV	Supplies And Services	32460.00	24857.71	76.58
CUSREC	Customer & Client Receipts	-158170.00	-87886.20	55.56
CONTRIB	Other Grants Reimbur & Contrib	-500.00	-468.09	93.62
		-21060.00	15993.42	-75.94

DH Car mileage not in for December
 Unrealistic balancing figure income expented to be £105,000
 Sale of old market stalls

0704	Allotments
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Group	Description	Revised Budget	Actual	%
PREMISES	Premise Expenses	9820.00	5224.08	53.20
SUPPSERV	Supplies And Services	870.00	806.53	92.70
CUSREC	Customer & Client Receipts	-8000.00	-7612.22	95.15
CONTRIB	Other Grants Reimbur & Contrib	0.00	-19.55	0.00
		2690.00	-1601.16	-59.52

Work committed for Allotment groundwork
 Expenditure for Garden competition fully paid at 3rd qtr
 Income billed at beginning of financial year

0705	Shopmobility Gen. Running Costs
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	95470.00	74943.91	78.50
PREMISES	Premise Expenses	9690.00	5526.90	57.04
TRANSPT	Transport Expenses	200.00	85.85	42.93
SUPPSERV	Supplies And Services	14230.00	12375.19	86.97
CONTRIB	Other Grants Reimbur & Contrib	-40150.00	-35069.97	87.35
		79440.00	57861.88	72.84

Awaiting contract cleaning invoices
 There will be a saving on this budget
 Additional repairs to vehicles undertaken
 Contribution from Kingfisher Town Centre Management

0707	Dial-A-Ride
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	226070.00	166250.11	73.54
PREMISES	Premise Expenses	50.00	3.82	7.64
TRANSPT	Transport Expenses	71270.00	50640.29	71.05
SUPPSERV	Supplies And Services	4670.00	3186.81	68.24
GRANTS	Government Grants	-11000.00	-5701.72	51.83
CUSREC	Customer & Client Receipts	-40000.00	-29362.93	73.41
CONTRIB	Other Grants Reimbur & Contrib	-77290.00	-67860.42	87.80
		173770.00	117155.96	67.42

consumable cleaning materials
 Lower than anticipated transport costs.
 General underspend on equipment
 Awaiting second half year grant
 Two grants paid in full (WCC Grant and WINN)

0710	Climate Change
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	6000.00	2803.21	46.72
		6000.00	2803.21	46.72

Does not show commitment for Climate & Sustainability training

0711	Energy Conservation
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	300.00	275.00	91.67
THIRDPP	Third Party Payments	8400.00	8396.00	99.95
		8700.00	8671.00	99.67

Annual subscription costs
 Service Level Agreement - annual order to Warwickshire Energy Efficiency Advice Centre

0718	Waste Collection Team
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	620210.00	457734.20	73.80
PREMISES	Premise Expenses	300.00	130.45	43.48
TRANSPT	Transport Expenses	303550.00	283476.68	93.39
SUPPSERV	Supplies And Services	67390.00	45572.44	67.62
THIRDPP	Third Party Payments	20000.00	15097.30	75.49
CUSREC	Customer & Client Receipts	-39830.00	-26806.43	67.30
CONTRIB	Other Grants Reimbur & Contrib	-21010.00	-4.26	0.02
INRECHG	Recharges	-20000.00	-16497.00	82.49
		930610.00	758703.38	81.53

Expenditure for consumable cleaning materials is less than budgeted for
 Increased hire costs due to late delivery of new vehicles should be balanced against late penalty income. High fuel cost at the beginning of the year have contributed to the overspend
 Purchase of replacement wheeled bins is less than estimated for the period
 Income from bulky waste removal is less than budgeted for
 Income for late delivery of new vehicles - budget included a duplicated invoice which was reserved back to 07/08
 Recharges to other services for other refuse work more than estimated

0720	Waste Collection General
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	11000.00	3611.44	32.83

Works to be carried out in the 3rd qtr

THIRDPP	Third Party Payments	44190.00	19475.31	44.07
CUSREC	Customer & Client Receipts	-18000.00	-11806.00	65.59
CONTRIB	Other Grants Reimbur & Contrib	-50670.00	-26638.99	52.57
		-13480.00	-15358.24	113.93

Does not include invoices from recycling merchants for the third quarter
Textile income due for the 3rd quarter
Recycling credits are due from WCC for the third quarter of the year

0733	Contaminated Land
-------------	--------------------------

Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	33930.00	24217.58	71.38
GRANTS	Government Grants	-23930.00	-23929.00	100.00
		10000.00	288.58	2.89

Includes monitoring & testing expenditure which is funded by a Defra grant
Grant from Defra

0736	Health Administration
-------------	------------------------------

Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	25160.00	21597.88	85.84
THIRDPP	Third Party Payments	8590.00	5240.94	61.01
GRANTS	Government Grants	-18780.00	-14090.00	75.03
CUSREC	Customer & Client Receipts	-29680.00	-28149.10	94.84
CONTRIB	Other Grants Reimbur & Contrib	-520.00	-221.29	42.56
		-15230.00	-15621.57	102.57

Includes agency staff for 'Smoke free initiative' funded by grant money
Monitoring & testing of health samples is anticipated to be fully spend by the ned of the financial year
Includes income from pollution control permits fully charged for the year
Court compensation income was under budget at the qtr year. Monies have been received in the 4th qtr

0742	Hac Car & Pri Hir Veh General
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Group	Description	Revised Budget	Actual	%
PREMISES	Premise Expenses	1750.00	-1000.00	-57.14
TRANSPT	Transport Expenses	2000.00	315.52	15.78
SUPPSERV	Supplies And Services	15510.00	10581.02	68.22
CUSREC	Customer & Client Receipts	-116590.00	-103776.89	89.01
		-97330.00	-93880.35	96.46

Rent of Bus Station taxi rank still being negotiated with Kingfisher Shopping Centre
Budget allows mechanics costs for spot checks on taxis - due to staff vacancies, this has not been fully utilised
Materials budgets includes a commitment for taxi plates
Income received is higher than budget for the quarter

0748	Crematorium
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	171220.00	125617.72	73.37
PREMISES	Premise Expenses	177630.00	135268.64	76.15
TRANSPT	Transport Expenses	2880.00	1982.51	68.84
SUPPSERV	Supplies And Services	39630.00	22470.07	56.70
THIRDPP	Third Party Payments	4000.00	-12730.00	-318.25
CUSREC	Customer & Client Receipts	-623070.00	-389717.09	62.55
CONTRIB	Other Grants Reimbur & Contrib	-26600.00	-11686.72	43.94
		-254310.00	-128794.87	50.64

Car Mileage is £177 less than budgeted for
A decline in requests for memorials has resulted in a reduction of the purchase of memorial wall plaques
Feasibility study now completed-work committed and due to be paid
Income is expected to achieve budget by year end
The memorial plaque income is lower than budgeted for

0751	Planning Applications
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	16000.00	9437.67	58.99
CUSREC	Customer & Client Receipts	-150340.00	-106247.86	70.67
		-134340.00	-96810.19	72.06

Work committed for Consultant to carry out revised schedule of Historic buildings
Income is lower than budgeted (budget was reduced by £100k at revised estimates)

0756	Regional Spatial Strategy
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	20000.00	0.00	0.00
		20000.00	0.00	0.00

£13,000 has been committed to Regional Spatial Strategy

0757	Retail & Leisure Needs Assess
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	35000.00	32710.32	93.46
		35000.00	32710.32	93.46

Work now complete - saving forms part of virement request approved by Members

0758	Planning Assessment/Reviews
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	70000.00	36178.40	51.68
		70000.00	36178.40	51.68

£15k saving on Housing Land Availability Review - this forms part of virement request approved by Members

0760	Building Control
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	4100.00	-1973.33	-48.13
CUSREC	Customer & Client Receipts	-117490.00	-78853.64	67.12
		-113390.00	-80826.97	71.28

Budget for professional fees - orders have been committed (Wyre Forest -cross boundary working)
Although budget was reduce by £30k at revised estimates, there is still a shortfall in income due to recession

0770	Woodland Management
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Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	4600.00	-3066.67	-66.67
THIRDPP	Third Party Payments	58890.00	0.00	0.00
CONTRIB	Other Grants Reimbur & Contrib	-63490.00	-17934.15	28.25
		0.00	-21000.82	0.00

Consultant payments outstanding for 3/4 qtr 2007/08 and 2008/09
Work committed for woodland thinning to be completed by end of financial year
Grant money due for works carried out

0772	Grazing Project
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Group	Description	Revised Budget	Actual	%
THIRDPP	Third Party Payments	15640.00	11727.45	74.98
CUSREC	Customer & Client Receipts	-5750.00	5658.41	-98.41
		9890.00	17385.86	175.79

Waiting for new lease agreement for grazing Licence for use of Papermill Farm to be arranged by Property Services.

Overview and Scrutiny **Appendix 3**
Committee

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HOUSING AND ASSET MANAGEMENT SERVICES

QUARTERLY BUDGET MONITORING APRIL – DECEMBER 2008

Quarterly Monitoring Report

0185 Data Base & Hsg Performance

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	112,980.00	75,120.61	66.49
TRANSPT	Transport Expenses	0.00	92.56	0.00
SUPPSERV	Supplies And Services	2,380.00	1,353.35	56.86
CONTRIB	Other Grants Reimbur & Contrib	-10.00	-3.05	30.50
		115,350.00	76,563.47	66.37

Vacant post following Housing review
 Budget to be vired to cover expenditure
 Private calls income

0196 Administrative Buildings

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	4,700.00	4,533.93	96.47
PREMISES	Premise Expenses	857,170.00	742,577.17	86.63
SUPPSERV	Supplies And Services	8,300.00	8,560.39	103.14
CUSREC	Customer & Client Receipts	-80,720.00	-66,656.88	82.58
		789,450.00	689,014.61	87.28

Call Outs
 Repairs and Maintenance costs and full year NDR
 Supplies and Services higher than anticipated
 Income higher than anticipated

0197 Head Of Asset & Maint Services

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	24,400.00	12,320.48	50.49
SUPPSERV	Supplies And Services	20,250.00	8,624.48	42.59
		44,650.00	20,944.96	46.91

Vacant post
 Vacant post

0462 Bus Shelters General

Group	Description	Revised Budget	Actual	%
THIRDPP	Third Party Payments	12,060.00	12,502.38	103.67
		12,060.00	12,502.38	103.67

Repairs and Maintenance due to vandalism

Overview and Scrutiny **Appendix 4**
Committee

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LEISURE, CUSTOMER AND BUSINESS SUPPORT SERVICES

QUARTERLY BUDGET MONITORING APRIL – DECEMBER 2008

Quarterly Monitoring Report

0005 Hewell Road Swimming Pool

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	252,360.00	216064.53	85.62
PREMISES	Premise Expenses	71,030.00	52657.08	74.00
TRANSPT	Transport Expenses	50.00	0.00	0.00
SUPPSERV	Supplies And Services	17,800.00	15323.69	86.09
CUSREC	Customer & Client Receipts	-165,550.00	-114638.17	69.25
		175,690.00	169407.13	96.00

Overspend previously reported in Qtr 2.

Budget was reduced at revised estimates, mileage still not being claimed. Planned marketing & equipment expenditure in earlier part of year, also increased use of chemicals due to problems with the plant.

Schools/Clubs invoiced in arrears and income lost due to building works.

0008 Arrow Valley C'Side Centre

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	108,760.00	83824.07	77.07
PREMISES	Premise Expenses	61,150.00	56013.22	91.60
TRANSPT	Transport Expenses	450.00	231.86	51.52
SUPPSERV	Supplies And Services	20,950.00	18327.96	87.00
CUSREC	Customer & Client Receipts	-24,950.00	-21126.63	84.68
		166,360.00	137270.48	82.00

Includes repairs to landing deck due to fire.

Under anticipated mileage claims.

Seasonal expenditure. (Summer programme)

Includes insurance claim for landing deck.

0010 Stitch Meadows

Group	Description	Revised Budget	Actual	%
SUPPSERV	Supplies And Services	50.00	26.48	53.00
CUSREC	Customer & Client Receipts	-5,000.00	-3040.00	61.00
		18,250.00	18775.71	102.88

As & when required.

Some of the summer events were cancelled due to weather.

0015 Pitcheroak Golf Course

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	44,760.00	34176.72	76.36
PREMISES	Premise Expenses	108,540.00	81353.06	74.95
SUPPSERV	Supplies And Services	5,320.00	2432.51	45.72
CUSREC	Customer & Client Receipts	-74,630.00	-65487.63	87.75
		83,990.00	52474.66	62.48

Lower than anticipated at this time.

Income will reduce in final quarter due to inclement weather.

0021 Arrow Vale Sports Centre

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	167,850.00	130670.66	77.85
PREMISES	Premise Expenses	5,470.00	4139.89	75.68
TRANSPT	Transport Expenses	600.00	460.31	76.00
SUPPSERV	Supplies And Services	25,110.00	11336.05	45.15
THIRDPP	Third Party Payments	33,500.00	0.00	0.00
CUSREC	Customer & Client Receipts	-143,610.00	-103741.82	72.24
		88,920.00	42865.09	48.29

Expenditure committed.
Paid at end of year.

0025 Kingsley Sports Centre

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	299,920.00	244405.17	81.49
PREMISES	Premise Expenses	20,870.00	16106.56	77.18
TRANSPT	Transport Expenses	50.00	0.00	0.00
SUPPSERV	Supplies And Services	17,500.00	11460.84	65.49
THIRDPP	Third Party Payments	53,800.00	1483.72	2.76
CUSREC	Customer & Client Receipts	-186,700.00	-128746.07	68.96
CONTRIB	Other Grants Reimbur & Contrib	-41,500.00	0.00	0.00
		163,940.00	144710.22	88.00

Overspend previously reported in Qtr 2.

Budget was reduced at revised estimates, mileage still not being claimed.

Quest / Planned Marketing expenditure to be paid in 4th qtr.

Main invoice paid at year end.

Schools / Clubs invoiced in arrears. Income lost due to unforeseen closures.

Recharged at year end.

0050 Action Sport

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	120,750.00	77415.53	64.00
PREMISES	Premise Expenses	8,000.00	4338.87	54.00
TRANSPT	Transport Expenses	4,820.00	3337.56	69.00
SUPPSERV	Supplies And Services	16,220.00	12863.48	79.00
THIRDPP	Third Party Payments	6,100.00	0.00	0.00
CUSREC	Customer & Client Receipts	-49,500.00	-33628.19	68.00
		106,390.00	64327.25	60.00

Less casual staff used for certain activities this year only.

Invoiced in arrears.

Slightly less mileage claimed at this time.

Paid at year end.

Invoiced in arrears.

0073 Winyates Barn Mr

Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	5,380.00	3875.82	72.04
PREMISES	Premise Expenses	11,550.00	13268.33	114.88

Gas consumption currently under investigation.

SUPPSERV	Supplies And Services	290.00	112.65	38.84
CUSREC	Customer & Client Receipts	-1,000.00	-1131.56	113.16
		16,220.00	16125.24	99.42

Annual licence paid at year end.

Unexpected one-off booking.

0080	Windmill Mr
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Group	Description	Revised Budget	Actual	%
EMPLOYEE	Employee Expenses	13,590.00	9807.66	72.17
PREMISES	Premise Expenses	19,300.00	16860.27	87.36
TRANSPT	Transport Expenses	900.00	564.36	62.71
SUPPSERV	Supplies And Services	780.00	129.82	16.64
CUSREC	Customer & Client Receipts	-24,500.00	-15282.24	62.38
		10,070.00	12079.87	119.96

Due to kitchen refurbishment earlier in the year.

Mileage lower than expected for the period.

Annual licence paid at year end.

Invoices raised in arrears.

0084	Bryant Place
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Group	Description	Revised Budget	Actual	%
PREMISES	Premise Expenses	4,590.00	4414.02	96.17
CUSREC	Customer & Client Receipts	-2,200.00	-1000.00	45.45
		2,390.00	3414.02	142.85

No further expenditure anticipated.

Invoiced in arrears.

Overview and Scrutiny

No Direct Ward Relevance

Committee

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QUARTERLY PERFORMANCE MONITORING OCTOBER – DECEMBER 2008

(Report of the Head of Strategy and Partnerships)

1. Summary of Proposals

This report provides a view on aspects of the Council's overall performance. It shows which performance indicators, when compared to the same quarter last year, are exceeding their target, are not on target or where performance data / target data is missing.

This report provides Members with an opportunity to review the Council's performance for the third quarter of 2008/09 and to comment upon it.

2. Recommendation

The Committee is asked to RESOLVE that

the update on key performance indicators for the period October – December 2008 be noted and commented upon.

3. Financial, Legal, Policy and Risk Implications

Financial

3.1 There are no financial implications for the Council.

Legal

3.2 Under the Local Government and Public Involvement in Health Act 2007, a set of 198 new National Indicators was introduced to replace the previous Best Value Performance Indicators. These cover all public authorities and are not all applicable to Redditch Borough Council. They are the only indicators which are now required to be reported to central Government.

Policy

3.3 The Council's Corporate Plan makes a clear commitment to improve the way in which priority actions are planned and to improve the way

in which performance is managed, including setting Service Standards.

Risk

- 3.4 Without adequate performance management the Council cannot review its performance at a corporate or service level adequately.

Sustainability / Environmental

- 3.5 There are a total of 4 performance indicators that relate to air quality and climate change within the list of new National Indicators. These are all reported annually.

Report

4. Background

- 4.1 The new National Indicator (NI) set has been introduced with effect from the 1 April 2008 and these are the only indicators that public authorities will be required to report on to central Government. Figures collected for 2008/09 will form the baseline for future reporting. 33 national indicators are included in the Local Area Agreement for Worcestershire.
- 4.2 Although Redditch Borough Council will no longer need to report on Best Value Performance Indicators (BVPI's), it is considered that until the National Indicators have been fully embedded it would be useful to continue to collect information on them and on some local indicators. Where there is a direct overlap with a National Indicator collection of the BVPI's and local indicators will cease.
- 4.3 The Council uses an electronic data collection (EDC) spread sheet to show our current and historic performance against selected national indicators and local performance indicators. The new national indicators will be added to the EDC system where appropriate during 2008/09.
- 4.4 Quarterly reporting is intended to drive improvement based on organisational need and local priorities.

5. Key Issues

Basis of Quarterly Reporting

- 5.1 In moving the agenda forward, the Council looked to address the following:

Overview and Scrutiny Committee

No Direct Ward Relevance

25 February 2009

- (a) Retaining a tighter focus at a corporate level – with a clearly defined number of indicators reported and monitored.
- (b) Developing capacity for Directorates to strengthen performance management by focusing on service plan commitments.
- (c) Continuing to monitor selected National Indicators and retained BVPI's and local indicators at a Member level at least annually.
- (d) The development of links to how the Council is performing in its key delivery projects.

5.2 Member involvement in monitoring performance for the remainder of the year will involve:

Quarter	Period	Member Group	Purpose of Reporting
3	Oct – Dec	February Overview & Scrutiny Committee / Executive Committee	Analyse exception report
4	Jan – Mar	May Overview & Scrutiny Committee / Executive Committee	Receive annual outturn statistics Analyse exception report

The Exception Report

5.3 The exception report highlights those indicators that are either exceeding their target or below target when compared to the same quarter last year and where no data has been provided for this quarter and / or there is no target (where a target is expected but not available).

6. Other Implications

Asset Management : None specific.

Community Safety : None specific.

Human Resources : None specific.

Social Inclusion : None specific.

7. Lessons Learnt

The reporting format has changed with effect from September 2008. Members are now provided with an exception report instead of the former CMT basket. The exception report will provide Members with a more accurate picture of the current position regarding the performance of the Council.

8. Background Papers

The details to support the information provided within this report are held by Policy Team.

9. Consultation

There has been no consultation other than with relevant Borough Council Officers.

10. Author of Report

The author of this report is Angela Heighway (Head of Strategy and Partnerships), who can be contacted on extension 3122 (e-mail: angie.heighway@redditchbc.gov.uk) for more information.

11. Appendices

Exception Report – Corporate Performance Indicators 1 April 2008 to 31 December 2008

Exception Report - Corporate Performance Indicators 1 April 2008 to 31 December 2008

This report highlights those indicators that are either exceeding their target or below target when compared to the same quarter last year and where no data has been provided for this quarter and / or there is no target (where a target is expected but not available). These indicators will require profiling with a view to establishing trends in performance; this in turn will provide information used by Heads of Service to manage performance and to put together an action plan where necessary.

Directorate	*Total indicators reported for Quarter 3 (Sep - Dec) to 02/02/09	^Number of reported indicators included in exception report	Percentage of reported indicators included in exception report	Number of indicators in exception report showing Good Performance compared to the same quarter last year	Number of indicators in exception report showing Poor Performance compared to the same quarter last year
Environment & Planning	31	13	15.29%	6	5
Housing, Leisure & Customer Services	28	19	22.35%	11	8
Deputy Chief Executive	26	6	7.06%	5	1
Total	85	38	44.71%	22	14

Total percentage of reported indicators included in exception report	44.71%	Percentage	57.89%	36.84%
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* Includes all NI's, retained BVPI's and local indicators (including multi-part indicators) and where a note indicates a survey completed this quarter (ET 01) BUT not those where data is not available as awaiting data from external agency received from DWP. Not yet available. Approx 1 month delay (NI 180)

^ Includes those indicators which are exceeding target, below target and also those where no Q3 data has been provided or there is no target (where a target is expected but not available).

Directorate	Number of CMT indicators (total 35) which appear in the exception report	Indicators in the exception report as a percentage of the CMT basket	Number of indicators in exception report and CMT report showing Good Performance compared to the same quarter last year	Number of indicators in exception report and CMT report showing Poor Performance compared to the same quarter last year
Environment & Planning	4	11.43%	4	0
Housing, Leisure & Customer Services	3	8.57%	3	0
Deputy Chief Executive	3	8.57%	3	0
Total	10	28.57%	10	0

CMT indicators as a percentage of the exception report	26.32%	Percentage	100%	0.00%
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Total percentage of reported indicators that are in the CMT basket	11.76%
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Exception Report - Corporate Performance Indicators 1 April 2008 to 31 December 2008

same quarter last
 (if not available).
 information that can be

Number of indicators in the exception report where there is no Q3 data and/or no target where one is expected
2
0
0
2

5.26%

return e.g. no
 agency e.g. Data

and / or there

Number of indicators in exception report & CMT basket where there is no Q3 data and/or no target
0
0
0
0

0.00%

INDICATOR DESCRIPTION	INDICATOR REFERENCE	Current				Historic				Comments
		1 April 2008 31 Dec 2008	1 April 2007 31 Dec 2007	Direction of Travel	TARGET 2008/09	BEST QUARTILE 2007/08	2005/06	2006/07	2007/08	
Environment & Planning Services Directorate										
The percentage of the top paid 5% of local authority staff who are women	BV011a	55.56%	52.78%	▲	39%	35.3%	40.00%	38.60%	52.78%	Exceeding target. Improved on same quarter last year (PC)
Kilogrammes of household waste collected per head	BV084a	275.00	281.00	▲	355	373	415	409	374	Exceeding target. Improved on same quarter last year (PC)
Number of vehicles classed as abandoned and subsequently removed	ET08c	35	128	▲	100		238	200	155	Exceeding target. Significant improvement on same quarter last year (PC)
Processing of major planning applications determined within 13 weeks	NI 157(a)	92.31%	60.00%	▲	60%					Exceeding target for all 3 indicators and NI 157a and 157c are both improved on the same quarter last year (PC)
Processing of minor planning applications determined within 8 weeks	NI 157(b)	91.23%	91.23%	◀▶	65%					
Processing of other planning applications determined within 8 wks	NI 157(c)	97.51%	87.84%	▲	80%					
Deputy Chief Executive Directorate										
Percentage of new Housing and Council Tax Benefit claims where a decision was made within 14 days of receiving all information	HH 16	83%	80.89%	▲	80.00%		61.73%	66.81	81.03%	Oct - 88%, Nov 79%, Dec 82% = 83% Q3. YTD average 82%. (EDC) Exceeding target. Improved on same quarter last year (PC)
Number of reported incidents of criminal damage	LPSA2/A.4.a	711	1,100	▲	1,495		1,738	1,678	1,505	Exceeding target. Improved on same quarter last year (PC)
Number of reported incidents of theft of vehicles	LPSA2/A.4.b	104	165	▲	222		235	187	204	Exceeding target. Improved on same quarter last year (PC)
Number of reported incidents of domestic burglary	LPSA2/A.4.d	132	278	▲	342		332	313	349	Exceeding target. Significant improvement on same quarter last year (PC)
Number of reported incidents of interference or tampering of vehicles	LPSA2/A.4.c	44	80	▲			129	108	109	Significant improvement on same quarter last year (PC)
Housing Leisure & Customer Services Directorate										
The number of local authority tenants with more than seven weeks of (gross) rent arrears as a percentage of the total number of council tenants	BVPI 66b	7.77%	8.53%	▲	8.5%	3.3%	7.47%	8.00%	8.51%	Exceeding target. Improved on same quarter last year (PC)
Average time (days) to re-let Local Authority Housing	BVPI 212 / LIB 240	26.76	36.10	▲	34	24.0	66.14	29.94	34.5	Exceeding target. Improved on same quarter last year (PC)
Number of households who considered themselves as homeless, who approached the local authority's housing advice service, and for whom housing advice casework intervention resolved their situation, per 1,000 population.	BVPI 213	5.57	2.84	▲	4.3	5.0	2.22	2.89	4.24	Exceeding target. Improved on same quarter last year (PC)
Percentage of urgent repairs completed within Government time limits (Categories A, B and C)	HIP 001	82.05%	77.18%	▲	83%			77%	78.20%	Close to target. Improved on same quarter last year (PC)
Average time taken (days) to complete non-urgent responsive repairs (Categories D&E)	HIP 002	22.32	31.96	▲	28			20	32	Exceeding target. Improved on same quarter last year (PC)

Exceeding Target

INDICATOR DESCRIPTION	INDICATOR REFERENCE	Current				Historic				Comments
		1 April 2008 31 Dec 2008	1 April 2007 31 Dec 2007	Direction of Travel	TARGET 2008/09	BEST QUARTILE 2007/08	2005/06	2006/07	2007/08	
Equipment and Adaptations - average number of weeks from receipt of all recommendations to completion of works	HH 14	2.10	3.27	▲	4		12.31	Not available	3.3	Exceeding target. Significant improvement on same quarter last year (PC)
Percentage of repair appointments made that were kept by RBC	HH 18	100%	99.39%	▲	98%		98.81%	98.00%	99.00%	Exceeding target. Improved on same quarter last year and currently at optimum (PC)
One Stop Shop: Customer satisfaction	WMO 3	95.12%	94.75%	▲	92%		92.23%	95.46%	95.05%	Exceeding target. Improved on same quarter last year (PC)
Enquiries dealt with at first point of contact	WMO 4	92.06%	90.15%	▲	80%		96.22%	84.57%	88.31%	Exceeding target. Improved on same quarter last year (PC)
Switchboard & Contact Centre: Percentage of calls answered within 20 seconds	WMO 5	82.97%	81.80%	▲	80%		77.49%	77.84%	81.13%	Exceeding target. Improved on same quarter last year (PC)
Website Unique Visitors (thousands)	WMO 9	203.19	#		192.79				175.26	Exceeding target (PC)
(EDC) - Comment from EDC / (PC) - Policy comment	Included in CMT basket									

INDICATOR DESCRIPTION	INDICATOR REFERENCE	Current				Historic				Comments
		1 April 2008 31 Dec 2008	1 April 2007 31 Dec 2007	Direction of Travel	TARGET 2008/09	BEST QUARTILE 2007/08	2005/06	2006/07	2007/08	
Environment & Planning Services Directorate										
The number of working days/shifts lost to the local authority due to sickness absence per FTE staff member	BV012	7.48	6.57	▼	9.77	8.40	11.53	10.62	8.53	
The percentage of local authority employees with a disability	BV016a	2.12%	2.46%	▼	2.3%	5.2%	2.20%	2.55%	2.48%	Unlikely to meet target (PC)
The percentage of local authority employees from minority	BV017a	2.79%	3.25%	▼	3.43%	3.2%	3.50%	3.49%	3.15%	Unlikely to meet target (PC)
Number of Dial-A-Ride passenger trips per year	ET09	28,614	29,780	▼	42,000		31,471	37,707	39,678	Unlikely to meet target (PC)
Total number of uses of Shopmobility	ET11	15,952	16,709	▼	23,000		23,180	22,611	21,705	Unlikely to meet target (PC)
Deputy Chief Executive Directorate										
Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period plus amount of HB overpayments identified during the period	BVPI 79b(ii)	20.23%	20.61%	▼	27.00%		35.09%	no figures available	26.39%	
Housing Leisure & Customer Services Directorate										
Percentage of local authority tenants who have had Notices	BVPI 66c	2.62%	2.37%	▼	3.5%	14.0%	3.19%	2.37%	2.54%	
The average length of stay in B & B (weeks)	LIB 219	5.20	1.85	▼	3		3.01	3.61	1.8	
Rent arrears as a percentage of rent roll	LIB 231	3.88%	3.69%	▼	2.80%		2.56%	3.49%	2.98%	There has been an increase in Housing Benefit claims and tenants making the rent officers aware that they will be losing their jobs. Due to the increase and the processing of these claims we are expecting this to have an impact on achieving our year end (EDC)
Average relet time (days) for dwellings (excluding those where one of the following applies: no waiting list, long term	HH 10	23.64	23.03	▼	25		18.69	20.64	23.44	
Care and Repair - average length of time from first contact to completion (weeks)	HH13	29.09	20.59	▼	32		29.21	23.69	22.42	
Percentage of repairs requiring access to a property for which an appointment has been made	HH 17	89.98%	90.57%	▼	80%		57.14%	54.00%	85.40%	Slightly down on same time last year but currently exceeding target (PC)
Number of households living in temporary accommodation	NI 156	26	#		24					Will not meet target (PC)

INDICATOR DESCRIPTION	INDICATOR REFERENCE	Current				Historic				Comments
		1 April 2008 31 Dec 2008	1 April 2007 31 Dec 2007	Direction of Travel	TARGET 2008/09	BEST QUARTILE 2007/08	2005/06	2006/07	2007/08	
Environment & Planning Services Directorate										
Cost of Waste Collection per household	BV086	Annual	Annual			£44.50	£50.54	£49.01	£47.82	
Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'	BV216b	Annual	Annual			11.0%	6.2%*	11%	4.11%	



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No Direct Ward Relevance

Committee

25 February 2009

14. WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2009 / 12	Chief Executive Chief Executive Relevant Lead Heads of Service

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	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the Council Flat Communal Cleaning Task and Finish Group; 2. the Housing Mutual Exchange Task and Finish Group; and 3. the Role of the Mayor Task and Finish Group. 	<p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p> <p>Relevant Lead Head(s) of Service</p>
25 February 2009	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Heads of Service
25 February 2009	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Heads of Service
29 April 2009	<p>REGULAR ITEMS</p> <p>Annual Overview and Scrutiny Report 2008/09</p>	Chief Executive
OTHER ITEMS - DATE FIXED		
25 February 2009	Portfolio Holder for Community Safety – Annual Report	
25 February 2009	Redditch Borough Council's Corporate Plan Part II – discussion and pre-scrutiny of draft plan	Relevant Lead Head(s) of Service

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18 March 2009	Review of ditches – discussion	Relevant Lead Head(s) of Service
18 March 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations – Charging Policy	Relevant Lead Head(s) of Service
18 March 2009	Fishing Tackle Heritage – Scoping Document	Relevant Lead Head of Service
18 March 2009	Portfolio Holder for Community Leadership and Partnership – Annual Report	
19 March 2009	Centre for Public Scrutiny Session – How to Win Friends and Influence Partners	
23 March	Scrutiny of Performance Training – Open to all Members	
8 April 2009	Redditch Passenger Transport Area Review – Update report	Relevant Lead Head of Service
8 April 2009	Third Sector Task and Finish Group – Stage One Update on Responses to the Group’s Recommendations	Relevant Lead Head(s) of Service
8 July 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Head(s) of Service

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2 September 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations – Planning Charges.	Relevant Lead Head(s) of Service
14 October 2009	Communications Task and Finish Group – Update on response to recommendations	Relevant Lead Head of Service
June 2011	Third Sector Task and Finish Group – Stage Two Update on responses to the Group's recommendations	Relevant Lead Head of Service
OTHER ITEMS – DATE NOT FIXED		
	Community Calls for Action – Discussion	Relevant Lead Head of Service
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service
	Neighbourhood Group Process – scoping document	Relevant Lead Head of Service
	Uses of the Countryside and Visitors Centre – scoping document	Relevant Lead Head of Service
	Update on fly tipping and the 'Worth It' Campaign	Relevant Lead Head of Service