

PLEASE NOTE VENUE AND TIME

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 14 September 2007

at 2 30 p.m.

in Belle Vue Community, Sports and Youth Centre
Kendal Road, Hartlepool

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Akers-Belcher, Brash, R W Cook, S Cook, Fleet, Flintoff, James, Laffey,
A E Lilley, G Lilley, A Marshall, Plant, Preece, Shaw, Simmons and Wright.

Resident Representatives:

Linda Shields, Iris Ryder and Vacancy

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 3 August 2007.
4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**
 - 4.1 Portfolio Holders Response to the 'Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool' Scrutiny Referral Final Report' – *Joint Report of the Director of Adults and Community Services/Director of Regeneration and Planning and the Portfolio Holders for Regeneration and Liveability, Neighbourhoods and Communities, Culture, Leisure and Tourism.*

PLEASE NOTE VENUE AND TIME

5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS

- 5.1 Consultation on Post Office Closure Programme – *Scrutiny Manager*
- 5.2 Scrutiny Topic Referral from the South Neighbourhood Consultative Forum: ‘Sustainability of Externally Funded Community Initiatives in Schools’ – *Scrutiny Manager*

6. FORWARD PLAN

No Items.

7. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

No Items.

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

- 8.1 Revenue Outturn Report 2006/07 – *Assistant Chief Executive/Chief Financial Officer*
- 8.2 Quarter 1 – Corporate Plan Progress and Revenue Financial Management Report 2007/08 – *Chief Financial Officer*

9. ITEMS FOR DISCUSSION

- 9.1 Scrutiny Investigation into the Authority’s Postal Service:-
 - (a) Work of the Authority’s Corporate Efficiencies Group Covering Report – *Scrutiny Manager*
 - (b) Presentation on the Work of the Authority’s Corporate Efficiencies Group – *Head of Procurement and Property Services*

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

Date of Next Meeting – Friday 19 October 2007 at 2.00 pm in the Main Hall, Owton Manor Community Centre, Wynyard Road

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

3 August 2007

The meeting commenced at 2.00 pm. at Owton Manor Community Centre,
Hartlepool

Present:

Councillor: Marjorie James (In the Chair)

Councillors: Jonathan Brash, Rob W Cook, Mary Fleet, Bob Flintoff, Pauline Laffey, Ann Marshall, Michelle Plant, Arthur Preece, Jane Shaw, Chris Simmons and Edna Wright

Also Present: Councillor Peter Jackson, Portfolio Holder for Neighbourhoods and Communities

Resident Representatives:

Linda Shields and Iris Ryder

Officers:

Christine Armstrong, Central Services Manager
Charlotte Burnham, Scrutiny Manager
Angela Hunter, Principal Democratic Services Officer

17. Apologies for Absence

Apologies for absence were received from Councillors Stephen Akers-Belcher, Shaun Cook, Alison Lilley and Geoff Lilley.

18. Declarations of interest by Members

None.

19. Minutes of the meetings held on 29 June 2007

Confirmed. The Chair updated Members in relation to minute 8 from the previous meeting. The Mayor had agreed to discuss the allocation of £70k to Cabinet's Special Projects at the next Joint Cabinet/Scrutiny meeting to be held on the revised date of 24 September 2007.

20. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee

None.

21. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members

None.

22. Forward Plan

None.

23. Consideration of progress reports/budget and policy framework documents

None.

24. Consideration of financial monitoring/corporate reports

None.

25. Scrutiny Investigation into the Authority's Postal Service – Scoping Report (*Scrutiny Manager*)

The Scrutiny Manager presented a report with proposals for Members of Scrutiny Co-ordinating Committee for their investigation into the Authority's Postal Service which was part of their Work Programme for 2007/08. The overall aim of the investigation was to review the operation of the Authority's postal service and identify potential service improvements.

The proposed Terms of Reference were:

- (a) To gain an understanding of Authority's postal service;
- (b) To gain an understanding of the processes involved in the distribution of the Authority's mail in relation to:-
 - (i) Internal Mail;
 - (ii) External Mail; and

- (iii) Courier Service;
- (c) To identify whether efficiencies can be made in the effective delivery of the Authority's postal service; and
- (d) To identify potential service improvements to be adopted across the Authority

The timetable for the reviews was as follows:

3 August 2007 – Consideration of Scoping Report / 'Setting the Scene'

14 September 2007 – Evidence to be determined

19 October 2007 - Consideration of Draft Final Report by the Scrutiny Co-ordinating Committee

12 November 2007 – Consideration of Final Report by the Cabinet (tentative date)

Recommendation

That the proposed Overall Aim of the Scrutiny Referral, Terms of Reference and Timetable be agreed.

26. Scrutiny Investigation into the Authority's Postal Service – Setting the Scene Covering Report/Presentation (*Scrutiny Manager/Central Services Manager*)

The Central Services Manager gave a detailed and comprehensive presentation on the current arrangements for the operation of the Authority's postal service. Members were informed that internal and external post was managed departmentally with central franking provision available. The detailed processes for dealing with incoming and external post within the Civic Centre were detailed within the presentation and Members were advised that other administrative buildings used similar processes.

The Authority currently operated a courier service which visited the main council buildings on a daily basis. Some Council buildings were visited on a less frequent basis, for example, schools, community buildings and libraries. Partnership working was undertaken with Housing Hartlepool with the courier service delivering and collecting post from Housing Hartlepool as part of a service level agreement. It was confirmed that Members post was dealt with centrally and distributed every day except Monday and Sunday.

The Central Services Manager highlighted efficiencies that either were being undertaken or encouraged and included only using envelopes for

confidential internal post, encouraging use of the email facility and using plastic wallets for Members post. There were several service improvements being undertaken and involved all departments considering re-engineering of their postal processes including quality checks on out-going mail, ensuring correspondence was correctly addressed. A review of the courier service would also be undertaken in light of the suggested efficiencies.

A discussion ensued which included the following:

- Why were departments using different procedures for their postal arrangements? Members were informed that this was an historic arrangement but would be examined as part of the efficiency review.
- Members sought clarification on how private and confidential letters were processed. The Central Services Manager indicated that private and confidential correspondence was not opened unless by prior arrangement.
- Members highlighted that on occasions their post was taken out of the wallets or envelopes and put through the letter box individually. The Central Services Manager responded that occasionally, the envelopes or wallets were too full to be able to fit through the letter box and the courier would open them and post the items individually if there was no answer at the door.
- Clarification was sought on the timescales for delivering of Members post. It was indicated that if Members post was delivered to Central Services before 3pm it would be delivered by the courier the next morning, after this time it would take an extra day.
- In response to Members comments, the Central Services Manager requested that any errors in the delivery of Members post should be reported as soon as possible to enable it to be dealt with as quickly as possible as part of the quality control process. It was noted that items delivered to Members were not logged as this would either result in a delay in the delivery of post and the need for additional resources. It was suggested that a mark could be printed on envelopes to help identify different departments.
- Members questioned the use of bulk scanning for post to improve efficiency. The Central Services Manager indicated that a workflow model was currently being examined on a corporate basis.
- Members requested further a detailed breakdown of the (£135k cost incurred on post for 2006/07. The Central Services Manager informed Members that this information was currently being gathered.
- Members highlighted that on occasions post seemed to be delayed through the postal system. It was noted that this was difficult to monitor as all departments did not operate the same processes but if instances of this could be reported to the Central Services Section as soon as it happens it can be investigated.
- It was suggested that alternative ways of paying for external post be examined, for example the use of a bar code system.
- Members had concerns with the security of post hand-delivered to the Civic Centre for Members. The Central Services Manager informed

Members that this had been previously highlighted and that there was now a system in place whereby a note was taken of the person delivering the package and the procedure for suspect packages would be instigated where necessary.

It was acknowledged that streamlining the Authority's postal services had the potential to save a considerable amount of money and increase efficiency. Members requested further information on departmental procedures in relation to the processing of post and the costs associated with this to enable improvements to be suggested. The Central Services Manager indicated that the Authority's postal system was also being examined by the Efficiency Group which was also looking at the managed print service with the aim of reducing printers and photocopiers.

In response to Members concerns, the Central Services Manager indicated a procedure for dropping off green wallets at community buildings or libraries for the couriers to collect and return to the Civic Centre could be examined.

The Central Services Manager was thanked for her presentation and for answering Members questions.

Recommendation

That the evidence received from the Central Services Manager together with Members' own experiences had informed their investigation and agreed that further evidence be sought from the Head of Procurement and Property Services in relation to corporate efficiencies relating to the Authority's postal service.

27. Nominations South to Serve on the Authority's Choice Based Lettings Working Group (*Scrutiny Manager*)

The Scrutiny Manager submitted a report to seek up to a maximum of five nominations from Members of the Scrutiny Co-ordinating Committee to serve on the Authority's Choice Based Lettings Working Group to be established in the very near future, at the request of the Portfolio Holder for Neighbourhoods and Communities.

The Portfolio Holder for Neighbourhoods and Communities who was also in attendance outlined the background to Hartlepool's involvement in the Tees Valley partnership which had tested the feasibility of a Tees Valley 'Choice Based Lettings' scheme to be operating by Summer 2008 including a Common Allocation Policy Framework

The Portfolio Holder further informed the Committee, that whilst some key decisions were imminent he had recently requested that the Sub-Regional Co-ordinator seek agreement from the other partners for an additional two to three months to allow Elected Members in Hartlepool to consider the scheme in more detail through this Corporate Working Group. In addition to

this Working Group, seminars would be held for Members to present further opportunity to discuss the latest information and evaluation together with the proposed Tees Valley Scheme.

At this point in the meeting Councillor Pauline Laffey declared an interest as a Board Member of Housing Hartlepool.

The Portfolio Holder advised Members that Housing Hartlepool representatives would be part of the Working Group with the aim of improving partnership working.

Recommendation

That the following nominations be agreed to serve on the Authority's Choice Based Lettings Working Group:

Councillors Shaun Cook, Marjorie James, Michelle Plant, Jane Shaw and Edna Wright.

27. Progress Report – Scrutiny Co-ordinating Committee *(Chair of Scrutiny Co-ordinating Committee)*

The Chair of the Scrutiny Co-ordinating Committee presented a report that updated Members on the progress made to date by this Committee since the start of the 2007/08 Municipal Year. It was noted that planning and preparation had been undertaken to ensure that the Annual Scrutiny Work Programme would be finalised by the end of June 2008.

The areas to be covered were:

- Review of the Authority's Postal Service
- The Use of Agency Staff within the Council
- Implementation of the Enhanced Role of Overview and Scrutiny
- Single Status Working Group

Recommendation

That the progress made to date by the Scrutiny Co-ordinating Committee be noted.

28. Progress Report – Children's Services Scrutiny Forum *(Chair of Children's Services Scrutiny Forum)*

The Chair of the Children's Services Scrutiny Forum presented a report that updated Members of the progress made to date by the Forum. The areas covered were:

- Access to Recreation Facilities for Young People in Hartlepool

- ‘Closing the Loop’ – Sex and Relationship Education
- ‘Closing the Loop’ – Raising Boys’ Achievement – Bridging the Gap
- Joint Area Review Outcomes

Recommendation

That the progress made to date by the Children’s Services Scrutiny Forum be noted.

29. Progress Report – Adult and Community Services and Health Scrutiny Forum *(Chair of Adult and Community Services and Health Scrutiny Forum)*

The Chair of the Adult and Community Services and Health Scrutiny Forum presented a report that updated Members of the progress made to date by the Forum. The areas covered were:

- Scoping of Scrutiny Investigation into ‘The Development of Acute, Primary and Community Health Care Services in Hartlepool.
- Pathway to Healthcare

Recommendation

That the progress made to date by the Adult and Community Services and Health Scrutiny Forum be noted.

30. Progress Report – Neighbourhood Services Scrutiny Forum *(Chair of Neighbourhood Services Scrutiny Forum)*

In the absence of the Chair of the Neighbourhood Services Scrutiny Forum the Chair of Scrutiny Co-ordinating Committee presented a report that updated Members of the progress made to date by the Forum. The areas covered were:

- Determining the Work Programme
- Recycling
- School Meals

Recommendation

That the progress made to date by the Neighbourhood Services Scrutiny Forum be noted.

31. Progress Report – Regeneration and Planning Services Scrutiny Forum (*Chair of Regeneration and Planning Services Scrutiny Forum*)

In the absence of the Chair of the Regeneration and Planning Services Scrutiny Forum the Chair of Scrutiny Co-ordinating Committee presented a report that updated Members of the progress made to date by the Forum. The areas covered were:

- The Availability of Good Quality Affordable Rented Accommodation in Hartlepool
- Consultation – Youth Justice Plan 2007/08
- Rail Approaches
- Youth Unemployment
- Six Monthly Progress Report – Partnership

Recommendation

That the progress made to date by the Regeneration and Planning Services Scrutiny Forum be noted.

32. Request for Items for Discussion – Joint Cabinet/Scrutiny Event – 24 September 2007 (*Scrutiny Manager*)

The Scrutiny Manager presented a report which informed Members that the next Joint Cabinet/Scrutiny Event would be held on 11 September 2007. However, Members were updated that this date had been changed to 24 September 2007 and would be held at the Owton Manor Community Centre, Wynyard Road, Hartlepool at 5.30pm.

Items for discussion were sought from Members of this Committee, which would then form the basis of the Joint Agenda in conjunction with the issues received from the Cabinet.

Recommendation

That any suggested topics for discussion be forwarded directly to the Scrutiny Manager no later than 3 September 2007.

33. Call-In Requests

None.

MARJORIE JAMES

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

14 September 2007



Report of: Joint Report of Directors of Adult and Community Services and Regeneration and Planning Services and the Portfolio Holders for Regeneration and Liveability and Culture, Leisure and Tourism.

Subject PORTFOLIO HOLDERS RESPONSE TO THE WITHDRAWAL OF EUROPEAN STRUCTURAL FUNDING TO THE VOLUNTARY SECTOR WITHIN HARTLEPOOL SCRUTINY REFERRAL

1. PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide Members of the Scrutiny Co-ordinating Committee with feedback on the recommendations from the investigation into the Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool, which was reported to Cabinet on 30 April 2007.

2. BACKGROUND INFORMATION

2.1 The investigation into Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool conducted by this Committee falls under the remit of the Adult and Community Services and Regeneration and Planning Services Departments and is, under the Executive Delegation Scheme, within the service area covered by the Regeneration and Liveability / Culture, Leisure and Transportation Portfolio Holders.

2.2 On 30 April 2007, Cabinet considered the Final Report of the Scrutiny Co-ordinating Committee into the Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool. This report provides feedback from the responsibility Portfolio Holders following the Cabinet's consideration of, and decisions in relation to this Committee's recommendations.

2.3 In addition to this report a further progress report will be produced for Member's consideration six months after the Final Report was considered by Council to enable Members to monitor the implementation of their recommendations.

3. SCRUTINY RECOMMENDATIONS AND EXECUTIVE DECISION

- 3.1 Following consideration of the Final Report, Cabinet approved the recommendations in their entirety. Details of each recommendation and proposed actions to be taken following approval by Cabinet are provided in the Action Plan attached at **Appendix A**.

4. RECOMMENDATIONS

- 4.1 That Members note the proposed actions detailed within the Action Plan, appended to this report (**Appendix A**) and seek clarification on its content where felt appropriate.

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Hartlepool Borough Council
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BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) The Scrutiny Co-ordinating Committee's Final Report on the Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool' to Cabinet on 30 April 2007.
- (ii) Decision Record of Cabinet held on 30 April 2007.

OVERVIEW AND SCRUTINY ENQUIRY ACTION PLAN

NAME OF FORUM: Scrutiny Co-ordinating Committee

NAME OF SCRUTINY ENQUIRY: Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool Scrutiny Referral

DECISION MAKING DATE OF FINAL REPORT: (Cabinet on 30 April 2007)

RECOMMENDATION	EXECUTIVE RESPONSE / PROPOSED ACTION	LEAD OFFICER	DELIVERY TIMESCALE
<p>(a) That a Working Group comprised of representatives from the Council (both elected Members and Officers), the Community and Voluntary Sector, partners from the LSP, and other external representatives (depending on the issues under discussion) is established and that in particular it focuses on:</p> <p>1) Developing an ongoing approach to respond to the loss of European Funding locally and the consequences this will have on the CVS, and it does so by focusing on such issues as, for example: 'sustainability'; the Community Pool criteria; and developing a partnership based approach to responding to the</p>	<p>1) The establishment of a separate Working Group has been overtaken by the current development of a strategic approach to relations with and the development of the voluntary and community sector in the town. The CPA recommendation to improve the Council's approach to the voluntary sector and the need to develop a strategic view on the appropriate role for the voluntary sector in the town. The draft proposals to agree Peter Fletcher Associates undertake the development of this strategy and compact broader than just the Council and extend this to the wider partners and stakeholders in the LSP.</p>	<p>1) John Mennear Asst Director, Community Services</p>	<p>1) April 2008</p>

OVERVIEW AND SCRUTINY ENQUIRY ACTION PLAN

NAME OF FORUM: Scrutiny Co-ordinating Committee

NAME OF SCRUTINY ENQUIRY: Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool Scrutiny Referral

DECISION MAKING DATE OF FINAL REPORT: (Cabinet on 30 April 2007)

RECOMMENDATION	EXECUTIVE RESPONSE / PROPOSED ACTION	LEAD OFFICER	DELIVERY TIMESCALE
<p>consequences of a reduction in European Funding; and</p> <p>2) Producing a response to this issue that will enable the Authority to lobby the local MP, National Government, GONE and ONE about these changes.</p>	<p>2) The current changes leading to loss of ERDF / ESF funding to the voluntary sector has been highlighted throughout the Co-ordinating Scrutiny Enquiry and a response be compiled to assist lobbying the recommended bodies to highlight these changes and their impact.</p>	<p>2) Bart Johnson, European Funding Officer</p>	<p>2) Sept 2007</p>

SCRUTINY CO-ORDINATING COMMITTEE

14 September 2007



Report of: Scrutiny Manager

Subject: CONSULTATION ON POST OFFICE CLOSURE PROGRAMME

1. PURPOSE OF REPORT

- 1.1 To inform Members of Scrutiny Co-ordinating Committee about the proposed intention to consult this Committee as suggested by the Elected Mayor, as part of Postwatch's consultation with the Council over the post office closure programme.

2. BACKGROUND INFORMATION

- 2.1 In May 2007, in response to a 12 week public consultation process, the Government announced its policy on the future of the post office network. The consultation was undertaken in recognition of the need to modernise and reshape the postal network – against the backdrop of falling customer numbers, decline in traditional services such as Government based business and rising losses in the network (from £2million a week in 2005 to £4million a week last year). The social and economic role played by post office branches in local communities was also recognised.
- 2.2 The Government's Response Document announced:
- 1) The proposed closure of up to 2,5000 Branches (out of 14,300 current Branches);
 - 2) The introduction of minimum access criteria in respect of the remaining Branches (changes to the Network can only take place within these parameters, which will be discussed more fully under the consultation process);
 - 3) Support funding for the Network to be provided by the Government; and
 - 4) The introduction of around 500 'outreach' Branches.

- 2.3 The post office closure programme starts shortly and will run until October 2008. During this period, Post Office Ltd will bring forward 46 area plans covering all parts of the UK. Each area plan will contain details on the branches that Post Office Ltd proposes to close, as well as giving information on the remaining post offices, and any substitute services they intend to put in place.
- 2.4 The Government has instructed Postwatch to work to ensure that the Post Office Ltd's proposals, for the post office closure programme, take account of local customers needs and adhere to the Government's prescribed minimum access criteria for the post office network. Postwatch is an independent organisation, not attached to the Royal Mail Group or part of the Government. Postwatch was set up to ensure that post offices, Parcelforce, Royal Mail and any competing postal providers, give the best service possible to their customers.
- 2.5 Neither Postwatch nor the Government has a veto on closure proposals. However, Postwatch is working to ensure that Post Office Ltd takes proper account of representations from customers and stakeholders. The challenge will be to ensure that the changes minimise inconvenience and confusion for post office users. For example, raising specific local factors which they think are relevant and might not have been considered. Consequently, the Elected Mayor is approaching Scrutiny about participating in the public consultation for the post office closure programme for this area. The public consultation for this local area plan will commence in February 2008.

3. RECOMMENDATION

- 3.1 That the report is received by the Committee and the consultation on the post office closure programme is built into the Committee's work programme for February 2008 as suggested by the Elected Mayor.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
 Chief Executives Department – Corporate Strategy
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BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) 'Post office closure programme' letter to Paul Walker, Chief Executive of Hartlepool Borough Council from Judith Donovan, Chair Postwatch Northern England, 20 July 2007.
- (ii) Department of Trade and Industry (May 2007) – The Post Office Network Government response to public consultation.

SCRUTINY CO-ORDINATING COMMITTEE

14 September 2007



Report of: Scrutiny Manager

Subject: SCRUTINY TOPIC REFERRAL FROM THE SOUTH NEIGHBOURHOOD CONSULTATIVE FORUM – ‘SUSTAINABILITY OF EXTERNALLY FUNDED COMMUNITY INITIATIVES IN SCHOOLS’

1. PURPOSE OF REPORT

1.1 To inform Members of the Scrutiny Co-ordinating Committee of the recent scrutiny topic referral from the South Neighbourhood Consultative Forum to the Overview and Scrutiny Function.

2. BACKGROUND INFORMATION

2.1 As outlined within the Authority’s Constitution, the Scrutiny Co-ordinating Committee has the discretion to consider the appropriateness of undertaking a scrutiny investigation following a referral from the Authority’s regulatory panels and other committees.

2.2 The Constitution clearly states that should the Scrutiny Co-ordinating Committee decide not to examine a particular ‘referral’, the decision must be justified and reported to Council and the referring body.

2.3 At a meeting of the South Neighbourhood Consultative Forum held on 10 August 2007, a Councillor raised concern about community spaces in schools drawing funding from external funding streams and that once the initial capital investment had been used, revenue costs were difficult to sustain, which resulted in limited availability / use of new community resources / spaces. Clearly was an example of a general ‘problem’ that had emerged in localities and her concern was that this becomes a town-wide issue as future projects arise which are not part of mainstream funding provision and in time cease to continue.

- 2.4 In addition to this it was acknowledged by the Committee that there was clearly a distinction between projects initiated by the local service providers and those initiated by the local authority.
- 2.5 After an in-depth discussion it was subsequently resolved that this issue should also be referred to the Scrutiny Co-ordinating Committee to determine its appropriateness of re-directing the issue for further consideration to the relevant Scrutiny Forum (Minutes 13 refers) to explore the issue in detail and examine what good practice currently exists for managing and sustaining grant maintained projects together with how the Council's community leadership role should be interpreted in these types of projects.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the appropriateness of undertaking a scrutiny enquiry into this matter and re-directs the issue for further consideration to the relevant Scrutiny Forum.

Contact:- Charlotte Burnham – Scrutiny Manager
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BACKGROUND PAPERS

The following background paper was used in the preparation of this report-

- (i) Minutes of the South Neighbourhood Consultative Forum held on 10 August 2007.

SCRUTINY CO-ORDINATING COMMITTEE

14th September 2007



Report of: Chief Financial Officer

Subject: REVENUE OUTTURN 2006/2007

SUMMARY

1. PURPOSE OF REPORT

To provide details of the Council's 2006/2007 Revenue Outturn.

2. CONSIDERATION OF ISSUES

2.1 A separate report has not been prepared for your Committee as a comprehensive report was submitted to Cabinet on 28th August, 2007, copy attached as **Appendix 1**.

2.2 The contents page detailed on page 1 of the main report summarises the issues detailed in this report.

3. RECOMMENDATIONS

Members consider the report.

CABINET REPORT

28th August, 2007



Report of: Chief Financial Officer

Subject: REVENUE OUTTURN REPORT 2006/2007

SUMMARY

1. PURPOSE OF REPORT

To provide details of the Council's overall Revenue Outturn for 2006/2007.

2. SUMMARY OF CONTENTS

Detailed outturn reports for Revenue on a Portfolio Basis.

3. RELEVANCE TO CABINET

Cabinet has overall responsibility for the monitoring of the Council's Revenue Budget.

4. TYPE OF DECISION

None.

5. DECISION MAKING ROUTE

Cabinet 28th August, 2007.

6. DECISION(S) REQUIRED

Cabinet are asked to note the report.

Report of: Chief Financial Officer

Subject: REVENUE OUTTURN REPORT 2006/2007

1. PURPOSE OF REPORT

1.1 To provide details of the Council's 2006/2007 Revenue outturns.

2. BACKGROUND

2.1 Council approved a provisional General Fund Outturn Strategy for 2006/2007 as part of the 2007/2008 Budget & Policy Framework on 5th February, 2007. The report outlined a strategy for using the underspend on corporate costs to fund a number of specific one-off initiatives that will contribute to the achievement of the Community Strategy.

2.2 A final 2006/2007 Outturn Strategy was approved by Cabinet on 11th June, 2007. These reports are reflected in the 2006/2007 Statement of Accounts which was approved by General Purposes Committee on 29th June, 2007.

2.3 The above reports provided a strategic overview of the forecast outturn for 2006/2007. For Portfolio based expenditure these reports provided a summary of total expenditure against the approved budget. This report now provides a more detailed breakdown of Portfolio expenditure for each best value unit.

2.4 Previous monitoring reports integrated both performance information and budget monitoring information. A report on performance against Performance Indicators for 2006/2007 was presented to Cabinet on 6th August, 2007. Owing to statutory deadlines for closure of the Council's accounts the outturn information was not available for this report.

2.5 This report covers the following headings: -

Section	Heading	Page
3.	Revenue Outturn 2006/2007 – Summary	2-8
	Detailed Revenue Outturn Sections	
4.	Regeneration, Liveability and Housing Portfolio	8-12
5.	Culture, Leisure and Transportation Portfolio	12-16
6.	Children's Services Portfolio	16-23
7.	Adult and Public Health Service Portfolio	23-26
8.	Finance Portfolio	26-30
9.	Performance Management Portfolio	30-33
10.	Recommendations	33

Section	Heading	Page
Appendix A	High Risk Budget Areas by Department	34
Appendix B	Summary Revenue Outturn Report to 31 st March, 2007 by Department	35-36
Appendix C	Progress Against Savings/Increased Income Targets identified in the 2006/2007 Budget Strategy	37-41
Appendices D – I	Revenue Outturn Report to 31 st March, 2007, by Portfolio	42-47

2.6 This report will be referred to Scrutiny Co-ordinating Committee on 14th September, 2007. This arrangement will ensure that Scrutiny Co-ordinating Committee is provided with details of the final outturn as soon as practical.

3. REVENUE OUTTURN 2006/2007 - SUMMARY

3.1 This section provides details covering the following areas: -

- Overview of 2006/2007 Revenue Outturn.
- Outturn against departmental, corporate and high risk budget areas.
- Corporate Outturns.
- School Balances 2006/2007.
- Direct Revenue Funding (DRF)
- Outturn position on savings/increased income targets identified in the 2006/2007 Budget Strategy.
- Outturn position on departmental salary turnover targets.
- Key Balance Sheet information.

3.2 Overview of 2006/2007 Revenue Outturn

Summary Departmental Outturn

De partm ent	Variance Adverse/(Favourable) £' 000
Adult & Community Services	(154.1)
Children's Services (excluding Schools)	(99.01)
Neighbourhood Services	1,843.4
Regeneration & Planning	(47.9)
Chief Executives	(151.3)
Total	1,391.1

The forecast departmental variance is in line with previous reports. It was determined during the year that a forecast Neighbourhood Services overspend, arising from a number of factors should be met from underspends by other departments. These underspends have been achieved.

In the Final 2006/2007 Outturn Strategy additional Neighbourhood Services pressures were identified, notably the costs of the Bonus Buy-Out. It was agreed that the Bonus Buy-Out should be funded from General Fund reserves and this has been actioned. It was agreed that the other costs should be met from savings against corporate budgets and these have also been achieved.

3.3 Outturn against Departmental and Corporate Budget and High Risk Budget Areas

During 2006/2007, as well as monitoring budgets by individual departments and corporate budgets at a global level, high risk budget areas were identified and explicitly monitored. The outturn for each high risk budget area is attached at Appendix A, which indicates that there are significant variances on a number of the departmental budgets. However, these adverse variances have been offset by favourable variances on other departmental budgets. Detailed explanations of these areas are included in Sections 4 to 9, covering detailed revenue outturns by Portfolio.

These detailed reports outline those areas where budget variances are continuing beyond 2006/2007 and departments have addressed these issues by either:

- making permanent budget transfers within the 2007/2008 base budget; or
- managing the variances within the overall 2007/2008 budget allocation pending the consideration of pressures/priorities as part of the 2008/2009 budget process.

3.4 Corporate Outturns

The final position on corporate costs is £4.542m less than anticipated (Appendix B, Table 2) and has been used in line with the agreed Final Outturn Strategy.

3.5 School Balances 2006/2007

School Balances have decreased during 2006/2007 to £3.154m. These balances include £1.838m of earmarked resources i.e. Supporting Schools 2007/2008 budgets, capital expenditure, staffing changes and to implement the next phase of the workforce remodelling. Balances that have not been earmarked for specific use equate in total to 3.9% of 2007/2008 budgets for primary schools and 1.4% of 2007/2008 budgets for secondary schools. DCSF guidelines are 5% and 3% respectively. Three schools are in deficit and the LEA is working closely with those schools to formulate recovery

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plans with a view to returning the schools to a surplus position within a maximum of three years. Further details on School Balances are set out in paragraph 6.3.

3.6 Direct Revenue Funding (DRF)

In accordance with Financial Procedure Rules departmental outturns reflect a number of contributions towards capital expenditure schemes as detailed below. These transfers have been agreed by the Chief Financial Officer and are detailed for Members information.

Department	Scheme	Amount (£)
Adult & Community Services	Replace Lifeguards Vehicle	9,000
	Contribution to Sports Improvement Scheme	9,737
	Bowling Green Improvements	1,724
	Contribution to Seaton Play Area	2,140
	Seaton Allotments – Drainage Works	15,000
	Central Library – Lighting	40,000
	New Vehicle Purchase – Sport & Recreation	12,500
	Disabled Adaptations	80,175
	Headland Sports Hall Office	10,850
Total		181,126
Regeneration & Planning	Community Safety – Street Lighting	7,240
	Town Square	7,125
	Green Corridors	11,219
	Coastal Walkway	40,000
	Headland Bowls Pavilion	11,000
	North Cemetery Security	9,500
	Brougham Enterprise Centre	19,004
	Headland CCTV	450
Hanson House Post Room	4,000	
Total		109,538
Neighbourhood Services	Environmental Action Equipment	29,240
	Street Lighting	8,544
	Alley Gates	5,000
Total		42,834
Children's Services	Boys Welfare Refurbishments	36,225
	Contribution to Brinkburn YC Works	882
	Information Sharing & Assessment	134,313
	Contribution to Flint Walk Redevelopment	3,668
	Carlton Redevelopment Works	60,000

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	Rossmere Pool Demolition	7,500
Total		242,588
Chief Executives	Finance IT Projects	135,099
	Level 2 Flooring and Furnishings	30,000
	Members ICT Remote Access	200,820
	HR Analyser	18,235
	ANPR Software	29,290
Total		413,444

3.7 Outturn Position on Savings/Increased Income Targets Identified in the 2006/2007 Budget Strategy

A number of savings/increased income targets were included in the 2006/2007 Budget Strategy. These items are detailed at Appendix C. Detailed explanations of the variances on these items are included in sections 4 to 9, covering detailed revenue outturn by Portfolio.

3.8 Outturn Position – Departmental Salary Turnover Targets

An assumed saving from staff turnover was included with salary budgets and this allowance was increased to £0.844m in 2006/2007.

Details of the individual departmental outturns are summarised in the table below. With the exceptions of Neighbourhood Services and Chief Executives all departments achieved their turnover target.

Department	2006/2007 Turnover Target £'000	Outturn Variance/ (Adverse) Favourable £'000
Adult & Community Services	356.0	0.0
Children's Services	157.1	0.0
Neighbourhood Services	119.4	(39.4)
Regeneration & Planning	60.6	0.0
Chief Executives	150.6	(9.4)
Total	843.7	(48.8)

3.9 Key Balance Sheet Information

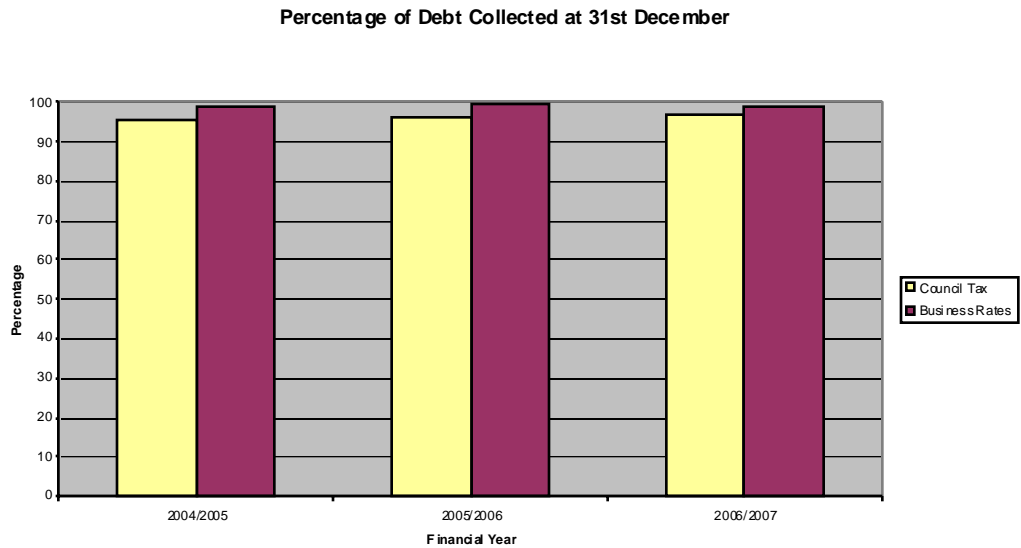
A Balance Sheet provides details of an organisation's assets and liabilities at a fixed point in time, for example, the end of the financial year or other fixed accounting periods. Traditionally, local authorities have only produced a Balance Sheet on an annual basis and have managed Key Balance Sheet issues through other more appropriate methods. However, under the new CPA arrangements there is a greater emphasis on demonstrating effective management of the Balance Sheet. The Audit Commission's preferred option is the production of Interim Balance sheets throughout the year. In my opinion this option is neither practical nor beneficial as a Local Authority

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Balance Sheet includes a large number of “notional” valuations for an Authority’s fixed assets and pension liabilities. It is therefore more appropriate to monitor the key cash based Balance Sheet items and these items are summarised below : -

- Debtors

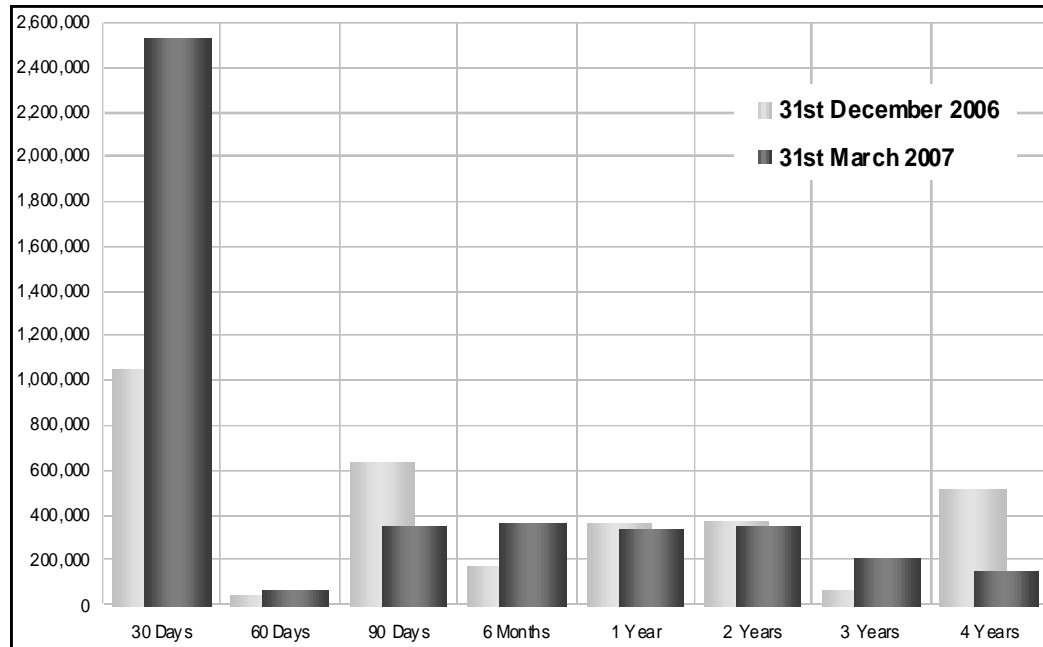
The Council’s key debtors arise from the non payment of Council Tax, Business Rates and Sundry Debtors. These areas are therefore subject to detailed monitoring throughout the year. The position on Council Tax and Business Rates is summarised below :



The Council Tax collection rate is up by 0.49% and the NNDR collection rate is down by 0.68% when compared to the previous financial year.

The position in relation to Sundry Debtors is summarised below :

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At the start of the current financial year the Council had outstanding sundry debts of £2,258m. During the period 1st April, 2006 to 31st March, 2007, the Council issued 11,593 invoices with a value of £16.469m. Together these two amounts total £18.727m. As at 31st March, 2007, the Council had collected £13.943m.

- **Current Year Debt**

With regard to current outstanding debt, this totals £3.687m at 31st March, 2007, inclusive of approximately £2.539m of debt outstanding for less than thirty days.

- **Previous Years Debt**

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At 31st March, 2007, debts older than one year totalled £1.097m compared to £0.973m at 31st December, 2006.

- **Borrowing Requirements**

The Council's arrangement for borrowing accord with the Council's Treasury Management Strategy, which was drawn up to comply with the Code of Practice for Treasury Management in Local Authorities published by the Chartered Institute of Public Finance and Accountancy.

In accordance with this strategy the Council has taken a proactive approach to managing cash investments and debt. As a result of changes in interest rates during 2006/2007, the Council has been able to benefit from £2m discounts following the repayment of various long term

bans and reducing investments. Additional ongoing savings have been achieved as a result of replacing some PWLB loans with lower interest rate market loans, known as LOBOs (Lenders Option, Buyer Option).

4. REGENERATION, LIVEABILITY AND HOUSING PORTFOLIO

4.1 Revenue Outturn 2006/2007

4.1.1 Details of the Regeneration, Liveability and Housing outturn position are shown at **Appendix D**, which compares actual expenditure against the approved budget plus departmental reserves created in previous years.

4.1.2 **Appendix D** shows that the net outturn position is expenditure of £11,596,500 against a budget of £11,361,900, resulting in an adverse variance of £234,600 which will be covered from Corporate Resources, as agreed by Cabinet in the Outturn Strategy on 11th June, 2007. This outturn position is after contributions from Reserves of £721,100 and contributions to Reserves of £103,100 (see paragraph 4.2).

4.1.3 The main revenue expenditure variances to bring to Members attention are:-

Line 1: Administration

Outturn Variance: £128,700 Favourable

This favourable variance is a one-off and has largely arisen because the project to convert historic paper based records into electronic images required a full tendering process to be carried out and the contract did not commence until very late in the financial year. As indicated in the Quarter 3 report, the £80,000 reserve set aside to fund this work was not used in 2006/2007 but will instead be required in 2007/2008. The use of a further £20,000 reserve earmarked for the Housing Service also slipped into 2007/2008 as a result of the transfer of the function into the department being later than originally anticipated.

Further smaller one-off savings were achieved particularly in staffing budgets during vacancy periods and for administrative costs that were passed onto externally funded projects. These savings can be linked to the contribution to reserve figures shown on Table A, Line 18.

Line 2: Building Control

Outturn Variance: £17,000 Adverse

The main reason for this variance is that fee income was less than the budgeted target. It is extremely difficult to forecast future income as it is dependent on various external factors, however, at present this variance is judged to be a 'one-off' occurrence.

Line 3: Community Strategy**Outturn Variance: £28,800 Adverse**

The main reason for the adverse variance was the later than expected implementation of the Council's new Security Contract. This variance is one-off, in that it is not expected to continue in 2007/2008 when the full year effect of the lower contract price should fully align with the lower base budget.

Line 4: Community Strategy**Outturn Variance: £17,300 Adverse**

The adverse variance on this heading arises entirely as a result of the Chief Officers pay award being unfunded. This position will continue until suitable funding is identified.

Line 5: Development Control**Outturn Variance: £65,100 Favourable**

The favourable variance arose as a result of a significant amount of fee income being received in the final quarter of the year from major development proposals. It is difficult to forecast future fee income with any accuracy but it is felt unlikely that income at this level can be sustained long term. An increased budget target for fees of £27,000 has, however, been incorporated into the 2007/2008 budgets. The favourable position on this heading effectively offset the adverse variances shown on lines 2, 3, 4 and 8 on Table A.

Line 6: Drug Action Team**Outturn Variance: £6,500 Favourable**

A small unspent amount of reserve in respect of training for Drugs Team workers has led to this variance. The remaining reserve balance will be used for this purpose in 2007/2008.

Line 7: Economic Development**Outturn Variance: £54,800 Adverse**

A number of favourable and adverse variances contributed to the overall year-end position on this heading. The key areas being as follows:

- The Brougham Enterprise Centre budget showed an adverse variance of £85,000 as a result of one-off additional expenditure being required to complement the major capital refurbishment works on the Centre during 2006/2007 and loss of rental income due to the units having to be emptied during the renovation period. In addition, £25,000 of unbudgeted staffing costs were incurred but these are to be funded from the Economic Development Reserve (Table B, Line 7).

- An adverse position of £21,000 showed on the Cadcam budget. Hartlepool along with the other Cleveland authorities inherited an unfavourable long term agreement from the former County Council in relation to this Centre. The Council is tied into an agreement to cover Cadcam costs which for 2006/2007 were higher than budgeted. There is a risk of this pressure continuing in future years.
- A favourable position of £21,000 on rental income from New burn Bridge Units was achieved largely owing to the capital investment increasing the attractiveness and rental potential of the site. Whilst part of this amount was one off income, it is estimated that £12,000 is sustainable and this is reflected in a realigned 2007/2008 budget.
- The Economic Development Team budget showed a favourable variance of £21,000 mainly as a result of fee income received in excess of the budgeted target for managing externally funded projects such as those supported by NDC. This income is not sustainable.
- A managed underspend of £19,000 existed on the Marketing and Exhibitions budgets. This is one of the few headings within the service where there is some discretion regarding spending. A decision to retain this amount of budget was necessary in order to be able to meet the other commitments set out above.

Line 8: Landscape and Conservation
Outturn Variance: £3,800 Adverse

The adverse variance is a one-off and a result of an outstanding payment made to a contractor which had not been budgeted for.

Line 9: Planning Policy and Regeneration
Outturn Variance: £122,900 Favourable

A favourable variance of £59,000 occurred on the Local Development Framework budget in relation to planning policy activity in line with the anticipated position reported at Quarter 3. Several of the LDF studies currently in progress will not be concluded until 2007/2008 and the reserves earmarked to cover these costs will need to be slipped into that year. In addition, there was a small unused reserve amount on the North Hartlepool Partnership Budget at the end of the year. This balance of £6,000 will, however, be required for the winding up of the programme in 2007/008.

A favourable variance of £66,000 occurred on the Victoria Harbour Project Budget. Whilst there were no significant commitments that were not met during 2006/2007, spending on this heading was restricted in order to ensure an overall departmental savings target of £59,000 could be achieved to fund pressures elsewhere in the Council.

Line 10: Youth Offending Service**Outturn Variance: £64,500 Favourable**

The favourable variance was in line with the Quarter 3 forecast and has arisen on several headings. Restructuring within the Youth Offending Team took place in 2006/2007 and some £11,000 of one-off savings were achieved in staffing costs during vacancy periods. In addition, a reserve of £25,000 to match grant funding was not required as originally expected and this will be slipped to match projects in 2007/2009.

Savings of £20,000 were achieved through more efficient use and retention of carers and the subsequent reduction in the level of allowances paid. This saving has been earmarked for inclusion in the Annual Efficiency Statement. It was also identified as continuing into 2007/2008 and the budget has been realigned accordingly. No additional savings on this heading are forecast to be available for the 2008/2009 budget round.

Line 11: Environment**Outturn Variance: £253,400 Adverse**

Due to an amendment to invoicing arrangements the Council was required to make a one-off additional payment for waste disposal contract to Stockton Borough Council. This resulted in thirteen payments being made in the financial year. This accounts for £85,000 of the adverse variance in this area and will not reoccur.

The Street Cleansing operation accounts for the balance of this overspend. Additional resources of £123,000 have been provided to fund pressures in this area in 2007/2008.

4.2 Contribution to Reserves

4.2.1 In accordance with the Council's Financial Procedure Rules, Strategic Risk Reserves totalling £103,100 have been agreed with the Chief Financial Officer.

4.2.2 The creations of these Reserves will allow the future development of Regeneration and Liveability, as follows: -

Planning IT Systems (£8,000)

This Reserve will be used for system enhancements which could not be completed by 31st March, 2007.

Regeneration Team (£22,000)

This is earmarked for the Regeneration Team to help manage a transitional period in the service as it loses significant amounts of fee income currently received from major regeneration programmes.

Departmental Staff Costs (£32,900)

This Reserve will fund the costs of a Development Control student post, the Divisional Heads secretary post and additional Planning Officer hours

Planning Reserve (£40,200)

This Reserve will be used to fund a Conservation Area Appraisal (£20,000), Conservation Grants (£1,000), the costs of LDF studies (£13,500) and the costs of Development Control Building Enforcement Action (£5,700).

5. CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO

5.1 Revenue Outturn 2006/2007

5.1.1 Details of the Culture, Housing and Transportation outturn position are shown at **Appendix E**, which compares actual expenditure against the approved budget plus departmental reserves created in previous years.

5.1.2 **Appendix E** shows that the net outturn position is expenditure of £12,643,200 against a budget of £12,508,100, resulting in an adverse variance of £135,100 which will be covered from Corporate Resources as part of the Outturn Strategy agreed by Cabinet on 11th June, 2007. This outturn position is after contributions from Reserves of £22,000 and contributions to Reserves of £103,800 (see paragraph 5.2).

5.1.3 The main revenue expenditure variances to bring to Members attention are:-

Line 1: Engineering Consultancy Outturn Variance: £62,000 Favourable

Small underspends on Contaminated Land and the Claxton Site account for £10,000 of the favourable variance. The balance is as a result of a better than anticipated recovery of technical officers time. This is unlikely to reoccur as future workloads are not anticipated to remain at this level.

Line 3: Highways Management Account Outturn Variance: £50,400 Adverse

This adverse variance has been caused by an under recovery of Technical Officer's salary recharges in this account as a result of reducing workload in relation to external clients and an increased amount of internal work which is not rechargeable. Highways related budgets have been realigned in 2007/2008 to reflect this change.

Line 5: Transport Services

Outturn Variance: £48,100 Adverse

Initially it was anticipated that there would be a favourable variance in this area which would be used to offset the lower than budgeted level of car parking income received. However, because of the Dial-a-Ride court case it was deemed prudent to make a provision of £80,000 to cover the potential costs of a High Court case. This was a one off cost.

Line 6: Car Parking

Outturn Variance: £142,800 Adverse

This adverse variance is the result of a lower than budgeted level of income for car parking. This is being closely monitored and a report is currently being prepared to cover the likely level of income in 2007/2008 and the level of charges which need to be levied to achieve budget levels.

Line 7: Traffic and Transportation

Outturn Variance: £60,100 Favourable

Due to Government changes to the Concessionary Fares Scheme additional funding was made available to the department. Unfortunately, it was not known until the last month of the year what the final charge would be from Stagecoach. The ultimate recharge was approximately £35,000 less than anticipated resulting in a favourable variance. The balance of the favourable variance relates to a series of small planned underspends designed to offset overspends elsewhere in the Division.

Line 8: Highways Services

Outturn Variance: £61,800 Adverse

Relates to a higher than anticipated level of expenditure on Highway Maintenance, Gully Cleansing and Winter Gritting. Additional funding has been approved in 2007/2008 to address the shortfall in this area.

Line 11: Arts, Events & Museums

Outturn Variance: £74,100 Favourable

The main adverse variances arose at the Historic Quay, (in relation to higher utility charges, security costs and advertising totalling £34,000), the Headland Sports Hall (£12,000) for higher staff costs, Town Hall Theatre (£38,000), Events promotion (£20,000) and the Borough Hall Bar (£22,000) relating to a combination of salaries, lower than anticipated income and increased advertising costs.

Utility charges are a corporate issue and are part of the 2007/2008 budget strategy.

There were favourable variances at Sir William Gray House (£66,000), Arts Development (£53,000), Tourist Information Centre (£12,000), Wingfield

Castle (£11,000) and the Borough Hall (£18,000) relating to salaries, supplies and services and higher than anticipated income levels. These were mainly one off savings in relation to staff vacancies, which will be filled in 2007/2008 and variable income levels.

Line 12: Community Support

Outturn Variance: £155,300 Favourable

Grant payments to voluntary groups from the Community Grant Pool were £85,700 less than previously anticipated. A reserve for this was created at year end and will be used by the Community Grants Pool in 2007/2008. The Seaton Carew Community Centre has a £50,000 reserve which will now be utilised in 2007/2008 owing to the delay in paying this reserve to the committee who are taking over the Centre.

Line 13: Countryside

Outturn Variance: £26,400 Favourable

The favourable variance was owing to staff vacancies in this area. However, maintenance work at Summerhills BMX Track and the Boulder Park, together with works arising from the 'Access' Audit report reduced this variance. The maintenance costs were 'one offs' and the staff vacancies will be filled in 2007/2008 in line with the budget strategy.

The unused reserve of £14,000 is included in the above variance and will now be utilised in 2007/2008.

Line 14: Foreshore

Outturn Variance: £4,300 Favourable

The favourable position relates to lower maintenance charges than anticipated. Employees salaries and overtime costs were also lower than expected, which allowed a £9,000 contribution to capital to fund a beach vehicle.

The overtime costs were based on a change in the lifeguards working patterns, however, this may not be sustainable in 2007/2008 as this is subject to staff flexibility in covering the beach safety service.

Line 15: Libraries

Outturn Variance: £24,900 Favourable

The position consists of favourable variances on staffing, premises and supplies and services, together with a greater than anticipated level of income resulting from the sale of surplus library books and room hire charges.

In accordance with the Council's Financial Procedure Rules a transfer of resources from revenue to capital of £40,000 has been completed by the Director of Adult and Community Services and agreed by the Chief Financial

Officer. This will contribute towards the replacement of the central library lighting system and has been reflected in the outturn position.

The favourable variance on staff vacancies was managed, in order that staffing levels could be reduced as part of the 2007/2008 budget strategy, saving £65,000.

Line 16: Maintenance
Outturn Variance: £24,200 Adverse

The adverse position was due to the necessary completion of ongoing building works to comply with health and safety standards at a number of establishments. This adverse variance was offset by favourable variances elsewhere in Adult & Community Services.

This is 'one off' expenditure by the nature of it being reactive and for health and safety reasons.

Line 19: Sport & Recreation
Outturn Variance: £26,300 Adverse

The adverse variances at outturn related to the delayed closure of Eldon Grove and the transfer of the service to Brierton. The savings of £27,000 previously identified and included within the base budget were not therefore achieved in this financial year resulting in the adverse variance reported.

The 2007/2008 budget reflects that the closure of Eldon Grove would happen in June 2007 and the Centre is appropriately funded until that time.

5.2 Contribution to Reserves

5.2.1 In accordance with the Council's Financial Procedure Rules, Strategic Risk Reserves totalling £103,800 have been agreed with the Chief Financial Officer.

5.2.2 The creations of the reserves will allow the future development of Culture, Housing & Transport, as follows: -

Community Grants Pool (£85,700)

Reserve created from the favourable variance on the 2006/2007 Community Grants Pool to be utilised in this area in 2007/2008.

Football Development (£12,200)

This reserve relates to additional income received by the service in 2006/2007. This income has been retained and a Reserve created which will be used in 2007/2008 to support the schemes objectives.

Tree Management (£5,900)

This reserve was created to help fund tree maintenance works in 2007/2008 which were delayed from 2006/2007.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Revenue Outturn 2006/2007

6.1.1 Details of the Children's Services outturn position are shown at **Appendix F1** which compares actual expenditure against the approved budget plus departmental reserves created in previous years and earmarked for use during 2006/2007.

6.1.2 **Appendix F1** shows that the net outturn position is expenditure of £22,651,300 against a budget of £22,750,300, resulting in a favourable variance of £99,000, which will be transferred to contribute towards the Neighbourhood Services overspend. This outturn position is after contributions from Reserves of £504,100 and contributions to Reserves of £568,700 (see paragraph 6.2).

6.1.3 As previously reported the Children's Services Department's overall financial position has been affected by the introduction on the Dedicated Schools Grant which requires the ring fencing of budgets and reserves. Essentially, whilst the LA has the option to fund any DSG overspending from its own resources any net underspend must be carried forward for use in the following year. This significantly reduces the flexibility to offset variances across the entire departmental budget. A summary of the outturn position is therefore provided in Table 1, paragraph 6.1.5 to fully illustrate the year-end position.

6.1.4 The main revenue expenditure variances to bring to Members attention are:-

Line 1: Access to Education

Outturn Variance: £225,000 Favourable

The favourable variance relates mainly to the home to school transport service arising from the achievement of sustainable efficiency savings on bus routes, taxi services and escort costs. This was identified early in the year and accounted for as a departmental saving proposal during the 2007/2008 budget setting process.

In addition, staff vacancies and a reduction in the working hours within the Education Social Work Team also contributed to the favourable outturn variance. Whilst the reduced hours represent a sustainable saving this is a Dedicated Schools Grant funded service and there are restrictions on how this funding can be redirected or reduced.

In addition, there was a favourable variance on the department's Pupil Support budget. This budget is used to fund the attendance of children from low-income families attending the Carlton Outdoor Centre, which was closed for major refurbishment during the year. The Centre has recently reopened and the saving is unlikely to be sustainable.

Line 4: Children, Young People and Families Support
Outturn Variance: £75,400 Favourable

Adverse variances on Exmoor Grove agency staffing, fostering and adoption allowances and agency placements were offset by reduced leaving care payments and relatively high staff vacancies in the Family Support and Family Resource Teams.

This meant that there was no requirement to utilise the department's Looked After Children Reserve during the year, however, high vacancy savings cannot be relied on in future years.

Children and Families budgets are extremely volatile and year to year spending is largely dictated by the support packages required for those children who come in and out of care. The department maintains case-by-case cost projections, which are carefully monitored throughout the year.

Additional funding was allocated to Exmoor Grove in the 2007/2008 budget to address the trend of overspending on staffing.

Line 5: Early Years
Outturn Variance: £126,100 Favourable

Expenditure on early years is subject to demand for private nursery places from parents of 3 and 4 year old children and was lower than expected throughout the year. Costs have also been lower than budget during the first quarter of 2007/2008 and the overall level of funding allocated to this service will be reviewed as part of the 2008/2009 budget process. This is, however, a DSG funded service and any reductions can only be reallocated to other DSG areas.

In addition, the early years reserve was expected to be partially used during the year to fund redundancy and other restructuring costs but was not required in 2006/2007.

Line 6: Information Sharing & Assessment
Outturn Variance: £46,500 Adverse

The phasing of expenditure relating to the ISA capital project changed during the year requiring a greater call on reserves during 2006/2007 than was originally anticipated. Overall costs are, however, unchanged and use of the Reserve has been rephased accordingly.

Line 7: Other School Related Expenditure

Outturn Variance: £169,200 Favourable

Expenditure on the swimming service was lower than envisaged owing to reduced premises costs arising from the Rossmere pool closure. Transport costs increased but were offset by increased income from schools.

The charge from Middlesbrough Borough Council for joint authority contributions to the Lanehead Centre increased significantly in 2006/2007 and the department was only notified of this after the 2006/2007 budget was set. This was identified as a budget pressure in the 2007/2008 budget.

There were favourable variances on the Emergency Staffing Cover, Teacher Recruitment and Pupil Contingency budgets. The Transitional Support Fund was also underspent during the year and none of the balance brought forward via reserves was required. Spending from the Transitional Support Fund is monitored and controlled via the School Forum who also determine the amount top sliced from DSG each year based on likely commitments and the value of unspent balances carried forward.

All the above funding is ring-fenced from the DSG and whilst the levels of budgetary provision will be reviewed as part of the 2008/2009 budget process, savings cannot be diverted away from DSG funded services.

Line 9: Raising Educational Achievement

Outturn Variance: £302,900 Favourable

There was a favourable variance on Standards Fund budgets partly owing to a reduced requirement to match fund certain grant elements which was not known at the time the 2006/2007 budget was set, but has been corrected in the 2007/2008 budget. In addition, part of the department's match funding budget has been rephased and carried forward to 2007/2008 as outlined at 6.2 of the report in accordance with the eighteen month spending requirement.

The Carton Outdoor Centre was closed throughout the year during Phase 1 of the capital redevelopment programme. Other Local Authority contributions have continued to be received on the understanding that this funding is earmarked for the Centre and a transfer to reserves has been made as detailed at 6.2 of this report.

There was a favourable variance on the Playing for Success project and a transfer to reserves has been made as detailed at 6.2 of this report.

In addition, there was favourable variances at the Educational Development Centre mainly arising from increased grants and other minor staffing and supplies savings.

Line 10: Special Educational Needs
Outturn Variance: £117,800 Adverse

The main reason for the adverse variance is on the Access 2 Learning (A2L) service owing to additional agency staffing costs arising from long term sickness absence cover and increased premises costs. In addition, exclusions income was lower than anticipated resulting in a significant overall adverse variance.

This is a DSG service and the 2006/2007 adverse variance was offset by favourable variances across other DSG funded areas and it was not necessary to draw on the A2L reserves as originally envisaged.

To correct the trend of overspending, additional funding was allocated to the A2L service for staffing, premises and supplies during the setting of the 2007/2008 base budget and current indications are that expenditure will be contained within budget this year. The department's successful strategy of minimising permanent exclusions continues to have an adverse effect on A2L income levels as funding transferred from schools is much lower than budget during the first quarter of 2007/2008.

Owing to continuing trends, reduced funding from schools and critical OFSTED reports, the A2L service has been fundamentally reviewed and is being reconfigured in consultation with the recently established Behaviour and Attendance Partnership.

Line 11: Strategic Management
Outturn Variance: £201,200 Favourable

The main reason for the favourable variance is staff vacancies and resulting savings within the Finance and Student Support Team. An element of these savings has been earmarked for the employment of an Interim Transport Manager as included in 6.2 of this report.

The posts attached to the Student Loan Administration Service and the vacant Pupil Support Manager post were deleted as part of the Department's 2007/2008 savings proposals.

The provision for Best Value reviews was not used but is a DSG budget item and therefore ring fenced.

In addition, the Broadband Reserve established to fund any shortfalls arising from the negotiation of a new contract for schools was not required during the year.

Line 12: Youth Justice
Outturn Variance: £19,700 Favourable

The favourable variances related mainly to staff vacancy savings.

Line 13: Youth Service

Outturn Variance: £21,100 Favourable

In addition to general staff vacancy savings the favourable variance includes income generated by the Youth Centres during 2006/2007, which have been transferred to Reserves as included at 6.2 of the report

In recognition of their projected outturn position the Youth Service agreed in January to match fund a Youth Opportunities Capital Fund project to improve Greatham Community Centre. This is also included in 6.2 of the report.

- 6.1.5 As reported to Members throughout the year, owing to the complexities of the DSG and in particular, the ring fencing requirement, the Department's outturn needs to be considered as follows: -

Table 1

Funding	2006/2007 Budget including Reserves £'000	2006/2007 Actual Outturn £'000	2006/2007 Variance Adverse/ (Favourable) £'000
Schools – DSG	48,529.6	48,529.6	0.0
Centrally Retained – DSG	5,933	5,891.2	(42.2)
	54,463.0	54,420.8	(42.2)
LA	16,817.0	16,191.5	(625.5)
Transfer to Reserves	-	568.7	568.7
Total	71,280.0	71,181.0	(99.0)

6.2 Contribution to Reserves

- 6.2.1 In accordance with the Council's Financial Procedure Rules, Strategic Risk Reserves totalling £568,700 have been agreed with the Chief Financial Officer.

- 6.2.2 The creations of these reserves will allow the future development of Children's Services, as follows: -

Carlton Outdoor Centre Refurbishment (£53,300)

The Carlton Centre is funded in accordance with a Joint Authority Service Level Agreement and this Reserve has been created from year-end revenue surpluses to contribute to capital redevelopment and improvement works. The Centre has recently reopened following Phase 1 of a major refurbishment and the Carlton Steering Group will be formulating plans for future improvements subject to available resources.

Standards Fund (£93,300)

This Reserve has been created to carry forward the LA's unspent contribution to match the Standards Fund Grant, which is awarded over an eighteen month spending period.

Building Schools for the Future (£228,900)

This Reserve has been created to fund the LA's project management and revenue implementation costs relating to the BSF project.

Playing for Success (£50,500)

This Reserve originated from income generation in 2005/2006 and the 2006/2007 favourable variance on this budget will be carried forward and used to support a joint project with Hartlepool United Football Club.

Interim Transport Manager (£36,500)

The Department's vacant Pupil Support Manager post was put forward for deletion as part of the Department's 2007/2008 savings proposals. However, owing to the need to review all home to school transport contracts from 1st September, 2007 and assess the transport implications of the Education and Inspections Act there was a need to employ an interim Transport Manager. A consultant was employed from April and this Reserve will be utilised throughout 2007/2008.

Behaviour and Attendance (£27,000)

This Reserve has been created to fund alternative curriculum access from independent providers for three pupils to enable them to be reintegrated from A2L into mainstream schools.

Teenage Pregnancy (£15,500)

This Reserve has been created from the sale of teaching packs for primary schools to local Primary Care Trusts and funding will be reinvested in teenage pregnancy preventative measures during 2007/2008.

Access to Learning (A2L) (£11,200)

The Department's A2L service is funded entirely from the centrally retained element of the Dedicated Schools Grant and is ring fenced. This Reserve will be utilised during 2007/2008 to fund transitional costs of creating the new service as outlined at 6.1.2, Line 10 above.

Transitional Support (£31,000)

The Transitional Support Fund is a ring fenced element of the schools budget allocated from the Dedicated Schools Grant and managed by the

Schools Forum. Funding is allocated to schools in exceptional difficulties in accordance with criteria set by the Forum. As part of the statutory budget consultation exercise the value of DSG that is “top sliced” for Transitional Support each year is determined based on likely commitments and the value of unspent funds carried forward from year to year.

Youth Service (£21,500)

This Reserve is the result of income of £8,500 generated by the Youth Centres during 2006/2007 from membership fees and sales income. This funding is to be used by the Youth Service on activities for young people and is typically spent on implementing ICT and vehicle replacements.

In addition, the Youth Service agreed to allocate £13,000 from its 2006/2007 budget to match fund Hartlepool Grant Givers’ (Youth Opportunities Capital Fund) allocation to improve Greatham Community Centre. This scheme was approved in January but was not completed until after the year-end.

6.3 School Balances as at 31st March, 2007

6.3.1 **Appendix F.2** shows analysis of school balances over the last three years. At 31st March, 2007, net school balances were £3,154,000 reflecting a reduction of 18% over the previous year-end figures. However, the overall reduction reflects the fact that three schools have fallen into deficit.

6.3.2 The level of school balances has been regularly reported to the Schools Forum and was challenged during the JAR inspection. It is recognised that schools may hold relatively high levels of reserves for strategic purposes linked to their development plans. Conversely they should not sit on “excessive” high levels of uncommitted balances at the detriment of providing Education services to today’s pupils. The DCSF have recently completed a consultation exercise which has resulted in the statutory claw back of 5% of all school balances in future years.

6.3.3 In line with best practise the Department has requested additional information from schools regarding their planned use of balances this year as discussed and agreed by the Schools Forum. Information is still awaited from thirteen schools and it is not possible at this time to provide a full analysis of the intended use of all school balances held at 31st March, 2007.

6.3.4 The table below summarises the known position and a full analysis will be reported to the Schools Forum in October: -

Table 2 - Summarised School Balances 2006/2007

Purpose Held	Nursery £'000	Primary £'000	Secondary £'000	Special £'000	Total £'000	%of Total
Setting Budget for 2007/2008		359	220	169	748	23.7
ICT Developments		52	101		153	4.8
Premises	5	110	231		346	11.0

APPENDIX 1

Improvements						
Capital Projects		196	29		225	7.1
Pupil Number Changes	13	95			108	3.4
Workforce Remodelling		182			182	5.8
Other Specific Purposes		76			76	2.4
Sub Total	18	1,070	581	169	1,838	58.3
General		378	100	13	490	15.5
Outstanding (13 schools)		866	297		1,163	36.9
Deficit Recovery		(54)	(283)		(337)	(10.7)
Total	18	2,260	695	182	3,154	100.0

6.3.5 Key points to note are: -

- Three schools are in deficit and the LEA is working closely with those schools to formulate recovery plans with a view to returning the schools to a surplus position within a maximum of three years.
- General Reserves (including all Reserves held by schools who have yet to return their information – worst case scenario) equate in total to 3.9% of 2007/2008 budgets for primary schools and 1.4% of 2007/2008 budgets for secondary schools. DCSF guidelines are 5% and 3% respectively.

6.4 Community Facility Balances 31st March, 2007

6.4.1 **Appendix F.3** shows an analysis of the Community Facility opening and closing balances for 2006/2007. There are a number of different types of community facility operating within schools including sports facilities, E Learning and Early Years facilities, many of which have received external funding towards set up and in some cases ongoing operating costs.

6.4.2 The full financial implications of each facility must, however, be separately accounted for as required in the Scheme for Financing Schools. Fundamentally there must be no cross subsidisation between the facility and the school budget share. Any deficits generated by a Community Facility must therefore be carried forward and funded from the following financial year.

7. ADULT & PUBLIC HEALTH SERVICE PORTFOLIO

7.1 Revenue Outturn 2006/2007

7.1.1 Details of the Adult & Public Health Service outturn position are shown at **Appendix G**, which compares actual expenditure against the approved budget plus departmental reserves created in previous years.

7.1.2 **Appendix G** shows that the net outturn position is expenditure of £23,373,500 against a budget of £23,565,300 resulting in a favourable variance of £191,800 which will be transferred to contribute towards the Neighbourhood Services overspend. This outturn position is after contributions from Reserves of £424,100.

7.1.3 The main revenue expenditure variances to bring to Member's attention are:-

Line 2: Consumer Services

Outturn Variance: £111,200 Favourable

Following the implementation of the Licensing Act, license income has been higher than initially anticipated. This favourable variance reflects this increase in fee income and also reflects a one off release of accumulated reserves of approximately £75,000. It is not anticipated that this will continue in future years and the expectation is that a much reduced additional stream of licensing income will be achieved in future years. This reduced sum is still expected to be higher than originally anticipated and will be used to assist in mitigating the overspend position in Environmental Standards.

Line 3: Environmental Standards

Outturn Variance: £31,200 Adverse

This adverse variance relates to a reduced level of income received from the operation of the open markets. It is not envisaged that this situation will improve and budgets will be realigned from Consumer Services to address this problem in 2007/2008.

Line 4: Adult Education

Outturn Variance: £23,100 Favourable

This favourable variance is the result of expenditure against the Adult Education Special Projects Reserve being lower than anticipated as some projects have been rephased to future years.

Line 6: Home Care

Outturn Variance: £65,900 Favourable

The reconfiguration of the service and the development of alternative services to assist people to live at home contributed to this favourable variance. It will be offset by expenditure in those alternative services, e.g. support to people with sensory loss and associated disabilities, who were awaiting assessments for specialist aids and adaptations.

This variance is sustainable and savings of £95,000 (200 hours) have been identified in the 2007/2008 budget.

Line 7: Learning Disabilities

Outturn Variance: £162,000 Adverse

Increased demand for services resulted in additional costs relating to direct payments creating a £65,000 adverse variance. This pressure continued into 2007/2008, but the savings from older people residential care budget

have been used to fund the pressure on Direct Payments across the department.

However, residents' care income was higher than anticipated by £54,000.

Agency staff costs were £36,000 overspent owing to the need to provide safe and effective staffing levels to cover for ill health/absence. This is being addressed and will reduce in 2007/2008.

Transport costs for day services were £104,000 higher than anticipated. There is a corporate procurement exercise underway regarding transport to reduce these costs in 2007/2008.

Line 9: Older People Purchasing **Outturn Variance: £610,700 Favourable**

The favourable variance results from additional income received from house sales (£65,000) and an increasing trend in income from service users who pay the full amount for their care (£440,000). The accounts also include one off income outstanding from previous years. Net of bad debt provision this totalled £88,500. There was also a £150,000 managed underspend created from a reduction in placements to residential care to reinvest in community based services in 2006/2007 and 2007/2008. This followed the departmental strategy to provide more community based services in line with Government initiatives.

However, there continues to be increased demand in the number of short term intermediate care beds to support early discharge from hospital and to avoid inappropriate hospital admission (£87,000). There also continued to be significant expenditure to fund additional care and support needs by the use of Direct Payments as an alternative to expensive residential placements (£129,000).

Most of this variance (£456,700) offset increased demographic and demand pressures elsewhere in Adult & Community Services and the balance was used to support the overall budget position (£154,000).

The favourable net variance is sustainable and the savings have been applied in the 2007/2008 budget, to fund the increased demands relating to demographic pressures and the requirement to support as many people to remain in their own homes for as long as possible.

The Council has a legal duty to offer choice and many people are choosing the more flexible option of Direct payments resulting in pressure on Direct Payments costs across the department.

Line 10: Physical Disabilities **Outturn Variance: £128,300 Adverse**

The adverse variance related to increased demand for Direct Payments.

In 2007/2008 the savings from older people residential care budget have been used to fund the increased demand and consequent pressure on Direct Payments across the department.

Line 11: Sensory Loss
Outturn Variance: £45,000 Adverse

The adverse variance relates to additional 'one off' expenditure on agency staff employed to cover a senior officer's secondment and interpreter fees.

Line 13: Support Services
Outturn Variance: £251,200 Adverse

The adverse variance was the result of recruitment and advertising for Assistant Director posts, a one off cost resulting from a long term sickness absence, Information Technology software licences, expenditure on the Life Channel and on security and maintenance costs at Briarfields.

Agency cover totalling £42,000 contributes to overall adverse variance for support services.

Most of these costs are 'one-off' expenditure, particularly in relation to the Assistant Director posts, Briarfields, the Life Channel and agency cover. An ongoing pressure has been recognised in relation to Information Technology.

8. FINANCE PORTFOLIO

8.1 Revenue Outturn 2006/2007

8.1.1 Details of the Finance outturn position are shown at **Appendix H**, which compares actual expenditure against the approved budget plus departmental reserves created in previous years.

8.1.2 **Appendix H** shows that the net outturn position is expenditure of £1,459,100 against a budget of £1,733,000, resulting in a favourable variance of £273,900 which will be transferred to contribute towards the Neighbourhood Services overspend. This outturn position is after contributions from Reserves of £534,100 and contributions to Reserves of £192,200 (see paragraph 8.2).

8.1.3 The main revenue expenditure variances to bring to Members attention are:-

Line 1: Accountancy
Outturn Variance: £46,500 Favourable

The favourable variance arises from temporary staff savings.

A Reserve of £30,000 has been created (see 8.2) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variances.

Line 2: Benefits

Outturn Variance: £24,100 Favourable

The favourable variance, along with the variance on lines 5 and 7, arises from temporary staff savings pending a Revenue and Benefit Section restructure which has incurred some unforeseen delays and is now expected in Autumn, 2007.

A Reserve of £40,000 was utilised within 2006/2007 for Benefit Agency Staff as budgeted for in year.

Reserves of £40,000, £20,000, £30,000 and £7,000 have been created (see paragraph 3.1) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variances.

Line 3: Internal Audit

Outturn Variance: £71,800 Favourable

The favourable variance arises from maternity leave within the section being covered by existing resources.

A Reserve of £60,000 was utilised within 2006/2007 for Early Retirement costs (£58,400) as budgeted for in year.

A Reserve of £45,200 has been created (see paragraph 8.2) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variance.

Line 5: Revenue

Outturn Variance: £14,700 Favourable

The favourable variance, along with the variance on lines 2 and 7, arises from temporary staff savings pending a Revenue and Benefit Section restructure which has incurred some unforeseen delays and is now expected in Autumn, 2007.

A Reserve of £40,000 was utilised within 2006/2007 for Benefit Agency Staff as budgeted for in year.

Reserves of £40,000, £20,000, £30,000 and £7,000 have been created (see paragraph 3.1) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variances.

Line 7: R & B Central

Outturn Variance: £141,700 Favourable

The favourable variance, along with the variance on lines 2 and 5, arises from temporary staff savings pending a Revenue and Benefits Section restructure which has incurred some unforeseen delays and is now expected in Autumn, 2007.

A Reserve of £40,000 was utilised within 2006/2007 for Benefit Agency Staff as budgeted for in year.

Reserves of £40,000, £20,000, £30,000 and £7,000 have been created (see paragraph 3.1) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variances.

Line 8: Legal Service

Outturn Variance: £8,500 Favourable

The favourable variance arises from the Reserve contributed to Legal Services from Corporate Strategy. The Legal staffing reserve of £20,000 was fully utilised, with the balance of the Corporate Strategy Reserve (£8,500) beginning carried forward to be utilised in 2007/2008.

Line 9: Miscellaneous

Outturn Variance: £342,600 Favourable

The favourable variance arises from a combination of adverse and favourable variances.

Adverse variance of £324,800, owing to reduced income from the Shopping Centre, which is directly related to the Shopping Centre occupancy rate.

Adverse variance of £25,000 on Elections owing to the increase in the number of postal voters and also the extension of polling from 13 hours to 15 hours, for all elections. A pressure of £30,000 has been identified and allocated for 2007/2008. The remainder of the adverse variance relates to two by-elections that are one-off costs. The number of postal voters is steadily increasing thus creating additional budget pressures year on year. A review of polling districts/places is being undertaken in 2007/2008. If this review identifies that the number of polling stations can be reduced, elections can be met from existing resources. The result of the review will not be known until December, 2007.

Adverse variance of £70,200 owing to reduced income from the Assisted Car Purchase Scheme. The ongoing variance was highlighted within the 2007/2008 budget process, with the adverse variance within 2006/2007 being funded from underspends on other areas, but this will not be sustainable. Action has been approved by the Finance Portfolio to make the

Car Loan Scheme more attractive. However, other providers continue to provide extremely competitive deals.

Favourable variance £638,000 owing to a better recovery rate on benefit subsidy income.

Reserves have been utilised as follows: -

- The Way Forward – Q Learning Management Development of £34,000 fully utilised.
- The Way Forward – Business Process Re-Engineering of £75,800 has been slipped into 2007/2008.
- The Way Forward – ICT/Flexible & Remote Access of £200,800 fully utilised.
- Finance – IT Investment of £99,600 has been slipped into 2007/2008.

8.2 Contribution to Reserves

8.2.1 In accordance with the Council's Financial Procedure Rules, Strategic Risk Reserves totalling £192,200 have been agreed with the Chief Financial Officer.

8.2.2 The creations of these reserves will allow the future development of Finance, as follows: -

Finance – Accountancy Section (£30,000)

This Reserve was created to fund temporary staffing requirements during closure of the statutory 2006/2007 accounts owing to the secondment of the Chief Accountant to the implementation of Single Status.

Finance – Audit Section (£45,200)

This Reserve was created to fund an Audit software package.

Finance – Agency Staff R & B (£40,000)

This Reserve was created to fund temporary staffing requirements until the completion of the Revenue and Benefits Section restructure.

Finance – IT Developments R & B (£20,000)

This Reserve was created to fund IT developments within the Revenues and Benefits Section.

Finance – Relocation Mayor’s Office (£20,000)

This Reserve was created to contribute towards the relocation and refurbishment of the Mayor’s Office.

Finance – R & B Refurbishment (£30,000)

This Reserve was created for floor coverings, blinds and furniture for the refurbishments on Level 2 of the Civic Centre.

Finance – R & B Training and Development (£7,000)

This Reserve was created for special training and development within the Revenues and Benefits Section.

9. PERFORMANCE MANAGEMENT PORTFOLIO

9.1 Revenue Outturn 2006/2007

9.1.1 Details of the Performance Management outturn position are shown at **Appendix I**, which compares actual expenditure against the approved budget plus departmental reserves created in previous years.

9.1.2 **Appendix I** shows that the net outturn position is expenditure of £4,609,400 against a budget of £3,023,300, resulting in an adverse variance of £1,586,100. Excluding the adverse variance for Neighbourhood Services Internal Works (Line 3) which is explained below, there is an adverse variance that is offset by the favourable variance on the Finance Portfolio. This outturn position is after contributions from Reserves of £546,700 and contributions to Reserves of £46,700 (see paragraph 9.2).

9.1.3 The main revenue expenditure variances to bring to Member’s attention are:-

Line 3: Neighbourhood Services Internal Works Outturn Variance: £1,437,000 Adverse

The main element of this variance is owing to a one off payment of £1,317,000, which was the cost of the buy out of future bonus payments for an eighteen month period. This has been funded from General Fund balances. The remainder of the variance is the result of lower than expected income.

Line 7: Corporate Strategy & Public Consultation Outturn Variance: £238,900 Favourable

The favourable variance arises from slippage of projects which were to be funded from Reserves from 2006/2007 into 2007/2008 (£184,000) and from temporary staff secondment arrangements that were in place during 2006/2007 (£54,000). The savings are therefore not sustainable.

A Reserve of £34,400 has been created (see paragraph 3.1) and the remaining favourable variance was contributed towards the Neighbourhood Services and Human Resources adverse variances.

Line 10: Other Office Services

Outturn Variance: £57,500 Adverse

As reported during the year the adverse variance is the result of reduced fee income from Land Searches. The area was highlighted a corporate pressure for the 2007/2008 budget and will need to be included as a pressure in the 2008/2009 budget setting process.

A Reserve of £24,000 was utilised on LLPG Staff and Training as budgeted for.

Line 11: Printing

Outturn Variance: £25,800 Favourable

The favourable variance arises from the trading arm of the Reprographics Unit over recovering income, mainly owing to the high volume of work completed and reduced machine costs following replacement of equipment. The income may not be sustainable as it is dependent upon departments continuing to produce printed work. The Council is currently considering its photocopying/printing options and this review may impact on service provision.

A Reserve of £27,000 which was budgeted in 2006/2007 has now been slipped into 2007/2008.

Line 12: Human Resources

Outturn Variance: £17,900 Adverse

The adverse variance mainly relates to a reduction in income from internal customers following changes in Service Level Agreements (£67,000). This has been identified as a pressure in the 2007/2008 budget setting process. An adverse variance of £13,500 occurred against employee costs which related to additional expenditure on advertisements and the provision of training and a further adverse variance of £12,000 occurred against Trade Union Representative which is mainly owing to payment of bonus throughout the year and a one off bonus payment.

Reserves have been utilised as follows: -

- Organisational & Corporate Workforce Development (£51,000) has been slipped in 2007/2008 owing to the Celebrating Success event being delayed until 2007/2008, slippage of E-Learning and Workforce Development projects until the adoption of the Workforce Development strategy in March, 2007, Talent Pool expenditure being funded externally and monies earmarked for Members not being utilised pending consideration by the Member Development Group.

- Corporate Diversity (£11,000) fully utilised.
- Employee Wellbeing (£25,000) fully utilised.
- Human Resources Service improvement (£6,400) being slipped for Peer review and Team Building until changes currently in progress have been completed.
- Resource Investment (£14,500) slipped into 2007/2008 owing to accommodation costs associated with Human Resources moving to the Windsor being less than originally anticipated.
- Two reserves of £4,500 and £7,800 have been created (see paragraph 9.2).

Line 13: Training and Equality
Outturn Variance: £21,900 Favourable

The favourable variance is owing to one-off staff vacancies for the first quarter of the year. Also a Reserve for the National Graduate Trainee Post £28,000, having a favourable variance of £19,100 which has been carried forward into 2007/2008 and is expected to be fully utilised once a new appointee takes up post on 3rd September, 2007.

A Reserve of £3,000 was fully utilised as a contribution towards the administration of the Interpreting Service.

Line 14: Contact Centre
Outturn Variance: £5,400 Favourable

The favourable variance is owing to a Reserve for Contact Centre Staffing (£65,000) not being fully utilised, having a favourable variance of £4,900 which has been carried forward into 2007/2008. The Reserve will be required within 2007/2008 to continue to fund Franking Machine software updates.

Reserves have been utilised as follows: -

- A Reserve of £40,000 was fully utilised a contribution towards the maintenance of the Contact Centre System.
- A Reserve of £45,900 was fully utilised a contribution towards the Contact Centre from the Way Forward.
- A Reserve of £15,000 was fully utilised a contribution towards the Contact Centre from Corporate Strategy.

9.2 **Contribution to Reserves**

9.2.1 In accordance with the Council's Financial Procedure Rules, Strategic Risk Reserve totalling £46,700 have been agreed with the Chief Financial Officer.

9.2.2 The creation of these reserves will allow the future development of Chief Executive's, as follows: -

Corporate Strategy (£34,400)

This Reserve was created to support the Corporate Strategy Section with Performance Management Development, Divisional costs relating to the Civic Centre Refurbishment, ICT Implementation and Enhancing the Council Profile.

HR – Support to Members (£7,800)

This Reserve was created to fund Members development with ICT Training.

HR – Election Services (£4,500)

This Reserve was created to fund scanning equipment linked with the increase in postal votes, following changes in legislation.

10. **RECOMMENDATIONS**

10.1 Members note the report.

High Risk Budget Areas by Department

Appendix A

Best Value Unit / Best Value Sub Unit	2006/2007 Budget £'000	2006/2007 Outturn £'000	2006/2007 Variance (Favourable) / Adverse £'000
Adult & Community Services			
Older People Purchasing	6,419.2	5,679.8	(739.4)
Learning Disabilities Purchasing	967.8	789.2	(178.6)
Occupational Therapy Team	91.0	139.0	48.0
Arts, Events & Museums, Sports & Recreation	(1,508.4)	(1,594.4)	(86.0)
Building Maintenance	285.3	309.3	24.0
Foreshore	119.1	108.4	(10.7)
Total	6,374.0	5,431.3	(942.7)
Regeneration & Planning			
Planning Building Control	180.9		
Economic Development	1,180.9		
Total	1,180.9	0.0	0.0
Neighbourhood Services			
Engineers, Traffic & Road Safety, Highways, Highways & Transportation & Transportation	5,856.1	6,070.5	214.4
Housing Services	668.0	701.9	33.9
Property Services	(28.7)	(30.3)	(1.6)
Total	6,495.4	6,742.1	246.7
Corporate Budgets			
Centralised Estimates	5,816.3		
Total	5,816.3	0.0	0.0
Children's Services			
Individual School Budget	48,872.6	48,872.6	0.0
Individual Pupils Budget for SEN	1,092.4	1,098.9	6.5
Home to School Transport Costs	1,485.0	1,384.2	(100.8)
Broadband Contract	278.7	252.9	(25.8)
Independent School Fees	245.6	231.2	(14.4)
Extra District Charges/Income	443.7	434.7	(9.0)
Youth Service Staffing	702.7	622.7	(80.0)
Independent Foster Placements	1,000.0	979.0	(21.0)
Total	54,120.7	53,876.2	(244.5)

Line No	Description of Expenditure	Projected Outturn Position		
		2006/07 Approved Budget	2006/07 Actual Expenditure / Income	2006/07 Variance: Adverse/ (Favourable)
		£'000	£'000	£'000
	TABLE 1 - Departmental Expenditure			
1	Adult & Community Services	28,893.9	28,739.8	(154.1)
2	Childrens Services (excl Schools)	22,750.3	22,651.3	(99.0)
3	Neighbourhood Services	14,347.0	16,190.4	1,843.4
4	Regeneration & Liveability	4,859.8	4,811.9	(47.9)
5	Resources	4,090.9	3,939.6	(151.3)
6	Total Departmental Expenditure	74,941.9	76,333.0	1,391.1
	TABLE 2 - Corporate Costs			
	EXTERNAL REQUIREMENTS			
7	Probation and Coroner's Court	168.2	175.2	7.0
8	North Eastern Sea Fisheries Precept	30.7	30.2	(0.5)
9	Land Drainage Levy	43.0	42.5	(0.5)
10	Discretionary Rates	31.0	54.5	23.5
11	Parish Precepts	15.0	14.5	(0.5)
	CORPORATE COMMITMENTS			
12	Northgate Information Partnership	0.0	(1.4)	(1.4)
13	Audit Fees	319.0	324.4	5.4
14	Centralised Estimates/Debt Rescheduling Savings	5,740.5	4,441.1	(1,299.4)
15	Repurchase of Borrowing	0.0	(1,990.2)	(1,990.2)
16	Insurances	0.0	0.0	0.0
17	Risk Management (see line 60)	0.0	28.2	28.2
18	Designated & Custodian Authority Costs	171.0	75.2	(95.8)
19	Pensions	437.0	368.2	(68.8)
20	Members' Allowances	330.6	331.0	0.4
21	Mayoral Allowance	71.2	67.1	(4.1)
22	Emergency Planning (see line 65)	86.2	71.4	(14.8)
	NEW PRESSURES			
23	Increased Pensions Contributions	(150.0)	0.0	150.0
24	Contingency - Loss Of External Support	540.0	507.6	(32.4)
25	Contingency - General	21.0	7.5	(13.5)
26	Planning Grant Termination	150.0	0.0	(150.0)
27	Tees Valley Regeneration Contribution	50.0	45.0	(5.0)
28	HMS Trincomalee Support	3.0	0.0	(3.0)
29	Supporting People	77.9	0.0	(77.9)
30	Extension of Recycling Scheme	110.0	0.0	(110.0)
31	Strategic Contingency	1,328.9	0.0	(1,328.9)
32	Final Council Commitments	230.0	75.0	(155.0)
33	Benefit Subsidy	(150.0)	0.0	150.0
34	Procurement and Contract Centre Savings	(400.0)	(150.0)	250.0
35	Secure Remand - Corporate Contribution	5.0	4.9	(0.1)
36	Tall Ships Preparation	0.0	15.5	15.5
37	Teesside Airport Study	0.0	0.9	0.9
38	Surplus School Rates Budget (see line 67)	51.3	0.0	(51.3)
39	Advice	0.0	6.5	6.5
40	LABGI Grant (see line 68)	0.0	(369.7)	(369.7)
41	Contribution RTB Share Income (see line 69)	0.0	(651.0)	(651.0)
42	Pooled Receipts	0.0	(31.8)	(31.8)
43	Pooled Receipts for Government Pool	0.0	31.8	31.8
44	Termination Costs (see line 59)	16.0	278.2	262.2
45	LATS (see line 66)	0.0	(134.1)	(134.1)
46	Minor Works Contribution	0.0	79.0	79.0
47	Schools Community Facilities	0.0	8.4	8.4
48	Cost of Land Sales (see line 63)	0.0	59.0	59.0
	<u>Agreed for 2007/8 Budget Setting - Council 15th February</u>			
49	Contribution to Equal Pay Provision	0.0	500.0	500.0
	<u>Agreed for 2006/7 Outturn Strategy - Cabinet 11th June</u>			
50	Director Of Public Health Contribution	40.0	40.5	0.5
51	Ghosts Ships Provision	0.0	469.7	469.7
52	Total Corporate Costs	9,366.5	4,824.8	(4,541.7)
	<u>Reserve Movements (details in Table 3)</u>			
53	Corporate Contributions from Specific Reserves	0.0	(1,447.1)	(1,447.1)
54	Corporate Contributions to Specific Reserves	65.0	5,879.1	5,814.1
55	Budgeted Contributions from Corporate Reserves	(2,207.0)	(2,207.0)	0.0
56	Other Corporate Contribution	(645.0)	(644.7)	0.3
57	Total General Fund Expenditure	81,521.4	82,738.1	1,216.7

Line No	Description of Expenditure	Projected Outturn Position		
		2006/07 Approved Budget £'000	2006/07 Actual Expenditure / Income £'000	2006/07 Variance: Adverse/ (Favourable) £'000
Line No	Description of Expenditure	2006/07 Approved Budget £'000	2006/07 Actual Expenditure / Income £'000	2006/07 Variance: Adverse/ (Favourable) £'000
	<u>TABLE 3 - Reserve Movements</u>			
	<u>Corporate Contributions from Specific Reserves</u>			
58	Contribution from Pensions Contributions Reserve	0.0	(403.2)	(403.2)
59	Contribution for Termination Costs (see line 44)	0.0	(262.0)	(262.0)
60	Contribution from Insurance Risk Management Reserve (see line 17)	0.0	(28.2)	(28.2)
61	Corporate Reserve	0.0	(63.7)	(63.7)
62	LPSA Reward Grant	0.0	(568.0)	(568.0)
63	Cost of Land Sales Reserve (see line 48)	0.0	(59.0)	(59.0)
64	Specific Reserves Adjustment	0.0	(63.0)	(63.0)
	<u>Corporate Contributions to Specific Reserves</u>			
65	Contribution to Emergency Planning Reserve (see line 22)	0.0	5.1	5.1
66	Contribution to LATS Reserve (see line 45)	0.0	134.1	134.1
67	Contribution to School Rates Reserve (see line 38)	0.0	51.3	51.3
68	Contribution to LABGI Reserves (see line 40)	0.0	369.6	369.6
69	Contribution RTB Share Income Reserve (see line 41)	0.0	651.0	651.0
70	Contribution of Additional Dedicated Schools Grant to Education Reserve	65.0	65.0	0.0
	<u>Agreed for 2007/8 Budget Setting - Council 15th February</u>			
71	Budget Support Fund	0.0	1,060.0	1,060.0
72	Custodian Properties	0.0	100.0	100.0
73	CRB Checks	0.0	70.0	70.0
74	Single Status Implementation	0.0	150.0	150.0
75	Termination Costs	0.0	194.0	194.0
76	LPSA Reward Grant Reserve	0.0	389.0	389.0
77	Tall Ships	0.0	800.0	800.0
	<u>Agreed for 2006/7 Outturn Strategy - Cabinet 11th June</u>			
78	Bonus Payments Buyout	0.0	1,300.0	1,300.0
79	Job Evaluation Protection	0.0	400.0	400.0
80	Swimming Pool Maintenance	0.0	90.0	90.0
81	Community Facilities	0.0	50.0	50.0
	<u>Budgeted Contributions from Corporate Reserves</u>			
82	RTB Income Reserve	(1,000.0)	(1,000.0)	0.0
83	Fundamental Budget Review Reserve	(1,000.0)	(1,000.0)	0.0
84	Contribution to/(from) 2003/04 Budget Support Fund	(96.0)	(96.0)	0.0
85	Contribution to/(from) 2005/06 Budget Support Fund	(400.0)	(400.0)	0.0
86	Contribution to/(from) 2007/08 Budget Support Fund	489.0	489.0	0.0
87	Stock Transfer Reserve	(200.0)	(200.0)	0.0
	<u>Other Corporate Contribution</u>			
88	Population Grant Adjustment-2005/2006 & 2006/2007	(645.0)	(644.7)	0.3
89	Total Reserve Movements	(2,787.0)	1,580.3	4,367.3

Budget Heading	Description of Efficiency (E) /Saving (S)	Value of efficiency/ saving £'000	Outturn £'000	Comments
Development Control	E - National fee increases introduced on 1.4.05 and relatively high numbers of applications compared with previous years. No increase in processing staff and targets and ODPM expectations met	60	60	
Landscape Planning	S - Review of charging for the graphics design service	10	2	
Community Safety	E - Contribution to mediation service	10	12	
Economic Development	S - Contribution to sub regional partnerships	13	21	
Youth Offending	E - Contribution from another local authority to share Youth Offending carer provision	15	15	
Community Safety	S - Renegotiation of Security Contract	20	0	Re-negotiation of contract did not take place when expected.
Totals		128	110	

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/ Income	2006/07 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=C + D)	Col. F	Col. G (G=F-E)
		£'000	£'000	£'000	£'000	£'000
1	Administration	0.0	128.7	128.7	0.0	(128.7)
2	Building Control	134.4	0.0	134.4	151.4	17.0
3	Community Safety	686.0	0.0	686.0	714.8	28.8
4	Community Strategy	225.9	0.0	225.9	243.2	17.3
5	Development Control	204.5	26.1	230.6	165.5	(65.1)
6	Drug Action Team	0.3	10.0	10.3	3.8	(6.5)
7	Economic Development	1,154.5	0.0	1,154.5	1,209.3	54.8
8	Landscape & Conservation	322.0	15.2	337.2	341.0	3.8
9	Planning Policy & Regeneration	1,315.8	240.9	1,556.7	1,433.8	(122.9)
10	Youth Offending Service	283.4	137.0	420.4	355.9	(64.5)
11	Environment	6,144.3	30.0	6,174.3	6,427.7	253.4
12	Environmental Action	234.8	0.0	234.8	245.2	10.4
13	Town Care Management	123.0	0.0	123.0	141.7	18.7
14	Housing Services	533.0	135.0	668.0	701.9	33.9
15	Minor Works	0.0	43.2	43.2	79.3	36.1
16	Contribution from Reserves	0.0	(766.1)	(766.1)	(721.1)	45.0
17	GROSS OUTTURN	11,361.9	0.0	11,361.9	11,493.4	131.5
18	Contribution to Reserves	0.0	0.0	0.0	103.1	103.1
19	NET OUTTURN	11,361.9	0.0	11,361.9	11,596.5	234.6

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
		£'000	£'000	£'000
Table A , Line 1	Secretary to Divisional Heads post	13.3	13.3	0.0
Table A , Line 1	Support Services Information Assistant	4.7	4.7	0.0
Table A , Line 1	Backscanning Project	80.0	0.0	(80.0)
Table A , Line 1	Housing Reserve	20.0	0.0	(20.0)
Table A , Line 1	Franking Equipment	10.7	10.7	0.0
Table A , Line 5	Development Control Monitoring Officer	20.8	20.8	0.0
Table A , Line 5	Development Control Information Officer	5.3	5.3	0.0
Table A , Line 6	Drug Action Team Accommodation Reserve	10.0	3.5	(6.5)
Table A , Line 7	Economic Devt Reserve - Staff costs BEC	0.0	25.2	25.2
Table A , Line 8	Conservation Area Approval	15.2	15.2	0.0
Table A , Line 9	Local Development Framework Studies	101.0	42.4	(58.6)
Table A , Line 9	Morrisons Traffic Management Project	15.0	15.0	0.0
Table A , Line 9	Major Regeneration Project (Victoria Harbour)	50.0	50.0	0.0
Table A , Line 9	Contribution towards North Hartlepool Partnership	50.7	44.5	(6.2)
Table A , Line 9	Regeneration Team Staffing	24.2	24.2	0.0
Table A , Line 10	Youth Offending - match for YIP scheme	75.0	50.1	(24.9)
Table A , Line 10	Youth Offending - Careworks System	22.0	22.0	0.0
Table A , Line 10	NRF - Youth Offending - Football Project	35.0	35.0	0.0
Table A , Line 10	Corporate YOS Reserve	5.0	0.0	(5.0)
Table A , Line 16	Planning Grant	0.0	72.2	72.2
Table A , Line 14	Asylum seekers	35.0	35.0	0.0
Table A , Line 11	Shuttle Service	30.0	30.0	0.0
Table A , Line 14	Housing-Supporting People	100.0	122.7	22.7
Table A , Line 15	Capital Financing Account	43.2	79.3	36.1
		766.1	721.1	(45.0)

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/ Income	2006/07 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=C + D)	Col. F	Col. G (G=F-E)
		£'000	£'000	£'000	£'000	£'000
1	Engineering Consultancy	637.4	0.0	637.4	575.4	(62.0)
2	Transportation Management Account	481.9	0.0	481.9	506.2	24.3
3	Highways Management Account	278.3	0.0	278.3	328.7	50.4
4	Traffic Management	12.4	0.0	12.4	21.5	9.1
5	Transport Services	270.6	0.0	270.6	318.7	48.1
6	Car Parking	(657.0)	0.0	(657.0)	(514.2)	142.8
7	Traffic & Transportation	1,696.3	0.0	1,696.3	1,636.2	(60.1)
8	Highways Services	3,136.2	0.0	3,136.2	3,198.0	61.8
9	Allotments	56.3	0.0	56.3	56.2	(0.1)
10	Archaeology	29.2	0.0	29.2	27.7	(1.5)
11	Arts, Events & Museums	1,200.2	20.0	1,220.2	1,146.1	(74.1)
12	Community Support	786.2	50.0	836.2	680.9	(155.3)
13	Countryside	382.0	14.0	396.0	369.6	(26.4)
14	Foreshore	164.5	2.0	166.5	162.2	(4.3)
15	Libraries	1,862.4	0.0	1,862.4	1,837.5	(24.9)
16	Maintenance	307.3	0.0	307.3	331.5	24.2
17	Parks	487.7	0.0	487.7	481.6	(6.1)
18	Recharge Accounts	6.6	0.0	6.6	(3.3)	(9.9)
19	Sports & Recreation	1,369.6	5.0	1,374.6	1,400.9	26.3
20	Contribution from Reserves	0.0	(91.0)	(91.0)	(22.0)	69.0
	GROSS OUTTURN	12,508.1	0.0	12,508.1	12,539.4	31.3
21	Contribution to Reserves	0.0	0.0	0.0	103.8	103.8
	NET OUTTURN	12,508.1	0.0	12,508.1	12,643.2	135.1

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
		£'000	£'000	£'000
Table A , Line 11	Maritime Festival	20.0	20.0	0.0
Table A , Line 12	Seaton Community Centre	50.0	0.0	(50.0)
Table A , Line 13	Countryside	14.0	0.0	(14.0)
Table A , Line 14	Foreshore	2.0	2.0	0.0
Table A , Line 19	Action for Jobs	2.0	0.0	(2.0)
Table A , Line 19	Sports Awards	3.0	0.0	(3.0)
		91.0	22.0	(69.0)

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/ Income	2006/07 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=C + D)	Col. F	Col. G (G=F-E)
		£'000	£'000	£'000	£'000	£'000
1	Access to Education	2,488.6	80.0	2,568.6	2,343.6	(225.0)
2	Central Support Services	909.0	0.0	909.0	883.4	(25.6)
3	Children's Fund Partnership	0.0	0.0	0.0	0.0	0.0
4	Children, Young People and Families Support	8,762.1	49.0	8,811.1	8,735.7	(75.4)
5	Early Years	387.4	54.5	441.9	315.8	(126.1)
6	Information, Sharing & Assessment	74.3	62.0	136.3	182.8	46.5
7	Other School Related Expenditure	1,542.7	79.0	1,621.7	1,452.5	(169.2)
8	Play & Care of Children	136.7	24.5	161.2	162.3	1.1
9	Raising Educational Achievement	2,913.6	316.2	3,229.8	2,926.9	(302.9)
10	Special Educational Needs	2,724.4	81.0	2,805.4	2,923.2	117.8
11	Strategic Management	1,498.6	91.0	1,589.6	1,388.4	(201.2)
12	Youth Justice	302.6	0.0	302.6	282.9	(19.7)
13	Youth Service	1,010.3	0.0	1,010.3	989.2	(21.1)
14	Contribution from Reserves	0.0	(837.2)	(837.2)	(504.1)	333.1
	GROSS OUTTURN	22,750.3	0.0	22,750.3	22,082.6	(667.7)
15	Contribution to Reserves	0.0	0.0	0.0	568.7	568.7
	NET OUTTURN	22,750.3	0.0	22,750.3	22,651.3	(99.0)

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
Table A , Line 1	Building Schools for the Future	80.0	91.8	11.8
Table A , Line 4	Looked after Children	49.0	0.0	(49.0)
Table A , Line 5	Early Years Redundancy	54.5	0.0	(54.5)
Table A , Line 6	Information Sharing & Assessment - revenue	62.0	19.2	(42.8)
Table A , Line 6	Information Sharing & Assessment - capital	0.0	89.3	89.3
Table A , Line 7	Transitional Support	79.0	0.0	(79.0)
Table A , Line 8	Play & Care - Early Years	15.5	14.6	(0.9)
Table A , Line 8	Play & Care	9.0	0.0	(9.0)
Table A , Line 9	Standards Fund	289.2	289.2	0.0
Table A , Line 9	Playing for Success	27.0	0.0	(27.0)
Table A , Line 10	Access 2 Learning Centre	81.0	0.0	(81.0)
Table A , Line 11	Staff Accommodation	1.0	0.0	(1.0)
Table A , Line 11	Broadband	90.0	0.0	(90.0)
		837.2	504.1	(333.1)

SCHOOL BALANCES SUMMARY 2004/05 - 2006/07

SCHOOL	Summary over Years			Analysis of balances as at 31.3.07				
	Balance as at 31.3.05 £	Balance as at 31.03.06 £	Balance as at 31.03.07 £	Deficit Recovery £	Earmarked balances £	General reserves £	Budget share £	General reserves as % of budget %
	PRIMARY							
Barnard Grove	87,218	34,143	29,050	0	0	29,050	1,036,805	2.8%
Brougham	88,271	84,602	102,227	0	81,000	21,227	1,267,379	1.7%
Clavering	1,284	10,934	(30,747)	(30,747)	0	0	1,005,256	0.0%
Eldon Grove	99,983	93,615	46,741	0	45,238	1,503	1,560,910	0.1%
Elwick Hall	77,281	90,367	73,563	0	0	73,563	519,964	14.1%
Fens	336,442	352,608	232,234	0	183,000	49,234	1,560,150	3.2%
Golden Flatts	58,834	69,917	21,216	0	3,000	18,216	789,668	2.3%
Grange	129,483	171,544	135,725	0	110,000	25,725	1,487,232	1.7%
Greatham	70,195	111,461	46,318	0	46,318	0	556,187	0.0%
Hart	27,812	32,537	41,093	0	0	41,093	408,300	10.1%
Holy Trinity	64,110	72,053	60,976	0	23,224	37,752	761,514	5.0%
Jesmond Road	12,191	53,374	3,762	0	3,762	0	1,426,950	0.0%
Kingsley	120,156	117,460	133,004	0	133,004	0	1,664,388	0.0%
Lynnfield	19,221	21,503	46,071	0	41,071	5,000	1,324,685	0.4%
Owton Manor	100,459	66,673	65,968	0	57,507	8,461	997,464	0.8%
Rift House	50,073	90,517	74,282	0	70,000	4,282	840,559	0.5%
Rossmere	39,459	27,156	22,836	0	0	22,836	1,220,913	1.9%
Sacred Heart	148,206	150,463	113,593	0	0	113,593	1,493,210	7.6%
St Aidans	34,598	49,185	78,565	0	0	78,565	1,247,758	6.3%
St Begas	31,050	386	(23,577)	(23,577)	0	0	579,840	0.0%
St Cuthberts	75,410	57,875	91,267	0	48,548	42,719	983,022	4.3%
St Helens	117,578	98,268	101,244	0	66,665	34,579	989,499	3.5%
St John Vianney	71,861	74,423	130,075	0	0	130,075	829,931	15.7%
St Josephs	104,930	151,907	130,009	0	0	130,009	806,868	16.1%
St Teresa's	60,975	95,311	52,319	0	0	52,319	1,054,927	5.0%
Stranton	84,434	61,379	51,972	0	0	51,972	1,038,345	5.0%
Throston	76,069	74,777	124,283	0	99,001	25,282	1,098,251	2.3%
Ward Jackson	130,105	96,734	142,507	0	0	142,507	797,964	17.9%
West Park	65,196	101,609	99,852	0	31,080	68,772	1,120,506	6.1%
West View	65,067	30,830	63,652	0	28,652	35,000	1,177,937	3.0%
Total Primary	2,447,951	2,543,613	2,260,080	(54,324)	1,071,070	1,243,334	31,646,382	3.9%
SECONDARY								
Brierton	13,700	188,498	218,118	0	0	218,118	4,447,748	4.9%
Dyke House	212,086	240,384	115,581	0	65,500	50,081	4,691,820	1.1%
English Martyrs	193,854	161,437	140,449	0	140,449	0	6,340,435	0.0%
High Tunstall	367,808	393,860	424,542	0	375,000	49,542	5,134,253	1.0%
Manor College	83,165	4,391	(283,221)	(283,221)	0	0	4,378,385	0.0%
St Hilds	139,376	93,483	79,346	0	0	79,346	3,989,956	2.0%
Total Secondary	1,009,989	1,082,053	694,815	(283,221)	580,948	397,087	28,982,597	1.4%
SPECIAL								
Catcote	36,139	20,648	12,985	0	0	12,985	1,249,819	1.0%
Springwell	128,145	174,700	168,902	0	168,902	0	1,164,597	0.0%
Total Special	164,284	195,348	181,887	0	168,902	12,985	2,414,416	0.5%
Seaton Nursery	16,270	22,008	17,555	0	17,555	0	215,966	0.0%
Total Nursery	16,270	22,008	17,555	0	17,555	0	215,966	0.0%
TOTAL BALANCES	3,638,494	3,843,022	3,154,337	(337,545)	1,838,475	1,653,406	63,259,361	2.6%

Community Facility Balances as at 31st March 2007

Line no.	Cumulative Deficit / (Surplus) as at 31/03/2006 £	Community Facility	In-Year Deficit/(Surplus) for 2006/07 £	Cumulative Deficit / (Surplus) as at 31/03/2007 £
1	(66,413)	Dyke House City Learning Centre	(55,510)	(121,923)
2	71,722	Brierton Community Sports Facility	(71,722)	0*
3	(61,533)	St John Vianney Early Years Centre	84,829	23,296
4	1,973	West View Community Facility	(8,041)	(6,068)
5	46	Owton Manor Community Facility	1,566	1,612
6	(37,871)	Brougham Community Facility	3,571	(34,300)
7	(3,486)	High Tunstall Life Centre	(2,461)	(5,947)
8	(660)	Manor ESF Mole	(5,637)	(6,297)
9	0	Stranton Community Learning Centre	0	0
10	0	Lynfield Community Learning Centre	0	0
11	(96,222)	Total Balances carried forward	(53,405)	(149,627)

* The In-Year Surplus figure consists of a rates rebate and previously approved 2006/07 contributions towards the brought forward deficit position.

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/ Income	2006/07 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=C + D)	Col. F	Col. G (G=F-E)
		£'000	£'000	£'000	£'000	£'000
1	Supporting People	28.6	0.0	28.6	28.6	0.0
2	Consumer Services	916.4	25.0	941.4	830.2	(111.2)
3	Environmental Standards	378.4	12.0	390.4	421.6	31.2
4	Adult Education	0.0	80.0	80.0	56.9	(23.1)
5	Assessment & Care Management	3,480.2	194.3	3,674.5	3,676.3	1.8
6	Home Care	1,416.4	63.7	1,480.1	1,414.2	(65.9)
7	Learning Disabilities	4,262.8	0.0	4,262.8	4,424.8	162.0
8	Mental Health	1,156.3	0.0	1,156.3	1,107.1	(49.2)
9	Older People Purchasing	6,945.0	74.0	7,019.0	6,408.3	(610.7)
10	Physical Disabilities	1,486.5	0.0	1,486.5	1,614.8	128.3
11	Sensory Loss	298.1	35.0	333.1	378.1	45.0
12	Service Strategy	174.0	0.0	174.0	162.9	(11.1)
13	Support Services	3,022.6	0.0	3,022.6	3,273.8	251.2
14	Contribution from Reserves	0.0	(484.0)	(484.0)	(424.1)	59.9
	GROSS OUTTURN	23,565.3	0.0	23,565.3	23,373.5	(191.8)
15	Contribution to Reserves	0.0	0.0	0.0	0.0	0.0
	NET OUTTURN	23,565.3	0.0	23,565.3	23,373.5	(191.8)

Excludes

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
Table A , Line 3	Trading Standards Student Bursary	12.0	12.0	0.0
Table A , Line 2	Licensing	13.0	50.0	37.0
Table A , Line 2	Local Air Pollution	12.0	12.0	0.0
Table A , Line 4	Adult Education	80.0	56.9	(23.1)
Table A , Line 5	Early Retirement / Voluntary Redundancy Costs	144.0	144.0	0.0
Table A , Line 5	Supporting People	35.0	35.0	0.0
Table A , Line 5	Homecare Redundancies	49.3	49.3	0.0
Table A , Line 6	Homecare Redundancies	29.7	29.9	0.2
Table A , Line 9	PCT Income (Debt)	74.0	0.0	(74.0)
Table A , Line 11	Supporting People	35.0	35.0	0.0
		484.0	424.1	(59.9)

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/Income	2006/07 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=C + D)	Col. F	Col. G (G=F-E)
		£'000	£'000	£'000	£'000	£'000
1	Accountancy	(1.0)	0.0	(1.0)	(47.5)	(46.5)
2	Benefits	65.5	0.0	65.5	41.4	(24.1)
3	Internal Audit	32.8	60.0	92.8	21.0	(71.8)
4	Payments	0.0	0.0	0.0	0.0	0.0
5	Revenues	759.2	0.0	759.2	744.5	(14.7)
6	Fraud	154.7	40.0	194.7	194.2	(0.5)
7	R & B Central	641.8	0.0	641.8	500.1	(141.7)
8	Legal Service	25.0	55.0	80.0	71.5	(8.5)
9	Miscellaneous	55.0	563.4	618.4	275.8	(342.6)
10	Contribution from Reserve	0.0	(718.4)	(718.4)	(534.1)	184.3
11	GROSS OUTTURN	1,733.0	0.0	1,733.0	1,266.9	(466.1)
12	Contribution to Reserves	0.0	0.0	0.0	192.2	192.2
13	NET OUTTURN	1,733.0	0.0	1,733.0	1,459.1	(273.9)

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
Table A , Line 3	Audit - ERVS Costs	60.0	58.5	(1.6)
Table A , Line 6	Benefit Agency Staff	40.0	40.0	0.0
Table A , Line 8	Legal - Staffing Reserve	20.0	20.0	0.0
Table A , Line 8	Corporate Strategy - Legal Services	35.0	26.5	(8.5)
Table A , Line 9	TWF Q Learning Management Development	34.0	34.0	0.0
Table A , Line 9	TWF Business Process Re-Engineering	128.6	52.9	(75.8)
Table A , Line 9	TWF E Government GIS System	0.0	1.1	1.1
Table A , Line 9	TWF ICT/Flexible & Remote Access	200.8	200.8	0.0
Table A , Line 9	Finance - IT Investment	200.0	100.4	(99.6)
		<u>718.4</u>	<u>534.1</u>	<u>(184.3)</u>

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2006/2007

TABLE A

Line No	Description of Best Value Unit	Outturn Position				
		2006/07 Approved Budget	2006/07 Use of Reserves	2006/07 Total Budget	2006/07 Actual Expenditure/ Income	2006/07 Variance: Adverse/ (Favourable)
		Col. C £'000	Col. D £'000	Col. E (E=C + D) £'000	Col. F £'000	Col. G (G=F-E) £'000
1	Property Services & Procurement	(162.7)	134.0	(28.7)	(30.3)	(1.6)
2	Neighbourhood Services Central Admin	931.0	0.0	931.0	931.0	0.0
3	Client Services	50.4	0.0	50.4	77.1	26.7
4	Neighbourhood Services Internal Works	(153.3)	75.0	(78.3)	1,359.8	1,438.1
5	Public Relations	9.0	0.0	9.0	7.6	(1.4)
6	Democratic Services	0.0	0.0	0.0	(1.5)	(1.5)
7	Corporate Strategy & Public Consultation	142.0	220.0	362.0	123.1	(238.9)
8	Registration Services	88.1	0.0	88.1	91.9	3.8
9	Support to Members	45.9	0.0	45.9	38.1	(7.8)
10	Other Office Services	(156.9)	24.0	(132.9)	(75.4)	57.5
11	Printing	12.5	29.0	41.5	15.7	(25.8)
12	Human Resources	33.4	147.0	180.4	198.3	17.9
13	Training & Equality	0.2	31.0	31.2	9.3	(21.9)
14	Contact Centre	(5.2)	165.9	160.7	155.3	(5.4)
15	Miscellaneous	2,188.9	28.0	2,216.9	2,209.4	(7.5)
16	Contribution from Reserves	0.0	(853.9)	(853.9)	(546.7)	307.2
17	GROSS OUTTURN	3,023.3	0.0	3,023.3	4,562.7	1,539.4
18	Contribution to Reserves	0.0	0.0	0.0	46.7	46.7
19	NET OUTTURN	3,023.3	0.0	3,023.3	4,609.4	1,586.1

TABLE B

Cross Ref.		Budgeted Use Of Reserves	Actual Use Of Reserves	Variance: Adverse / (Favourable)
Table A , Line 1	Legionella	58.0	58.2	0.2
Table A , Line 4	Internal Works Balances	76.0	75.5	(0.5)
Table A , Line 1	Way Forward	75.0	75.0	0.0
Table A , Line 7	Corporate Strategy - Perf Mgmt Development	15.0	0.0	(15.0)
Table A , Line 7	Corporate Strategy - Corporate Consultation	30.0	21.0	(9.0)
Table A , Line 7	Corporate Strategy - Civic Centre Refurbishment	15.0	0.0	(15.0)
Table A , Line 7	Corporate Strategy - Student Placement	20.0	0.0	(20.0)
Table A , Line 7	Corporate Strategy - CPA Administration	30.0	0.0	(30.0)
Table A , Line 7	Corporate Strategy - ICT Implementation	60.0	0.0	(60.0)
Table A , Line 7	Corporate Strategy - Registrars	50.0	15.0	(35.0)
Table A , Line 12	HR - Organisational & Corp Workforce Dev	51.0	0.0	(51.0)
Table A , Split Lines	HR - Corporate Diversity	11.0	11.0	0.0
Table A , Line 12	HR - Employee Wellbeing	25.0	25.0	0.0
Table A , Split Lines	HR - Service Improvement	32.0	25.6	(6.4)
Table A , Split Lines	HR - Resource Investment	84.0	42.5	(41.5)
Table A , Line 13	HR - National Trainee Grade	28.0	8.9	(19.1)
Table A , Line 14	Contact Centre - Staffing	65.0	60.1	(4.9)
Table A , Line 14	Contact Centre Maint System	40.0	40.0	0.0
Table A , Line 14	Contact Centre - TWF	45.9	45.9	0.0
Table A , Line 14	Contact Centre - Corporate Strategy	15.0	15.0	0.0
Table A , Line 15	Accommodation	28.0	28.0	0.0
		853.9	546.7	(307.2)

SCRUTINY CO-ORDINATING COMMITTEE

14th September 2007



Report of: Assistant Chief Executive and
Chief Financial Officer

Subject: QUARTER 1 – CORPORATE PLAN PROGRESS &
REVENUE FINANCIAL MANAGEMENT REPORT
2007/2008

SUMMARY

1. PURPOSE OF REPORT

To provide details of: -

- the progress made towards achieving the Corporate Plan Service improvements (SIPS) in order to provide timely information and allow any necessary decisions to be taken;
- to provide details of progress against the Council's overall revenue budget for 2007/2008.

2. CONSIDERATION OF ISSUES

- 2.1 A separate report has not been prepared for your Committee as a comprehensive report was submitted to Cabinet on 28th August, 2007, copy attached as **Appendix 1**. This report sets out the key issues to bring to your attention.
- 2.2 Previous monitoring reports submitted to Cabinet included an overall summary report detailing performance and financial management information. This report was supported by individual Portfolio reports which provided more detailed information.
- 2.3 The report has now been integrated into one comprehensive document. This has enabled the report to be page numbered, thus allowing Members easier navigation around the report. See Contents Table on page 1 of main report. The report firstly provides an overall picture of performance and progress against the approved 2007/2008 revenue budget, followed by a section for each Portfolio where more detailed information is provided.

3. RECOMMENDATIONS

Members consider the report.

CABINET REPORT

28th August, 2007



Report of: Corporate Management Team

Subject: QUARTER 1 – CORPORATE PLAN AND REVENUE
FINANCIAL MANAGEMENT REPORT 2007/2008

SUMMARY

1. PURPOSE OF REPORT

1.1 To inform Cabinet of: -

- The progress made towards achieving the Corporate Plan Actions in order to provide timely information and allow any necessary decisions to be taken;
- To provide details of progress against the Council's overall revenue budget for 2007/2008.

2. SUMMARY OF CONTENTS

2.1 The report describes progress towards achieving the actions within the Corporate Plan using the traffic light system of Green, Amber and Red. The report provides an overview of Council performance, with separate sections providing more detailed information for each Portfolio Holder to consider.

2.2 The Revenue Budget Monitoring report covers the following areas:

- Progress against departmental and corporate budgets and High Risk Budget Areas;
- Progress against saving/increased income targets identified in the 2007/2008 Budget Strategy;
- Progress against departmental salary turnover targets;
- Key Balance Sheet information;

2.3 The report advises Members that initial trends indicate that there may be adverse variances on the Children and Families budget and Neighbourhood Services budget. On the upside it is anticipated that investment income is likely to be higher than budgeted. Further work is needed to review these trends and these details will be reported in the next Budget Monitoring report. This will enable Members to develop a strategy for addressing these issues.

3. RELEVANCE TO CABINET

Cabinet has overall responsibility for the monitoring of the Council's Corporate Plan and the Revenue budget.

4. TYPE OF DECISION

None.

5. DECISION MAKING ROUTE

Cabinet 28th August, 2007.

6. DECISION(S) REQUIRED

Cabinet is asked to note the report and take any decisions necessary to address the performance or financial risks identified.

Report of: Corporate Management Team

Subject: QUARTER 1 – CORPORATE PLAN AND
REVENUE FINANCIAL MANAGEMENT
REPORT 2007/2008

1 PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan objectives through identified actions and of progress against the Council's own 2007/2008 Revenue Budget, for the period to 30th June, 2007.

2 BACKGROUND

- 2.1 In line with previous monitoring reports, this report is an integrated comprehensive document that is page numbered, thus allowing Members easier navigation around the report (See contents table below). The report firstly provides an overall picture of performance and progress against the approved 2007/2008 revenue budget, followed by a section for each Portfolio where more detailed information is provided.

Section	Heading	Page
3.	Overall Performance and Progress on Actions and key Performance Indicators	2-3
4.	Revenue Monitoring 2007/2008 – Summary	4-9
	Detailed Performance and Revenue Monitoring Sections	
5.	Regeneration and Liveability Portfolio	9-10
6.	Culture, Leisure and Tourism Portfolio	10-11
7.	Children's Services Portfolio	11-15
8.	Adult and Public Health Portfolio	15-17
9.	Neighbourhoods and Communities Portfolio	18-19
10.	Finance and Efficiency Portfolio	19-20
11.	Performance Portfolio	20-2
12.	Conclusions	22
13.	Recommendations	22
Appendix A	High Risk Budget Areas by Department	23
Appendix B	Summary Revenue Monitoring Report to 30 th June, 2007 by Department	24
Appendices C – H	Revenue Monitoring Report to 30 th June, 2007, by Portfolio	25-31

2.3 This report will be submitted to Scrutiny Co-ordinating Committee on 14th September, 2007. This will ensure that Scrutiny Co-ordinating Committee is able to review the report at the earliest opportunity.

3 OVERALL PERFORMANCE AND PROGRESS ON ACTIONS AND KEY PERFORMANCE INDICATORS

3.1 The Council identified 152 actions with specific completion dates and 160 key performance indicators (KPIs) as measures of success in the 2007/2008 Corporate Plan.

3.2 Overall performance is good with 98.6% of the actions and 92% of the KPIs (when annually reported actions and PIs have been removed) judged to be either on or above targets. Tables 1 and 2 below summarise officers' views on progress as at 30th June, 2007, for each Portfolio Holder's responsibilities: -

- A **RED** traffic light signifies the Action/KPI is not expected to meet target.
- An **AMBER** traffic light signifies the Action/KPI is expected to meet target.
- A **GREEN** traffic light signifies the target for the Action/KPI has been achieved.

Table 1 – Progress on Actions within the Corporate Plan

Portfolio	Actions by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	2	9.1%	20	90.9%	0	0%
Children's Services	0	0%	18	94.7%	1	5.3%
Culture, Leisure and Tourism	0	0%	3	100%	0	0%
Finance and Efficiency	5	45.5%	6	54.5%	0	0%
Neighbourhood and Communities	1	5.9%	12	70.6%	0	0%
Performance	2	5.6%	33	91.7%	1	2.8%
Regeneration and Liveability	1	2.5%	39	97.5%	0	0%
Total	11	7.6%	131	91.0%	2	1.4%

*figure may not always add to 100 % due to rounding

Table 2 – Progress on Key Performance Indicators

Portfolio	KPIs by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	9	24.3%	23	62.2%	5	13.5%
Children's Services	0	0%	3	75%	1	25%
Culture, Leisure and Tourism	3	50%	3	50%	0	0%
Finance and Efficiency	0	0%	3	100%	0	0%
Neighbourhood and Communities	1	7.1%	13	92.9%	0	0%
Performance	0	0%	3	100%	0	0%
Regeneration and Liveability	1	5.3%	17	89.5%	1	5.3%
Total	14	16.3%	65	75.6%	7	8.1%

*figure may not always add to 100 % due to rounding

3.3 Key areas of progress included: -

- The Innovation Centre at Queens Meadow and Hartlepool Enterprise Centre at Brougham Terrace are both now fully let with waiting lists developing.
- A Headland tourism brochure has been published as a result of collaboration with Headland partner organisations.
- 20 Schools and Seaton Nursery have achieved Healthy School Status.
- There has been a 500% increase in direct payments enabling more people to commission the services they need.
- Safer, cleaner, greener initiative introduced in NDC area providing a co-ordinated response involving wardens, environmental task force, enforcement officers and Neighbourhood Managers.
- The Statement of Internal Control (SIC) work programme has been developed and incorporated into the departmental planning process allowing officers to make the necessary links between Risk Management and service planning.
- A Customer Care qualification pilot scheme has commenced, undertaken by 30 frontline staff.

4 REVENUE MONITORING 2007/2008 - SUMMARY

4.1 This section provides details covering the following areas: -

- Progress against departmental, corporate and high risk budget areas.
- Progress against savings/increased income targets identified in the 2007/2008 Budget Strategy.
- Progress against departmental salary turnover targets.
- Key Balance Sheet information.

4.2 Progress against Departmental and Corporate Budgets and High Risk Budget Areas

4.3 For 2007/2008, as well as monitoring department and corporate budgets at a global level, high risk budget areas are also identified and explicitly monitored. These arrangements ensure any problem areas are identified at an earlier stage to enable appropriate corrective action to be taken. The areas identified as high risk budgets are attached at Appendix A, which indicates that there are adverse variances on a number of budgets.

4.4 Detailed revenue monitoring reports are attached at Appendix C to I. These reports are prepared on a Portfolio basis to enable each Portfolio Holder to readily review their area of responsibility. However, the Council's budget is monitored on a departmental basis and the overall position is summarised at Appendix B, Table 1. In total this shows an adverse variance of £65,000.

4.5 Forecast outturns for 2007/2008 have not been prepared as it is difficult to determine trends on the first three months activity. These details will be included in the next monitoring reports, which will be based on the first six months activity.

4.6 However, it is apparent from the initial budget monitoring exercise that adverse variances may occur in the following areas:

- Children and Families Budget

Over the last few years the Council has successfully pursued various strategies to reduce dependency on external providers and to support local foster carers. This strategy is beneficial for the individual children in care and is also more cost effective for the Council. As a result it has been possible to reduce the base budget provision for this service.

However, this area is volatile as the number of children being looked after and the type of care they require, does fluctuate. To address this risk a specific "Looked after Children Reserve" has been established and the current uncommitted balance on this reserve is £216,000.

A number of adverse trends are emerging in the current year in relation to:

- an increase in the number of additional children now in care;
- delays in the implementation of Special Guardianship orders – which underpin the anticipated savings included in the 2007/2008 budget;
- an additional two high cost placements;
- an unusually high number of court proceedings in the first quarter of the financial year.

It is anticipated that these costs will exceed the available "Looked after Children Reserve" and there may be an adverse variance for the year in the order of £200,000 to £350,000. The Director of Children's Services is examining the Children's Services budget to determine the scope for achieving savings to offset this variance. These details will be reported to a future meeting.

- Neighbourhood Services

A number of the trends which began in 2006/2007, particularly in relation to Car Parking income, are continuing in the current year. It is anticipated that there will be an adverse variance in the order of £200,000. The Director of Neighbourhood Services is examining other budget areas to identify potential savings and these details will be reported at a future meeting.

- 4.7 Details of progress against corporate budgets are also set out in Table 2 of Appendix B. At this stage this shows a favourable variance of £0.224m. This is mainly owing to savings in interest costs arising from the use of LOBOs and investment income on the Council's cashflows arising from increases in the base rate. It is anticipated that these trends will continue for the remainder of the year.
- 4.8 As part of the 2007/2008 budget proposals Members determined to establish an "Interest Risk Reserve" using the savings achieved from the use of LOBOs. It was agreed that this Reserve will be capped at 0.5% of the Council's outstanding debt, which equates to a figure of £0.4m. The Reserve will provide twelve months

protection in the event that the Council needs to refinance the LOBOs at 0.5% higher than the current rates. This Reserve has not yet been established and it would be prudent to make a contribution to this Reserve in the current year.

4.9 The value of this contribution will need to be determined later in the year and will need to reflect the Council's overall financial position, including the positions for Children's Services and Neighbourhood Services.

4.10 Progress Against Savings/Increased Income Targets Identified in the 2007/2008 Budget Strategy

4.11 The table below shows the summary of savings included in the 2007/2008 Budget Strategy. There are currently no items to bring to Members attention. A comprehensive schedule of progress in achieving these savings will be brought to the next meeting showing the position as at the end of September, 2007.

Department	Target	Proposed savings to be achieved from		
		Efficiency £'000	Saving £'000	Total £'000
Children's Services	483	402	81	483
Adult & Community Services	785	316	469	785
Regeneration & Planning	97	52	45	97
Neighbourhood Services	411	265	146	411
Chief Executives	128	113	15	128
Total	3,125	1,142	1,948	3,090

4.12 Progress against Departmental Salary Turnover Targets

4.13 An assumed saving from staff turnover is included within salary budgets. Details of individual department's targets are summarised in the table below.

Department	2007/2008 Turnover Target £'000	Expected to 30.06.07 £'000	Actual to 30.06.07 £'000	Variance (Adverse)/ Favourable at 30.06.07 £'000
Chief Executives	150	37	24	(13)
Children's Services	162	40	40	0
Adult & Community Services	366	92	92	0
Neighbourhood Services	106	27	30	3
Regeneration & Planning	62	16	16	0
Total	846	212	202	(10)

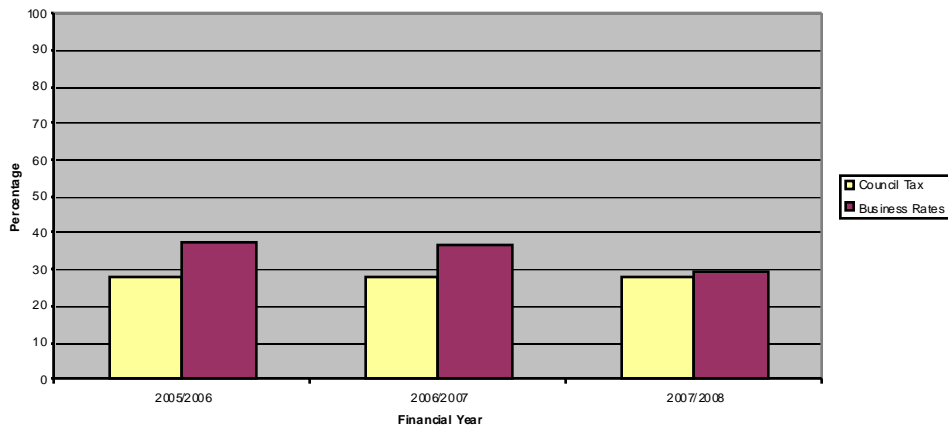
4.14 **Key Balance Sheet Information**

A balance sheet provides details of an organisation's assets and liabilities at a fixed point in time, for example, the end of the financial year or other fixed accounting periods. Traditionally local authorities have only produced a Balance Sheet on an annual basis and have managed key balance sheet issues through other more appropriate methods. However, under CPA arrangements there is a greater emphasis on demonstrating effective management of the balance sheet. The Audit Commission's preferred option is the production of interim balance sheets throughout the year. In my opinion the option is neither practical nor beneficial as a Local Authority Balance Sheet includes a large number of notional valuations for the Authority's fixed assets and pension liabilities. It is therefore more appropriate to monitor the key cash balance sheet items and these are summarised below :-

- Debtors

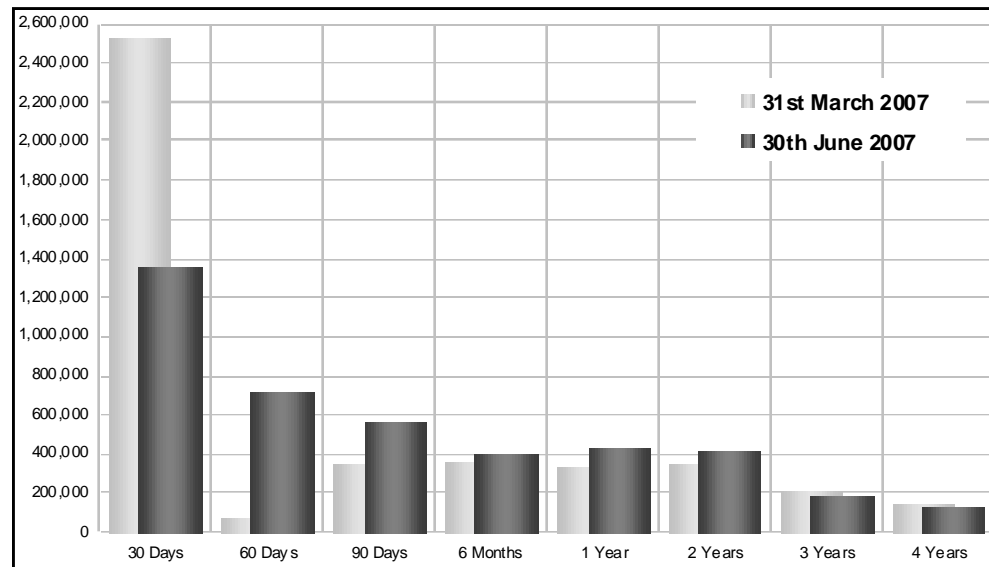
The Council's key debtors arise from the non payment of Council Tax, Business Rates and Sundry Debtors. These areas are therefore subject to detailed monitoring throughout the year. The position on Council Tax and Business rates are summarised below :-

Percentage of Debt Collected at 30th June, 2007



The Council Tax collection rate is down slightly by 0.12% and the NNDR collection rate is down by 7.4% when compared to the same period last financial year. In year collection rates are affected by the timing of week/month ends and in practise both Council Tax and NNDR collection levels are expected to be at a similar level to previous years as the end of the current year. In relation to NNDR the 2006/2007 collection rate was 99.2%, which was within the top-quartile. Whilst for Council Tax the value of the annual debt collectable has increased by £1.6m.

The position in relation to Sundry Debtors is summarised below :



At the start of the current financial year the Council has outstanding sundry debts of £4.404m. During the period 1st April, 2007 to 30th June, 2007, the Council issued approximately 3,487 invoices with a value of £3.863m. As at the 30th June, 2007, the Council had collected £4.032m, leaving £4.235m outstanding, which consist of: -

- Current Debt - £2.644m

With regard to current outstanding debt, this totals £2.644m at 30th June, 2007, inclusive of approximately £1.357m of debt less than thirty days old.

- Previous Years Debt - £1.591m

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At the 30th June, 2007, debts older than one year totalled £1.183m.

- Borrowing Requirements

The Council's borrowing requirement is the most significant Balance Sheet item. Decisions in relation to the Council's borrowing requirements are taken in accordance with the approved Treasury Management Strategy. At 31st March, 2007, the Council's external debt was held as long term loans. As detailed in the 2007/2008 in the Budget and Policy Framework report action has been taken over the past

few months to manage the Authority's Loans Portfolio. This action has secured a significant one-off benefit and a permanent reduction in the interest payable on the Authority's debt.

5 REGENERATION AND LIVEABILITY PORTFOLIO

5.1 Performance Update for the Period Ending 30th June, 2007

5.1.1 Within the Regeneration, Liveability and Housing Portfolio there are a total of 40 actions that were identified in the 2007/2008 Corporate Plan. All of these have either been completed or have been assessed as being on target for completion by the agreed date.

5.1.2 There are 19 key performance indicators (KPIs) included in the Corporate Plan as measures of success that are not reported on an annual basis. Of these, 18 have been assessed as either having achieved target or being on target to do so. However, there is 1 KPI (5%) that has been assessed as being below target, and this can be seen in table RL1 below :-

Table RL1 – KPIs assessed as being below target

PI	Indicator	Target 07/08	1 st Qtr Outturn	Comment
LAA JE6	Unemployment Rate (Gap between Neighbourhood Renewal areas rate and that for Hartlepool)	4.3%	6.2%	Encouraging progress showing a significant improvement since March 07 (from 7.2%). Reduction on NRS figures performing better than overall unemployment for Hartlepool. However target figure will be difficult to achieve given the limited opportunities for the NRAs over and above the rest of Hartlepool.

5.1.3 Key areas of progress made to date in the Regeneration and Liveability Portfolio includes: -

- The Innovation Centre at Queens Meadow and Hartlepool Enterprise Centre are both now fully let with waiting lists developing.
- Physical redevelopment is now progressing on sites across the housing regeneration area
- The Anti-Social Behaviour team joined in with Neighbourhood Police operation ASP in June.

5.2 Financial Management Position Statement for Period Ending 30th June, 2007

5.2.1 Details of Regeneration, Liveability and Housing's actual expenditure and expected expenditure as at 30th June, 2007, are shown at **Appendix C**.

5.2.2 In overall terms actual expenditure amounts to £1,307,500 compared to expected expenditure of £1,252,600, resulting in a current £54,900 adverse variance.

5.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these reserves is provided at **Appendix C** (Note 1).

5.2.4 The main item to bring to Portfolio Holder's attention is: -

**Line 8: Economic Development
Current Variance: £47,800 Adverse**

An adverse variance of £47,800 exists on the Economic Development revenue budget at the end of Quarter 1 mainly as a result of finishing works at the Hartlepool Enterprise Centre following the end of the major refurbishment programme. Contributions from various sources will offset this variance and will be reflected in the next report to members.

6 CULTURE, LEISURE AND TOURISM PORTFOLIO

6.1 Performance Update for the Period Ending 30th June, 2007

6.1.1 Within the Culture, Leisure and Tourism Portfolio there are a total of 3 actions that were identified in the 2007/2008 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date.

6.1.2 A total of 6 key performance indicators (KPIs) were included in the corporate plan as measures of success that are not reported on an annual basis. All of the indicators have been assessed as either having met their target, or being on target to achieve their target by the end of the year.

6.1.3 Key areas of progress made to date in the Culture, Leisure and Transportation Portfolio include: -

- A Headland tourism brochure has been published as a result of collaboration with Headland partner organisations.

6.2 Financial Management Position Statement for Period Ending 30th June, 2007

6.2.1 Details of Culture, Leisure and Transportation's actual expenditure and expected expenditure as at 30th June, 2007, are shown at **Appendix D**.

6.2.2 In overall terms actual expenditure amounts to £1,455,800, compared to anticipated expenditure of £1,471,100, resulting in a current favourable variance of £15,300.

6.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these reserves is provided at **Appendix D** (Note 1).

6.2.4 The main items to bring to Portfolio Holder's attention are:-

**Line 7: Libraries
Current Variance: £24,100 Favourable**

There are currently some staffing vacancies within the Library Service, which account for the main favourable variance, however, there are also some small non staff favourable variances.

**Line 11: Sports & Physical Recreation
Current Variance: £34,700 Adverse**

There has been increased staffing at the Headland Sports Hall to allow the centre to function safely and more effectively while there has also been an under achievement of income. This position is being reviewed as a result of Eldon Grove closing at the end of June.

7 CHILDREN'S SERVICES PORTFOLIO

7.1 Performance Update for the Period Ending 30th June, 2007

7.1.1 Within the Children's Services Portfolio there are a total of 19 actions that were identified in the 2007/2008 Corporate Plan. Almost 95% of these (18 actions) have been assessed as being on target for completion by the agreed date. However, one of the actions has been assessed as not being on target for completion by the agreed date and this is shown below in table CS1.

Table CS1 – Actions assessed as being below target

Ref	Action	Date to be Completed	Comment
Objective: Be Healthy (Children and young people will be physically, mentally, emotionally and sexually healthy, lead healthy lifestyles and choose not to take illegal drugs)			
HC03	Work with partner agencies, young people, schools and families to reduce under 18 conception rate by 55%	Jan 2010	The recent traffic light rating for teenage pregnancy performance (2005) have identified Hartlepool as Red. As a result of this the National Support Team for Teenage Pregnancy will be visiting Hartlepool during 2008.

- 7.1.2 There were a total of 4 key performance indicators (KPIs) included in the corporate plan as measures of success that are not reported only on an annual basis. 3 of these (75%) have been assessed as being on target, but 1 (25%) has been assessed as not being expected to achieve the target agreed in the Corporate Plan. This KPI is detailed in table CS2, below :-

Table CS2 – KPIs assessed as being below target

PI	Indicator	Target 07/08	1 st Qtr Outturn	Comment
LAA LLS4	Early Years – Increase the percentage of 3 and 4 year olds who attend an early years and childcare (NRA – narrowing the gap)	3%	7%	Data quality issues due to population figures from 2001 census. To investigate possibility of obtaining figures from Tees Valley Joint Strategy Unit.

- 7.1.3 Key areas of progress made to date in the Children's Services Portfolio include: -
- 20 Schools and Seaton Nursery have achieved Healthy School Status.
 - Connexions is now integrated within Children's Services.

7.2 Financial Management Position Statement for Period Ending 30th June, 2007

7.2.1 Background

- 7.2.2 Members will be aware that 2006/2007 saw a significant change in the funding of the Education Service with the introduction of a specific ring-fenced grant (called the Dedicated Schools Grant – DSG) replacing the Revenue Support Grant in funding the 'schools' budget. The 'schools' budget includes not only all of the funding devolved to individual schools but other centrally retained

school related expenditure such as the Access 2 Learning Centre, Independent and Extra District School fees and Education Out of School.

- 7.2.3 The DSG finances £57m of the total 2007/2008 Children's Services base budget of £74m. As the DSG is ring-fenced, the Authority has the option to fund from its own resources any overspend, or alternatively this overspend could be carried forward as the first call on the 2008/2009 schools budget. Any underspend on the schools budget, however, must be retained and carried forward into 2008/2009 for use on the schools budget only.
- 7.2.4 This significantly reduces the flexibility within the Children's Services Department to offset any variances across the entire Children's Services budget.
- 7.2.5 **Current Year Budget Monitoring Position**
- 7.2.6 Details of Children's Services actual expenditure and expected expenditure as at 30th June, 2007, are shown at **Appendix E**. The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these reserves is also provided at **Appendix E** (Note 1).
- 7.2.7 In overall terms actual expenditure amounts to £992,300, compared to anticipated expenditure of £1,034,700, resulting in a current favourable variance of £42,400.
- 7.2.8 The main items to bring to Portfolio Holder's attention are:-

Line 1: Access

Current Variance: £33,100 Favourable

The favourable variance mainly relates to vacancies in the Attendance Team which are currently being advertised. All Hartlepool Behaviour and Attendance budgets are now monitored by the Behaviour and Attendance Partnership and favourable variances will be redirected to other priority services throughout the year.

Although home to school transport spending is broadly in line with budget so far this year the Department is currently finalising the award of new contracts with effect from 1st September, 2007, following a joint authority tender process. At this stage the overall financial implications cannot be quantified and the department is also assessing the cost implications arising from extra duties in the Education and Inspections Act.

Line 3: Children and Families**Current Variance: £73,800 Adverse**

Over the last few years the Council has successfully pursued various strategies to reduce dependency on external providers and to support local foster carers. This strategy is beneficial for the individual children in care and is also more cost effective for the Council. As a result it has been possible to reduce the base budget provision for this service.

However, this area is volatile as the number of children being looked after and the type of care they require, does fluctuate. To address this risk a specific "Looked after Children Reserve" has been established and the current uncommitted balance on this reserve is £216,000.

A number of adverse trends are emerging in the current year in relation to:

- an increase in the number of additional children now in care;
- delays in the implementation of Special Guardianship orders – which underpin the anticipated savings included in the 2007/2008 budget;
- an additional two high cost placements;
- an unusually high number of court proceedings in the first quarter of the financial year.

It is anticipated that these costs will exceed the available "Looked after Children Reserve" and there may be an adverse variance for the year in the order of £200,000 to £350,000. The Director of Children's Services is examining the Children's Services budget to determine the scope for achieving savings to offset this variance. These details will be reported to a future meeting.

Line 8: Raising Educational Achievements**Current Variance: £52,600 Favourable**

The current variance mainly relates to school improvement salary savings. These are grant funded posts and will directly reduce the value of grant receivable.

Line 9: Special Educational Needs**Current Variance: £18,100 Adverse**

There is a current adverse variance and current projections indicate a potential adverse outturn variance of £125,000 will occur.

A Special Needs Agency Teacher is being used to cover sickness absence and maintain the Home and Hospital services. If this continues throughout the year there will be additional costs of approximately £25,000.

The Access to Learning (A2L) service has been subject to a fundamental review and is being substantially reconfigured. A reduced staffing structure has been agreed and a number of vacancies will occur during Quarter 2, which should ensure staffing costs will be back within budget by the year end.

The continued success of the Department's strategy to minimise permanent exclusions from school has adversely affected A2L income. Based on recent trends the income budget does not reflect the number of pupils likely to be excluded this year and a shortfall of approximately £100,000 is probable. If this cannot be met from elsewhere within the Department's budget a bid could be made to the School Forum for Transitional Support funding.

There have also been salary savings resulting from vacancies on the Education Psychology Service.

8 ADULT AND PUBLIC HEALTH PORTFOLIO

8.1 Performance Update for the Period Ending 30th June, 2007

8.1.1 Within the Adult and Public Health Portfolio there are a total of 24 actions that were identified in the 2007/2008 Corporate Plan. Two have been identified as actions that will be reported annually and of the others 2 have been assessed as having already been achieved. All of the remaining 22 actions have been assessed as being on target for completion by the agreed date.

8.1.2 There are 37 Performance Indicators that are within the Corporate Plan for the Adult and Public Health Portfolio that are not reported only on an annual basis. 32 of these have been assessed as either already having achieved their target, or being expected to do so. However, 5 indicators (13.5%) have been assessed as not being expected to achieve target, and these can be seen in table APH1, below :-

Table APH2 – KPIs assessed as being below target

PI	Indicator	Target 07/08	1st Qtr Outturn	Comment
LAA HC1	Life Expectancy Females (Hartlepool)	79.3	78.28 (03-05)	
LAA HC10	Mortality rate from cancer amongst people aged under 75 (Hartlepool) (per	148	154.25 (03-05)	

PI	Indicator	Target 07/08	1 st Qtr Outturn	Comment
	100,000)			
LAA HC2	Gap in Hartlepool and England Life Expectancy	2	2.85 years (03-05)	
LAA HC5	Life Expectancy Females (NRA)	77.9	76.4 (03-05)	
LAA HC6	Gap in NRA and Hartlepool Females	1.4	1.89	

8.1.3 Key areas of progress made to date in the Adult and Public Health Portfolio include: -

- here has been a 500% increase in direct payments enabling more people to commission the services they need.
- A Community Nutritionist is working with schools to ensure they meet the Healthy Schools Standard.

8.2 Financial Management Position Statement for Period Ending 30th June, 2007

8.2.1 Details of Adult & Public Health Services actual expenditure and expected expenditure as at 30th June, 2007, are shown at **Appendix F**.

8.2.2 In overall terms actual expenditure amounts to £4,575,700, compared to anticipated expenditure of £4,470,200, resulting in a current adverse variance of £105,500.

8.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years.

8.2.4 The main items to bring to Portfolio Holder's attention are: -

Line 2: Assessment & Care Management Current Variance: £29,200 Favourable

Staffing vacancies within this area along with the delayed commencement of the Connected Care Service have resulted in this favourable variance, however, the Connected Care funding is due to commence imminently. There continues to be a potential for increased pressure as a result of demands on equipment and adaptations owing to the department strategy of providing more community based care in line with Government initiatives.

Line 4: Learning Disabilities**Current Variance: £37,300 Favourable**

Slippage in service improvements (£82,000) is the main reason for the current favourable variance for the period. However, changes to the day opportunity service as per the CSCi inspection recommendations have seen a diversion from traditional day services resulting in increased costs relating to direct payments (eight additional clients, resulting in an £18,000 adverse variance). High day service transport costs (£26,000 adverse variance) have also reduced the favourable variance.

Line 6: Older People Purchasing**Current Variance: £57,500 Adverse**

The current adverse variance in older peoples services is mainly owing to increased demand for services, which has resulted in an additional demand for residential placements (twenty clients, £90,000) and an increased demand for Direct Payments (seventeen additional clients, £25,000 adverse variance).

However, there is a temporary favourable variance on the Direct Payments infrastructure contract until the demand reaches the expected stepped level.

Line 7: Physical Disabilities**Current Variance: £29,400 Adverse**

The current adverse variance mainly relates to increased demand for services for Direct Payments, residential care and transport costs.

Line 8: Sensory Loss**Current Variance: £26,300 Adverse**

The adverse variance reported mainly relates to additional expenditure on agency staff employed to ensure safe staffing levels to cover for social work maternity leave.

Line 10: Support Services**Current Variance: £54,700 Adverse****Forecast Variance:**

The current adverse variance is the result of high costs for software licences (£23,000 adverse variance) and various adverse variances on computer consumables, CRB checks, staff advertising and maintenance charges for Briarfields. It is anticipated most of this expenditure is for 'one offs' and should not increase at the same rate in future months.

9 NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

9.1 Performance Update for the Period Ending 30th June, 2007

9.1.1 Within the Neighbourhood and Communities Portfolio there are a total of 13 actions that were identified in the 2007/08 Corporate Plan. All of these actions have been identified as having already been completed or being on target to be completed by the agreed date.

9.1.2 There are a total of 14 key performance indicators (KPIs) that have been identified as measures of success that are not reported only on an annual basis. All of these indicators have been assessed as having already achieved target or being expected to achieve their target by year end.

9.1.3 Key areas of progress made to date in the Neighbourhood and Communities Portfolio include: -

- Safer, cleaner, greener initiative introduced in NDC area providing a co-ordinated response involving wardens, environmental task force, enforcement officers and Neighbourhood Managers.
- Protocol and panel arrangements developed and launched for improving access to sustainable accommodation for vulnerable people.

9.2 Financial Management Position Statement for Period Ending 30th June, 2007

9.2.1 Details of Neighbourhood and Communities actual expenditure and anticipated expenditure as at 30th June, 2007, are shown at **Appendix G**.

9.2.2 In overall terms actual expenditure amounts to £4,178,500, compared to anticipated expenditure of £4,066,000, resulting in a current favourable variance of £112,500.

9.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these Reserves is provided at **Appendix G** (Note 1).

9.2.4 The main items to bring to Portfolio Holder's attention are:-

Line 1: Highways Services
Current Variance: £30,400 Adverse

Removal of toxic waste from the highway and an increase in accident damage to street furniture is currently creating a potential overspend of £30,400 in this area of activity. It is anticipated that this will be recovered in future months.

Current projections indicate that a potential outturn variance of £108,000 could accrue owing to the increase cost of electricity for street lighting. It is anticipated that this will be met from the Central Contingency budget.

Line 3: Engineering Consultancy
Current Variance: £4,200 Adverse

Although not reflected in the above variance, it has been identified that essential repairs are required to the promenade on the Headland. This has been identified as a Health and Safety risk and the cost of repairs is likely to be in excess of £100,000. Whilst this will initially be funded through the revenue account a report is being prepared for Cabinet requesting that additional one off funding be made available for this project.

Line 7: Car Parking
Current Variance: £89,100 Adverse

The current variance reflects projections indicating an outturn variance of as much as £357,000 in this area as a result of income currently falling below budgeted expectations. A report is currently being prepared suggesting a £0.20 increase in parking fees from 1st October, 2007. This would recover approximately £144,000 of the projected deficit. Further measures are being proposed to address the remaining shortfall.

10 FINANCE AND EFFICIENCY PORTFOLIO

10.1 Performance Update for the Period Ending 30th June, 2007

10.1.1 Within the Finance and Efficiency Portfolio there are a total of 11 actions that were identified in the 2007/2008 Corporate Plan. All of these actions have been assessed as having been completed or on target to be completed by the agreed date.

10.1.2 There are 3 indicators within the Corporate Plan for the Finance Portfolio which are not reported on an annual basis, all of which have been assessed as being expected to hit their year end target.

10.1.3 Key areas of progress made to date in the Finance Portfolios include: -

- The Statement of Internal Control (SIC) work programme has been developed and incorporated into the departmental planning process allowing officers to make the necessary links between Risk Management and service planning.

10.2 Financial Management Position Statement for Period Ending 30th June, 2007

10.2.1 Details of Finance's actual expenditure and anticipated expenditure as at 30th June, 2007, are shown at **Appendix H**.

10.2.2 In overall terms actual expenditure amounts to £993,900, compared to anticipated expenditure of £1,035,300, resulting in a current favourable variance of £41,400.

10.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these Reserves is provided at **Appendix H** (Note 1).

10.2.4 The main item to bring to Portfolio Holder's attention is: -

Line 7: R & B Central
Outturn Variance: £33,000 Favourable

These variances, along with the variance on lines 2 and 6 arise from temporary staff variances within the Section pending a restructure which is planned for Autumn, 2007.

11 PERFORMANCE MANAGEMENT PORTFOLIO

11.1 Performance Update for the Period Ending 30th June, 2007

11.1.1 Within the Performance Portfolio there are a total of 36 actions that were identified in the 2007/2008 Corporate Plan, of which 35 have either been completed or assessed as being expected to be completed by the agreed date. However, 1 action (3%) has been assessed as not being expected to achieve the target, and this is detailed in table P1, below: -

Table P1 – actions assessed as being below target

Ref	Action	Date to be Completed	Comment
Objective: Develop the Contact Centre to increase the range of services provided			
OD21	Develop links with partner	Mar 08	Work delayed until existing services are embedded.

Ref	Action	Date to be Completed	Comment
	organisations including voluntary and community sector		

11.1.2 There are 3 KPI's included in the Corporate Plan within the Performance Portfolio, all of which have been assessed as being expected to achieve their year end target.

11.1.4 Key areas of progress made to date in the Performance Portfolio include: -

- A revised "Introductory Guide to Scrutiny" has been distributed, raising the profile of the work of the Overview and Scrutiny Function.
- A Customer Care qualification pilot scheme has commenced, undertaken by 30 frontline staff.

11.2 Financial Management Position Statement for Period Ending 30th June, 2007

11.2.1 Details of Performance Management's actual expenditure and anticipated expenditure as at 30th June, 2007, are shown at **Appendix I**.

11.2.2 In overall terms actual expenditure amounts to £7,558,800, compared to anticipated expenditure of £7,502,400 resulting in a current adverse variance of £56,400.

11.2.3 The anticipated expenditure includes the 2007/2008 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these Reserves is provided at **Appendix I** (Note 1).

11.2.4 The main items to bring to Portfolio Holder's attention are:-

**Line 1: Public Relations
Outturn Variance: £23,200 Adverse**

The adverse variance is owing to the expenditure being incurred for the production of the first quarter Hartbeat magazine, but the sponsorship income not being received at the end of the first quarter.

Line 8: Human Resources
Outturn Variance: £47,600 Adverse

The adverse variance is owing to income from some school buy back schemes still to be agreed and processed.

Line 13: Neighbourhood Services Internal Works
Current Variance: Nil

The introduction of the new Financial Management System has resulted in new internal invoicing procedures which has temporarily lead to abnormally high levels of unbilled income. This income has not been included in the actual position reported and the expected budget has been adjusted to reflect this.

12 CONCLUSIONS

- 12.1 The report details progress towards achieving the Corporate Plan objectives and progress against the Council's own 2007/2008 Revenue Budget for the period to 30th June, 2007.
- 12.2 Performance towards delivering the actions included in the Corporate Plan are progressing well, with over 97% of actions either having been completed or being on target to be completed by the agreed date. Over 90% of all KPIs, that can be assessed, have also been assessed as either having achieved target, or being expected to achieve target by year end.
- 12.3 The report identifies that it is apparent from the initial budget monitoring exercise that adverse variances may occur in the areas of Neighbourhood Services and the Children and Families budget. Both budgets are currently being examined to determine a strategy for dealing with any variances and these details will be reported to a future meeting.

13 RECOMMENDATIONS

- 13.1 It is recommended that Members: -
 - Note the current position with regard to performance and revenue monitoring;
 - Take any decisions necessary to address the performance or financial risks identified.

High Risk Budget Areas by Department

Appendix A

Best Value Unit / Best Value Sub Unit	2007/2008 Budget £'000	Variance to 30 June 2007 (Favourable) / Adverse £'000
Adult & Community Services		
Older People Purchasing	6,639.0	111.8
Learning Disabilities Purchasing	928.0	(0.5)
Occupational Therapy Equipment	135.0	0.0
Arts, Events & Museums, Sports & Recreation	(1,400.0)	0.0
Building Maintenance	259.0	15.6
Social Care - Direct Payments	997.0	177.0
Total	7,558.0	303.9
Regeneration & Planning		
Planning & Building Control - Fee Income	603.0	10.7
Economic Development - Rent Income	178.0	15.7
Total	178.0	15.7
Neighbourhood Services		
Engineers, Traffic & Road Safety, Highways, Highways & Transportation & Transporation	9,872.0	143.9
Environment, Environmental Action & Town Care Management	7,125.0	(31.7)
Concessionary Fares	1,327.0	0.0
Property Services	529.0	9.3
Total	18,853.0	121.5
Corporate Budgets		
Centralised Estimates	5,340.0	(210.0)
IT Partnership Contract	2,499.0	0.0
Delivery of Planned Savings	2,004.0	0.0
Total	59,765.0	(210.0)
Children's Services		
Individual School Budget	51,045.0	0.0
Individual Pupils Budget for SEN	1,214.0	0.0
Home to School Transport Costs	1,589.0	0.0
Building Schools for the Future	139.0	0.0
Connexions	1,000.0	2.3
Independent School Fees (SEN)	810.0	(12.1)
Integrated Children's System	97.0	1.5
Special Guardianships Saving	(180.0)	45.0
Children Looked After Placements	3,367.0	109.0
Total	59,081.0	145.7

GENERAL FUND - REVENUE MONITORING REPORT TO 30TH JUNE 2007

Line No	2007/2008 Latest Budget	Description of Expenditure	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
		TABLE 1 - Departmental Expenditure			
1	26,222.3	Children's Services (Excluding Schools)	1,034.7	992.3	(42.4)
2	14,964.7	Neighbourhood Services	10,481.1	10,620.4	139.3
3	4,771.5	Regeneration & Planning	1,192.5	1,307.5	115.0
4	4,723.0	Chief Executives	1,946.5	1,943.6	(2.9)
5	27,805.3	Adult and Community Services	6,117.4	6,198.7	81.3
6	78,486.8	Total Departmental Expenditure	20,772.2	21,062.5	290.3
		TABLE 2 - Corporate Costs			
		EXTERNAL REQUIREMENTS			
7	179.0	Magistrates, Probation and Coroners Court	15.0	14.0	(1.0)
8	19.0	North Eastern Sea Fisheries Levy	19.0	20.0	1.0
9	44.0	Flood Defence Levy	44.0	45.0	1.0
10	32.0	Discretionary NNDR Relief	0.0	0.0	0.0
		CORPORATE COMMITMENTS			
11	2,499.0	I.T.	575.0	575.0	0.0
12	329.0	Audit Fees	110.0	107.0	(3.0)
13	5,355.0	Centralised Estimates	536.0	326.0	(210.0)
14	360.0	Insurances	0.0	0.0	0.0
15	182.0	Designated Authority Costs	0.0	0.0	0.0
16	450.0	Pensions	16.0	15.0	(1.0)
17	338.0	Members Allowances	85.0	85.0	0.0
18	73.0	Mayoral Allowance	18.0	17.0	(1.0)
19	7.0	Archive Service	0.0	0.0	0.0
20	88.0	Emergency Planning	13.0	3.0	(10.0)
		NEW PRESSURES			
21	(290.0)	Employers Pension Contributions	0.0	0.0	0.0
22	555.0	Housing Stock Transfer Costs/Loss external income	0.0	0.0	0.0
23	21.0	Contingency	0.0	0.0	0.0
24	104.0	Planning Delivery Grant terminated	0.0	0.0	0.0
25	2,981.0	Strategic Contingency	0.0	0.0	0.0
26	45.0	2006/07 Final Council Commitments	0.0	0.0	0.0
27	380.0	2007/08 Provision for Grants/Pressures/Priorities	0.0	0.0	0.0
28	50.0	Provision for Cabinet projects	0.0	0.0	0.0
29	(211.0)	Procurement and contact centre savings	0.0	0.0	0.0
30	(700.0)	2007/08 Efficiency Savings	0.0	0.0	0.0
31	100.0	Prudential Borrowing Costs - Capital Strategy	0.0	0.0	0.0
32	97.0	Final 2007/08 commitments	0.0	0.0	0.0
33	13,087.0	COUNCIL BUDGET REQUIREMENT	1,431.0	1,207.0	(224.0)
34	22.0	PARISHES PRECEPTS	22.0	21.0	(1.0)
35	(2,560.0)	CONTRIBUTION FROM RESERVES	0.0	0.0	0.0
36	(200.0)	CONT. TO / (FROM) STOCK TRANSFER RESERVE	0.0	0.0	0.0
37	88,835.8	Total General Fund Expenditure	22,225.2	22,290.5	65.3

* These budgets are expected to be on target at the year end.

** Total approved strategic contingency budget was £4.66m and part of this amount has now been transferred into departmental budgets. The remaining amount covers a number of specific commitments, including year one costs of implementing single status. This amount will be allocated later in the year.

This amount will be allocated to departmental budgets. As reported to cabinet on 9th July 2007, actual savings identified to date total £395,000. It is expected that the target will be achieved at year end.

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
1	44.1	Administration	153.9	142.2	(11.7)
2	151.5	Building Control	18.8	15.8	(3.0)
3	762.3	Community Safety	226.6	241.8	15.2
4	275.3	Community Strategy	106.4	104.5	(1.9)
5	254.0	Development Control	22.4	44.1	21.7
6	(9.2)	Divisional Management	23.3	15.9	(7.4)
7	6.5	Drug Action Team	21.0	19.6	(1.4)
8	1,176.1	Economic Development	(74.1)	(26.3)	47.8
9	385.4	Landscape & Conservation	162.4	151.4	(11.0)
10	976.2	Planning Policy & Regeneration	270.5	282.4	11.9
11	(62.4)	Regeneration Staff Savings	(15.6)	(15.6)	0.0
12	477.9	Youth Offending Service	117.7	130.6	12.9
13	975.9	Housing Services	219.3	201.1	(18.2)
14	(722.1)	Use of Reserves	0.0	0.0	0.0
15	4,691.5	TOTAL	1,252.6	1,307.5	54.9

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserve
158.5	Regeneration Reserve
155.6	Regeneration MRU
6.5	DAT Accommodation Reserve
179.0	Youth Offending Reserve
0.3	Community Safety Reserve
30.0	Housing Market Renewal Reserve
40.0	Corporate Reserve
72.2	Planning Delivery Grant
80.0	LPSA
722.1	

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F
	£'000		£'000	£'000	(F=E-D) £'000
1	76.6	Allotments	(26.3)	(23.5)	2.8
2	29.5	Archaeology Service	59.7	48.9	(10.8)
3	798.1	Museums & Heritage	273.4	254.5	(18.9)
4	735.3	Community Support	211.7	201.4	(10.3)
5	391.0	Countryside	104.0	95.9	(8.1)
6	163.8	Foreshore	38.6	39.3	0.7
7	1,838.7	Libraries	361.3	337.2	(24.1)
8	258.7	Maintenance	91.0	106.6	15.6
9	536.5	Parks	17.0	25.5	8.5
10	(0.7)	Recharge Accounts	45.5	43.9	(1.6)
11	1,321.8	Sports & Physical Recreation	203.9	238.6	34.7
12	336.9	Strategic Arts	91.3	87.5	(3.8)
13	(40.0)	Use of Reserves	0.0	0.0	0.0
14	6,446.2	TOTAL	1,471.1	1,455.8	(15.3)

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserve
20.0	Allotment Maintenance (LPSA Reward Grant)
20.0	Outdoor Play Area - Parks (LPSA Reward)
40.0	

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
1	2,900.2	Access to Education	560.7	527.6	(33.1)
2	936.3	Central Support Services	0.0	0.4	0.4
3	8,566.9	Children, Young People and Families Supp	1,802.5	1,876.3	73.8
4	401.0	Early Years	1,432.8	1,423.1	(9.7)
5	147.1	Information, Sharing & Assessment	81.0	82.5	1.5
6	3,576.5	Other School Related Expenditure	264.8	249.2	(15.6)
7	134.2	Play & Care of Children	35.3	37.8	2.5
8	3,134.6	Raising Educational Achievement	(3,895.7)	(3,948.3)	(52.6)
9	4,191.0	Special Educational Needs	482.4	500.5	18.1
10	1,117.6	Strategic Management	133.0	117.3	(15.7)
11	344.1	Youth Justice	98.9	93.9	(5.0)
12	1,053.1	Youth Service	145.1	138.1	(7.0)
13	(280.3)	Use of Reserves	(106.1)	(106.1)	0.0
14	26,222.3	TOTAL	1,034.7	992.3	(42.4)

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserve
216.8	Building Schools for the Future
36.5	Interim Transport Manager
27.0	Behaviour & Attendance
280.3	

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
1	0.0	Adult Education	(68.1)	(61.0)	7.1
2	3,521.4	Assessment and Care Management	699.4	670.2	(29.2)
3	1,372.1	Home Care	330.3	330.1	(0.2)
4	4,773.3	Learning Disability	1,195.3	1,158.0	(37.3)
5	1,154.7	Mental Health	233.2	229.4	(3.8)
6	6,804.8	Older People - Purchasing	1,512.4	1,569.9	57.5
7	1,665.1	Physical Disability	469.9	499.3	29.4
8	311.8	Sensory Loss and Occupational Ther	80.7	107.0	26.3
9	249.7	Service Strategy & Regulation	44.3	36.4	(7.9)
10	1,506.2	Support Services	148.9	203.6	54.7
11	29.5	Supporting People	(411.2)	(411.2)	0.0
12	944.1	Consumer Services	178.3	181.0	2.7
13	500.7	Environmental Standards	56.8	63.0	6.2
14	22,833.4	TOTAL	4,470.2	4,575.7	105.5

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F
	£'000		£'000	£'000	(F=E-D) £'000
1	3,138.2	Highways Services	531.9	562.3	30.4
2	252.1	Transport Services	58.2	60.3	2.1
3	789.4	Engineering Consultancy	159.1	163.3	4.2
4	405.8	Transportation Management Acct	108.9	118.5	9.6
5	243.3	Highways Management Account	57.0	62.8	5.8
6	12.8	Traffic Management	12.8	22.0	9.2
7	(869.0)	Car Parking	(167.8)	(78.7)	89.1
8	1,796.1	Traffic & Transportation	1,460.7	1,454.2	(6.5)
9	6,790.6	Environment	1,685.3	1,659.2	(26.1)
10	271.8	Environmental Action	68.0	61.1	(6.9)
11	170.6	Town Care Management	42.6	43.9	1.3
12	49.3	Minor Works	49.3	49.3	0.0
13	266.6	Client Services	0.0	0.3	0.3
14	(199.3)	Use of Reserves	0.0	0.0	0.0
15	13,118.3	TOTAL	4,066.0	4,178.5	112.5

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserve
150.0	Environment
49.3	Capital Financing
199.3	

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
1	905.6	Accountancy	233.3	238.8	5.5
2	100.8	Benefits	25.0	(7.1)	(32.1)
3	347.5	Internal Audit	82.5	70.5	(12.0)
4	228.3	Payments Unit	(3.9)	8.3	12.2
5	1,095.6	Revenues	271.9	263.9	(8.0)
6	218.4	Fraud	44.4	76.3	31.9
7	(1.3)	R & B Central	147.5	114.5	(33.0)
8	511.2	Legal Services	122.8	117.2	(5.6)
9	(1,753.8)	Miscellaneous	137.6	137.3	(0.3)
10	(904.6)	Use of Reserves	(25.8)	(25.8)	0.0
11	747.7	TOTAL	1,035.3	993.9	(41.4)

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserves
8.7	Legal Staffing
60.4	Finance - The Way Forward
47.2	Finance - Wireless Benefits
46.7	Finance - Audit Software
30.0	Finance - Accountancy Section
99.6	Finance - IT Investment
50.0	Finance - Home Working
40.0	Finance - Agency Staff R & B
20.0	Finance - IT Development R & B
20.0	Finance - Mayor's Office Relocation
30.0	Finance - R & B Refurbishment
7.0	Finance - R & B Training
49.0	Finance - Office Relocation
30.0	Finance - Grant Flow Pilot
366.0	The Way Forward Reserve
904.6	

REVENUE MONITORING REPORT PERIOD ENDING 30TH JUNE 2007

Line No	2007/8 Budget	Description of Best Value Unit	Actual Position 30/06/07		
			Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
	£'000		£'000	£'000	£'000
1	133.6	Public Relations	27.7	50.9	23.2
2	238.6	Democratic Services	54.5	57.6	3.1
3	811.5	Corporate Strategy & Public Consultation	152.2	135.3	(16.9)
4	180.4	Support To Members	44.8	34.0	(10.8)
5	(125.7)	Other Office Services	(33.8)	(21.1)	12.7
6	107.0	Printing	34.7	28.2	(6.5)
7	87.4	Registration Services	17.6	9.5	(8.1)
8	891.6	Human Resources	52.8	100.4	47.6
9	338.3	Training & Equality	79.1	83.0	3.9
10	406.4	Contact Centre	124.4	129.6	5.2
11	1,417.0	Miscellaneous	376.1	361.2	(14.9)
12	473.8	Property Services	118.4	127.7	9.3
13	114.3	Procurement	28.6	37.2	8.6
14	(136.0)	Neighbourhood Services Internal Works	6,444.2	6,444.2	0.0
16	(510.8)	Use of Reserves	(18.9)	(18.9)	0.0
17	4,427.4	TOTAL	7,502.4	7,558.8	56.4

Note 1

Note 1 - Use of Reserves - future monitoring reports will include a projected outturn for budgeted reserves.

2007/8 Budget £'000	Description of Reserve
51.0	HR - Organisational & Corp Workforce Dev
2.0	HR - Corporate Diversity
22.4	HR - Employee Wellbeing
4.9	HR - Contact Centre
41.1	HR - Resource Investment
4.5	HR - Support to Members
7.8	HR - Election Services
19.1	HR - National Graduate Trainee
150.0	Single Status Implementation
50.0	Corp Strategy - Performance Management Dev.
20.0	Corp Strategy - Corporate Consultation
30.0	Corp Strategy - Divisional Restructure
25.0	Corp Strategy - Civic Refurbishment Costs
60.0	Corp Strategy - ICT Implementation
13.0	Corp Strategy - Enhancing Council Profile
10.0	Registrars Building Maintenance
510.8	

SCRUTINY CO-ORDINATING COMMITTEE

14 September 2007



Report of: Scrutiny Manager

Subject: REVIEW OF THE AUTHORITY'S POSTAL SERVICE
– PRESENTATION ON THE WORK OF THE
AUTHORITY'S CORPORATE EFFICIENCIES
GROUP: COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with an introduction to the presentation on the work of the Authority's Corporate Efficiencies Group, which will be delivered at today's meeting by the Authority's Head of Procurement and Property Services, as part of the Committee's review of the Authority's postal service.

2. BACKGROUND INFORMATION

- 2.1 The Authority's Head of Procurement and Property Services will be in attendance at today's meeting to deliver a presentation, as part of the Committee's review of the Authority's postal service in relation to the following issues:-
- (a) The background to the Authority's Efficiencies Agenda (national, regional and local);
 - (b) An overview of the Authority's key workstreams in relation to the Authority's postal system that may result in efficiencies / potential service improvements in the effective delivery of the Authority's postal service in the short, medium and long-term, as part of the wider Efficiencies Agenda; and
 - (c) Examples of good and bad practice in relation to efficiencies / service improvements made to the delivery of postal services.

3. RECOMMENDATION

- 3.1 That Members note the content of both the report and presentation, seeking clarification on any relevant issues from the Head of Procurement and Property Services where felt appropriate.

Contact:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

There were no background papers referred to in the preparation of this report.