

## **FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER TWO (July-September) 2017-18**

**Submitted by:** Executive Management Team

**Portfolio:** Policy, People & Partnerships  
Finance, IT & Customer

**Wards Affected:** All

### **1. Background**

- 1.1 This quarterly report provides Members with a detailed update on how the Council has performed during the second quarter of 2017/18 by presenting performance data set within a financial context.
- 1.2 This report provides broad financial information (Appendix A) and also details performance (Appendix B) for the second quarter of 2017/18.
- 1.3 A summary of the overall performance picture is presented in section 3 of this report and members will note that performance is generally progressing well.

### **2. 2017/18 Revenue and Capital Budget Position**

- 2.1 The Council approved a general fund revenue budget of £13,825,060 on 22 February 2017. Further financial information is provided in Appendix A.

### **3 Performance**

- 3.1 The latest performance information for quarter two has been analysed.
- 3.2 All indicators monitored for this period are listed in the table found in Appendix B.
- 3.3 Any indicators failing to meet the set targets include a comment explaining why the indicator has not performed well, and what steps are being taken to ensure improvement in the future.
- 3.4 The layout for Appendix B has changed this quarter with the service area and officer named for each indicator they own, and the priorities reviewed as to which priority the indicators have a greater impact upon.
- 3.5 For this report a total of 21 indicators were monitored, and the proportion of indicators which have met their target or are within tolerance levels during this period stands at 90%.
- 3.6 There are two indicators off target this quarter and three indicators within tolerance levels and officers consider that the performance against these indicators does not give rise to serious cause for concern at present (see commentary provided at Appendix B). The management of each of the service areas concerned continue to monitor and take steps to deal with under achievement of targets where possible and/or appropriate.

Further quarterly updates will be provided for Members in future reports.

- 3.7 Positive performance can be seen in a range of services and members will note that some services are affected by both seasonal and external factors. It should also be noted for consideration that some indicators have stretched targets set and local targets that are higher than the national ones.

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

- 4.1 All indicators link to corporate priorities set out in the Council Plan and/or Service Plans.

#### **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 arising directly from this monitoring report.

#### **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 ongoing changing market conditions 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 choose whether or not to use Council facilities or in the case of the waste/recycling service where the volume of recycled materials is liable to fluctuate. 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 performance information (Appendix B).

#### **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.