

1. **FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER THREE (December) 2013**

**Submitted by:** Head of Finance and Head of Business Improvement & Partnerships

**Portfolio:** Communications, Transformation & Partnerships; Finance and Resources

**Wards Affected:** All

**Purpose**

To provide Transformation & Resources Overview & Scrutiny Committee with the Financial and Performance Review, 2013/14 First Three Quarters (April -December).

**Recommendations**

- (a) **That Members note the contents of the report and recommend that the Council continues to monitor and scrutinise performance alongside finances.**

**Reasons**

These monitoring reports provide information about the corporate performance of individual council services, alongside financial information. This report is to be presented to the Cabinet meeting on 5 February 2014.

**1. Background**

- 1.1 This report provides Members with a detailed update on how the Council has performed during the third quarter of 2013/14 by presenting performance data set in a financial context.
- 1.2 This report provides financial information (Appendix A) and also detailed analysis of performance (Appendix B) for the first three quarters of 2013/14.
- 1.3 A summary of the overall picture is presented in section 5 of this report. Performance is progressing well, with the majority of targets currently met.

**2. 2013/14 Revenue and Capital Budget Position**

- 2.1 Due to the replacement of the Financial Ledger System during December the figures produced in this report and related appendices relate to period 8, 30 November.
- 2.2 The Council approved a general fund revenue budget of £14.119m on 27 February 2013. As at 30 November, we would have expected to have spent £7.299m; we have actually spent £7.290m. Therefore, the general fund budget shows a favourable variance of £9,000 (detailed in Appendix A).
- 2.3 A capital programme totalling £7.963m, covering the two years 2012/13 and 2013/14, was approved at the same Council meeting. The revised budget for capital projects in 2013/14 totals £5.352m. £2.025m of the revised budget was expected to be spent by 30 November. Actual spending was £1.995m.

**3 Performance**

- 3.1 The Council Plan Performance report is reported in a new format attached as Appendix B.
- 3.2 The information is presented in four sections against each priority and details results and progress towards identified outcomes for the council and the number of indicators monitored this time is 40. The proportion of indicators which have met their targets, based on data at the time of compiling this report, was 79%.
- 3.3 There are two columns to show improvement and achievement :
  - One set of symbols (arrows), show whether performance has improved or worsened since the last time each indicator was reported
  - The “Good performance is” column denotes polarity: low or high and allows the reader to analyse the results in detail
- 3.4 An overall summary of performance against each priority is also stated, highlighting issues and improvement to be noted.
- 3.5 The intention is to further develop the format of performance reports ensuring suitability and clear communication of progress with outcomes for members and officers of the council.
- 3.6 Positive performance can be seen in a range of services although it must be borne in mind that the results later in the year can be different and that some services have seasonal factors.
- 3.7 There are a small number of areas listed in this report which are not on target, though none causes concern at present. In all cases, the management of the service is aware of the issues and are taking steps to deal with the situation. Further updates will be provided for Members in future reports.

#### **4. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 4.1 All of these indicators link to corporate priorities.

#### **5. Legal and Statutory Implications**

- 5.1 The Council has a duty to set targets for performance of a range of functions and needs to monitor these closely.

#### **6. Equality Impact Implications**

- 6.1 There are no differential equality issues.

#### **7. Financial and Resource Implications**

- 7.1 Any positive variance for the full year on the General Fund Revenue Account will enable that amount to be transferred to the Budget Support Fund and will be available in future years for use as the Council considers appropriate. Conversely, if there is an adverse variance, the amount required to cover this will have to be met from the Budget Support Fund.

**8. Major Risks**

- 8.1 The current economic situation represents the greatest risk to the revenue budget, particularly with regard to the impact it may have upon income receivable in relation to services where customers may chose whether or not to use Council facilities, such as car parking and other areas directly affected by the economic downturn, such as land charges and planning applications. The situation will be monitored through the normal budget monitoring procedures.
- 8.2 The capital programme will require regular monitoring to identify any projects which are falling behind their planned completion dates. This will be carried out by the Capital Programme Review Group, which meets on a monthly basis together with quarterly reports to Cabinet.
- 8.3 The above represents a high level view of risk. There are detailed risk registers available if members wish to see them.

**9. List of Appendices**

Financial information (Appendix A) and Council Plan Performance report (Appendix B) is attached

**10. Background Papers**

Working papers held by officers responsible for calculating indicators.

**11. Management sign off**

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		
Legal Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		
ICT Implications Discussed and Agreed		

Classification: NULBC **UNCLASSIFIED**

Report Agreed by: Executive Director/ Head of Service		
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