

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**EXECUTIVE MANAGEMENT TEAM'S  
REPORT TO CABINET**

**06 November 2019**

**Report Title:** Financial and Performance Review report – Second quarter (July – September) 2019-20.  
**Submitted by:** Executive Management Team  
**Portfolios:** Corporate & Service Improvement, People & Partnerships, Finance & Efficiency  
**Ward(s) affected:** All

**Purpose of the Report**

To provide Cabinet with the Financial and Performance Review report – second quarter 2019-20.

**Recommendation**

- (a) That Members note the contents of the attached report and continue to monitor and challenge the Council's performance alongside its financial performance for the same period.

**Reasons**

The Financial and Performance Management monitoring reports provide information on a quarterly basis regarding the performance of individual council services and progress with delivery against our priorities, alongside related financial information on the organisation.

1. **Background**

- 1.1 This quarterly report provides Members with a detailed update on how the Council has performed during the second quarter 2019-20 by presenting performance data and progress summary 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 2019/20.
- 1.3 A summary of the overall performance picture is presented in section 4 of this report and members will note that performance is generally progressing well.

2. **2019-20 Revenue and Capital Budget Position**

- 2.1 The Council approved a General Fund Revenue Budget of £13,050,020 on 20 February 2019. Further financial information is provided in Appendix A.

3. **Development of the Financial and Performance Report**

- 3.1 The performance section –Appendix B was reviewed and updated for 2019-2020 and the indicators continue to reflect the priorities in the Council Plan.
- 3.2 In addition to eleven new indicators, the report includes a progress summary for each priority, detailing the progress with the delivery of planned activities.

- 3.3 Additional performance information is provided, not only to ensure the monitoring of the corporate activities of the council, but also to inform Members, businesses and residents of performance in their local economy.
- 3.4 The format and content of the report will continue to be reviewed and developed in order to reflect the progress of the planned aims of the Council Plan 2018-2022, with a final report in 2019-20 providing a detailed report including more annual results of our achievements and outturns.

#### **4 Performance**

- 4.1 The latest performance information for quarter two has been analysed and all indicators monitored for this period are listed in the table found in Appendix B.
- 4.2 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.
- 4.3 The layout for Appendix B has undergone further development for 2019-2020.
- 4.4 For this report a total of 23 indicators were monitored, and the proportion of indicators which have met their target (where set) or are within tolerance levels during this period stands at 78%.
- 4.5 There are 5 indicators off target this quarter, 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.

- 4.6 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.
- 4.7 Progress on delivery of planned activities is summarised for each priority and no concerns are highlighted.

#### **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 Assessment**

- 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. **Sustainability and Climate Change Implications**
  - 9.1 N/A
  
10. **Key Decision Information**
  - 10.1 Included on the Forward Plan
  
11. **Earlier Cabinet/Committee Resolutions**
  - 11.1 N/A
  
12. **List of Appendices**
  - 12.1 Financial information (Appendix A), and Performance (Appendix B).
  
13. **Background Papers**
  - 13.1 Working papers held by officers responsible for calculating indicators.