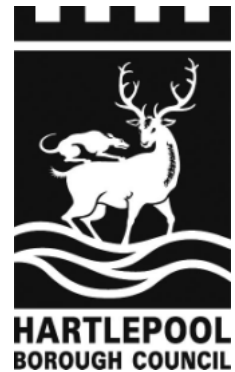


SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday, 26 March 2010

at 2.30 p.m.

in the Council Chamber, Civic Centre, Hartlepool

SCRUTINY CO-ORDINATING COMMITTEE:

Councillors C. Akers-Belcher, S Akers-Belcher, Barker, Brash, James, London, A Marshall, J. Marshall, McKenna, Preece, Richardson, Rogan, Shaw, Simmons, Wright and Young

Resident Representatives: Evelyn Leck, Iris Ryder and Linda Shields

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 19 March

4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE

No Items

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

No Items.

6. FORWARD PLAN

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

No items

8. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS

8.1 Quarter 3 – Capital and Accountable Body Programme Monitoring Report
2009/10 – Chief Financial Officer

8.2 Quarter 3 – Corporate Plan and Revenue Financial Management Report
2009/10 – Chief Financial Officer / Assistant Chief Executive

9. ITEMS FOR DISCUSSION

9.1 Drafting of Departmental Plans and Approval of Plans (2010/11)

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) **Date of Next Meeting: 16 April 2010 commencing at 2.00 pm in the Council Chamber, Civic Centre, Victoria Road, Hartlepool.**

SCRUTINY COORDINATING COMMITTEE

26 March 2010



Report of: Assistant Chief Executive, Chief Solicitor, Chief Personnel Officer and Chief Finance Officer

Subject: PROPOSALS FOR INCLUSION IN CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2010/11

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for Scrutiny Coordinating Committee to consider the proposals for inclusion in the 2010/11 Chief Executives Departmental Plan.

2. BACKGROUND

- 2.1 The departmental plans and Corporate Plan are for the 3 years 2008/09 to 2010/11. This coincides with the Local Area Agreement and the Government's Comprehensive Spending Review and allocation of funding to local government which is reflected in the Council's own Medium Term Financial Strategy.
- 2.2 Service Planning for the last 2 years has been based on a common set of outcomes shared by the Council in the departmental and Corporate Plans and by the Hartlepool Partnership in its Local Area Agreement (LAA). The departmental and Corporate Plans have included a small number of additional outcomes that do not form part of the LAA. The full list of proposed outcomes has been reviewed as part of the 2010/11 service planning process and were agreed by Scrutiny Coordinating Committee at its meeting on 11 December 2009 and by Cabinet at its meeting on 14 December 2009.
- 2.3 As in previous years it is proposed that the detailed proposals should be considered by each of the Scrutiny Forums in March. A report will be prepared for Scrutiny Coordinating Committee on 16 April 2010 detailing the comments/observations of each of the Scrutiny Forums to inform a response to Cabinet.
- 2.4 The Departmental Plan is a working document and as such there are still a small number of areas where further information is still to be provided. This

information will be included in the version of the Plan that is to be considered by Cabinet in May 2010

3. PROPOSALS

- 3.1 The Service Planning Framework has been amended slightly in order to: -
- Simplify arrangements
 - Provide a clearer framework for service planning
 - Further integrate arrangements for service planning for the Council and the Hartlepool Partnership
- 3.2 The four key elements of the framework and plans will remain unchanged – outcomes, actions, performance indicators and risks. The Council's service planning framework is based on having a clear set of outcomes that the Council is working towards achieving.
- 3.3 The Assistant Chief Executive will deliver a short presentation at the meeting detailing the key issues and priorities that the department faces over the next year and setting out proposals for how these will be addressed.
- 3.4 Officers from across the Council have been developing the outcomes agreed at Scrutiny Coordinating Committee in December, and setting out in detail how they will be achieved. This includes identifying the Performance Indicators (PIs) that will be used to measure progress, key actions that are required to achieve success and any risks that will prevent the outcome being achieved. This detail is included in the proposed Chief Executives Departmental Plan, attached at **Appendix A**.
- 3.5 In addition each outcome includes those PIs and Actions that will be included in the Corporate Plan and/or the Local Area Agreement Delivery and Improvement Plan.
- 3.6 Where Performance Indicators have future targets, for 2010/11, 2011/12 and 2012/13 it may be necessary for these to be revised based on final year outturns for 2009/10 and/or final budget decisions. Any changes to proposed targets will be reported to Scrutiny Coordinating Committee in the year end Performance Report in the summer.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Scrutiny Coordinating Committee: -
- considers the proposed outcome templates for inclusion in the 2010/11 Chief Executives Departmental Plan
 - considers the actions and indicators proposed for inclusion in the 2010/11 Corporate Plan and/or Local Area Agreement Delivery and Improvement Plan

- formulates any comments and observations to be included in the overall presentation to the meeting of the Scrutiny Coordinating Committee on 16 April 2010.

7. BACKGROUND PAPERS

7.1 None.

Contact Officer: - Andrew Atkin
Assistant Chief Executive
Tel: 01429 523001
E-mail: Andrew.Atkin@Hartlepool.gov.uk



Chief Executives Department

Departmental Plan 2010/11

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Priorities	12
Departmental Annual Action Plan 2010/11	17

Introduction

This document is the Chief Executives Departmental Plan for 2010/11 and forms part of the Council's overall Service Planning arrangements. The plan details the key priorities and issues facing the department, including a detailed action plan for the next 12 months.

This plan should be looked at in conjunction with both the Council's Corporate Plan, and the individual service plans, that together form part of the Council's overall Service Planning Arrangements.

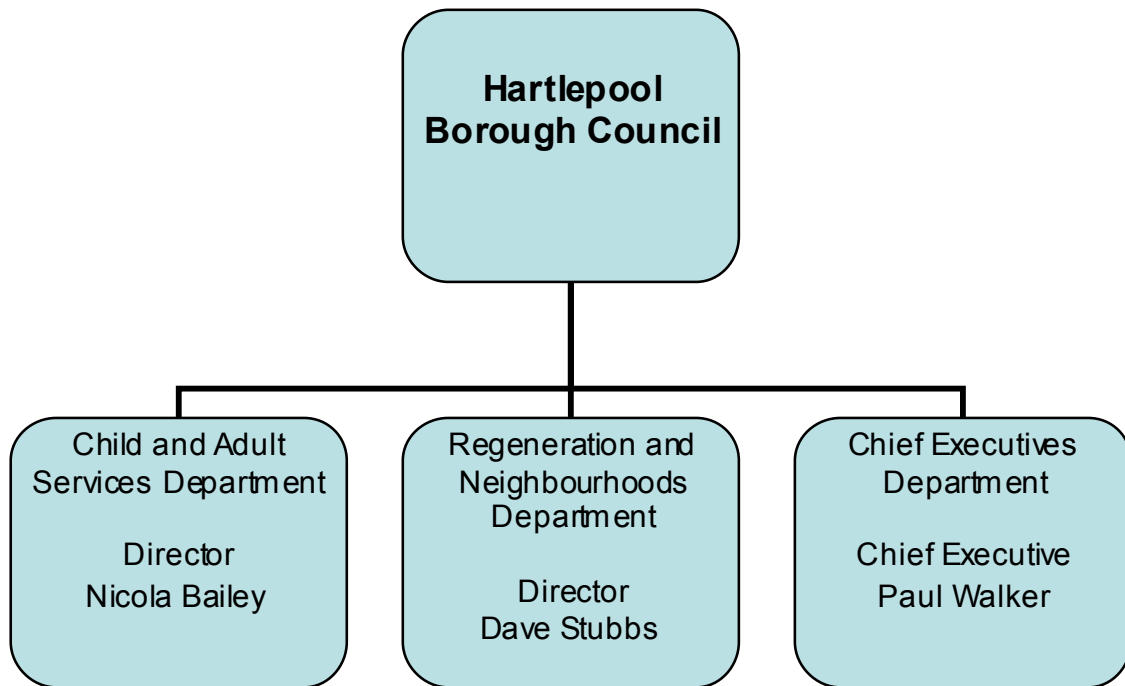
The Council's service planning framework is based on having **a clear set of outcomes** that the Council is working towards achieving. For each outcome the department has identified: -

- a number of **actions**, which when completed, will help to achieve the outcome;
- **performance indicators** as the basis for making and measuring progress towards achieving the outcome;
- the significant **risks** that could affect progress towards its achievement.

For further information, the Council's Performance Management Framework can be seen on page 6.

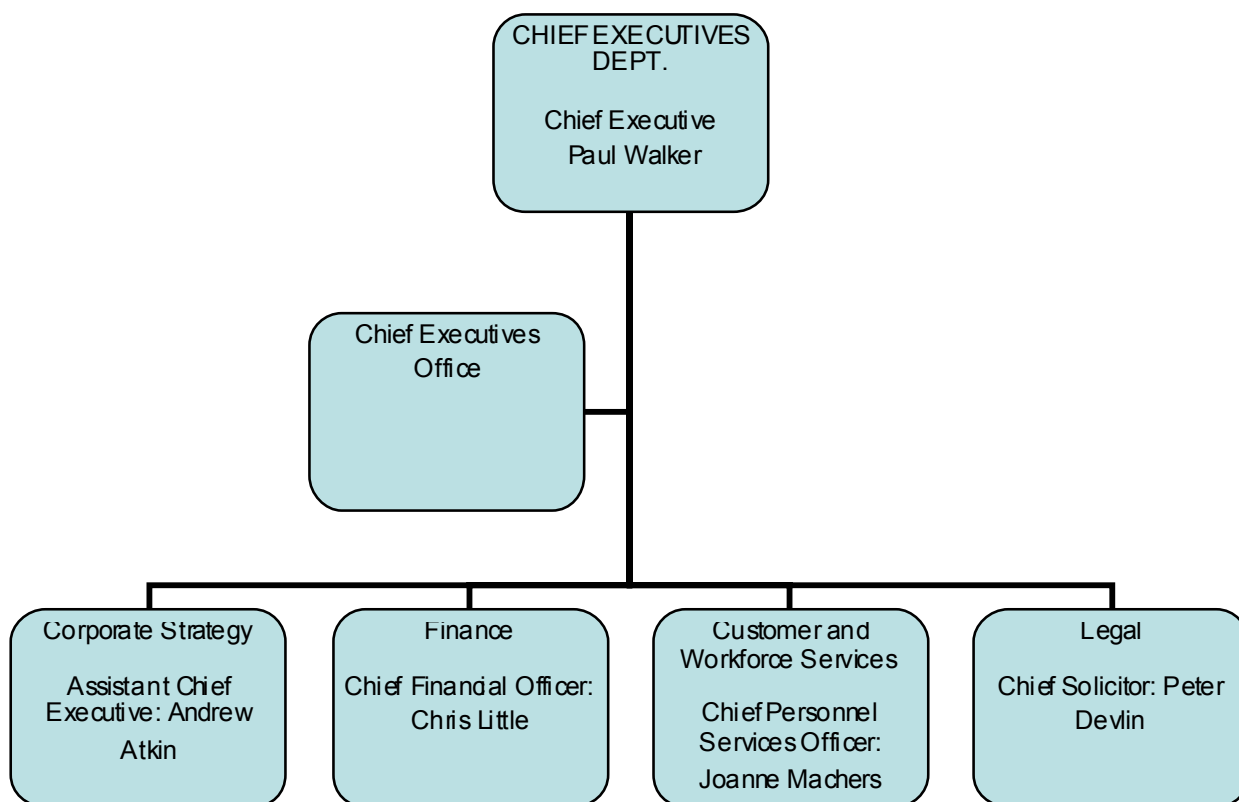
Departmental Structure

The Chief Executives Department is one of three within the authority, headed by the Chief Executive. The Corporate Management Team comprises the Director of each department, including the Chief Executive, and the Assistant Chief Executive and meets every 2 weeks.



Within the Chief Executives Department there are four divisions, Corporate Strategy, Legal, Customer and Workforce Services, and Finance.

The Chief Executive's Management Team comprises the head of each division and meets every 2 weeks.



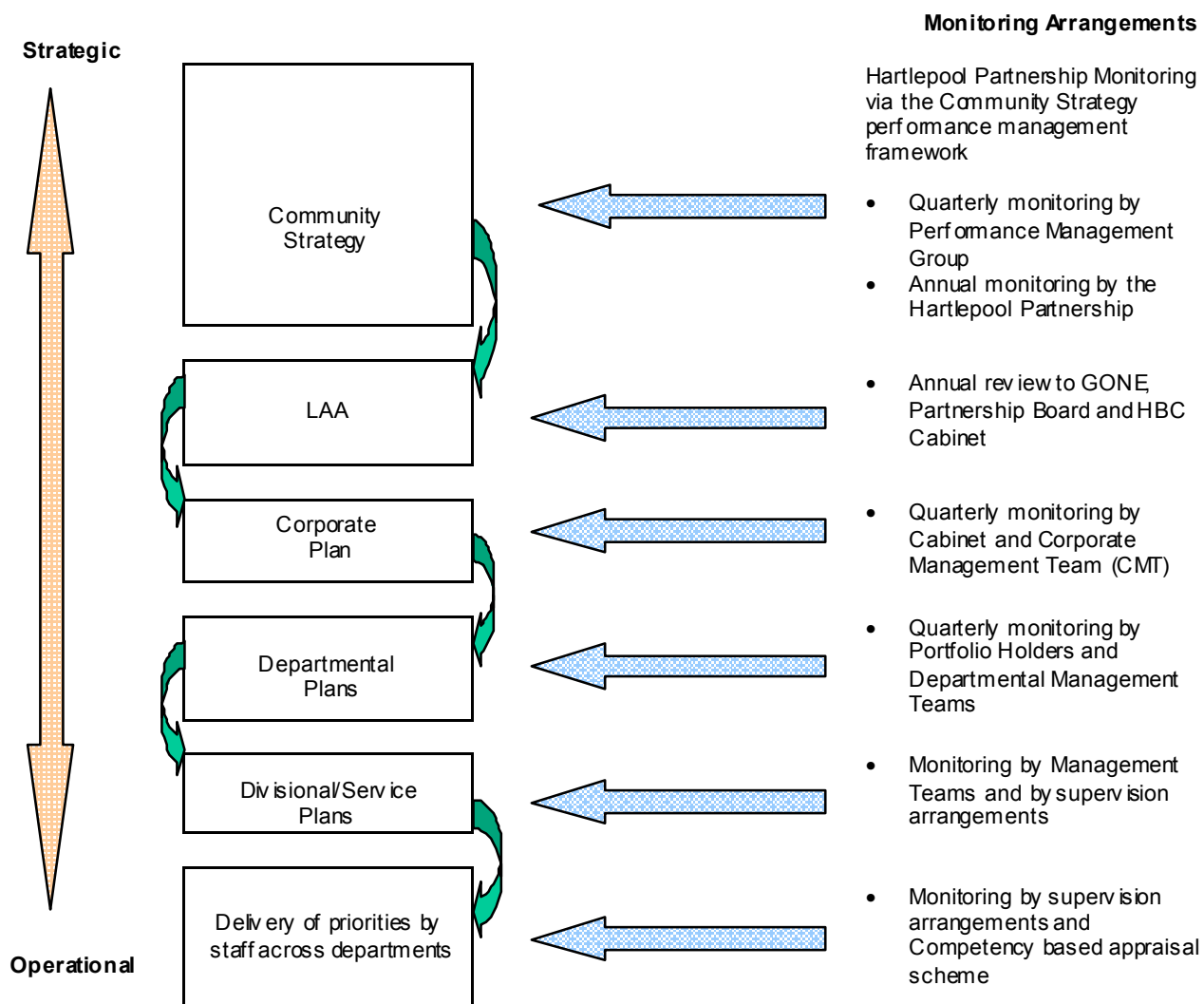
Each Division is organised into a number of sections, detailed below: -

Corporate Strategy	Finance	Customer and Workforce Services	Legal
Democratic Services	Audit and Governance	Customer Services	Personal Services
Corporate ICT	Corporate Finance	Financial Services	Litigation
Performance and Partnerships	Financial Accounting	Support Services	Environment and Development
Public Relations	Financial Management and Support	Healthy, Safety and Wellbeing	Registration and Members Services
Scrutiny		HR Business Services	
		Organisational Development	
		Registration Service	

Performance Management

• Performance Management Framework

We have developed our performance management framework alongside the Hartlepool Partnership, to ensure that our priorities are aligned with that of the Partnership. Our framework and monitoring arrangements are: -



• Monitoring and Reporting

The action plan detailing how the department will meet its main priorities for the forthcoming year will be monitored constantly, and a quarterly report will be given to the Portfolio Holder(s) to update them on progress and highlight any key areas of achievement and concern.

Throughout the year, in certain circumstances, it may become necessary to either remove or amend an outcome or specific action from the annual plan. This could be for a number of reasons, such as changing priorities or a delay in implementing a particular scheme through unforeseen circumstances. Any amendments to the plan will only be made with full agreement of the relevant portfolio holder(s).

- **Reviewing the Plan**

As previously explained the annual action plan will be constantly monitored and reviewed, with any proposed changes being presented to portfolio holder for agreement.

The overall departmental plan also contains the key priorities for the next three years that will affect the department. Naturally these will change over time and will need to be reviewed and updated to reflect these changing priorities. As a revised Departmental Plan will be produced on an annual basis the overall priorities will be reviewed on an annual basis and will be reflected in future departmental plans.

- **Communication**

- Each member of staff is informed via email of the location on the intranet/website of the Corporate, Departmental and Service plans
- Section managers are required to brief their teams on the issues considered most relevant to their teams
- CMT, Cabinet and Council approve the Corporate Plan.
- CEMT and Finance and Performance Management Portfolio Holder approve the Chief Executive's Departmental Plan

Workforce Planning

Workforce Profile (as at 1.4.10)

The Chief Executives Department employs ?? employees (as at 1.4.10). A summary analysis is provided below and further breakdown, by grade, is provided at Appendix 1

a) Gender profile

The departmental workforce comprises ?? (??%) males and ?? (??%) females

b) Employees with a disability

?? employees with disabilities work within the department, representing ??% of the departmental workforce

c) Employees from a black or minority background

?? employees with disabilities work within the department, representing ??% of the departmental workforce

d) Age profile

The age profile of the department is

	16-19	20-24	25-34	35-49	50+
No of Employees	??	??	??	??	??
%age of employees	??	??	??	??	??

A further breakdown, by grade, is provided at Appendix 1

e) Sexual Orientation profile

Information not available but plans in place to collect this

f) Religion and Belief profile

Information not available but plans in place to collect this

Workforce Development

The budget available for training and development in 2010/11 is £???,??? representing ??% of the pay budget.

As at 1 April 2010 ?? employees within the department are undertaking a qualification based form of learning. A further breakdown, by grade, is provided at Appendix 1

Sickness

In 2009/10, the average sickness absence was ??.?? days per FTE employee. A further breakdown, by grade, is provided at Appendix 1

Workbases

The workforce operates from ?? workbases

-

Key Workforce Issues

Workforce planning now forms part of the Council's service planning process. It helps us build a workforce that can deliver improved services, greater efficiencies and better customer focus in frontline services.

As part of the service planning process officers have been asked to identify those outcomes that have significant workforce planning issues. Where issues have been identified these are shown in the table below and the department will produce a separate workforce planning action plan aimed at addressing the issues.

Workforce Planning Issue	Outcome(s)
• Address recruitment and retention issues	
• Address future workforce requirements	
• Ensure employees attain new skills / knowledge / competencies needed	
• Address workforce profile issues	
• Address training and development implications	
• Consult with employees	

Resources

This section provides more information on the Department's budget for 2010/11 including where the money is spent and details key pressures and issues that the department faces.

The key decisions affecting the Chief Executives Department were made as part of the Medium Term Financial Strategy and Budget for 2010/11. These were:

Corporate Planning assumptions 2010/11

Council Tax increase of 2.5% for 2010/11 and 2011/12 and 3.9% for 2012/13
Grant funding reduced by 5% per year from 2011/12
General inflation rise of 2.5%

Revenue Budget 2010/11

- **Pressures**

£70,000 temporary costs for up to three years to provide support to businesses during the recession (Discretionary Business Rates Hardship Relief)

£50,000 estimated repayment cost of using Prudential Borrowing to capitalise £0.5m of expenditure, which will produce a gross revenue saving for 2010/11 of £0.5m

See Appendix C Cabinet Report 8 February 2010

- **Additional Income (Potential Sources)**

£4,000 from provision of services to Cleveland Fire Authority in relation to support PFI scheme

£4,000 increase in income from schools for provision of Financial Management in Schools assessments

£5,000 increase in bailiff fees

£2,000 from website advertising

£1,000 from schools appeals review of charging

See Appendix G Cabinet Report 8 February 2010

Approved Budget 2010 /11 for Chief Executives Department

Division	Cost Centre	Approved Budget 2009/10	Approved Total Budget 2010/11
Corp. Strategy	Public Relations	139.3	140.7
Corp. Strategy	Democratic Services	232.2	233.5
Corp. Strategy	Corporate Strategy and Public Consultation	679.1	707.9
Corp. Strategy	Support to Members	168.7	170.9
Corp. Strategy	Hartlepool Partnership	234.5	205.2
Finance	Corporate Finance	968.1	854.4
Finance	Internal Audit	264.2	264.4
Finance	Fraud	165.7	123.2
Human Resources	Human Resources & Health and Safety	811.1	767.3
Human Resources	Training and Equality	338.9	342.0
Human Resources	Housing and Council Tax Benefit	207.3	212.5
Human Resources	Benefits	80.6	13.2
Human Resources	Revenues	1,128.5	1,145.0
Human Resources	Revenues and Benefits Central	(82.8)	(86.9)
Human Resources	Contact Centre	611.0	619.1
Human Resources	Registration Services	63.7	64.0
Legal	Legal Services	581.8	570.5
Other	Shared Services	917.5	357.3
Other	Other Office Services	(59.5)	(62.6)
Other	Shopping Centre	(892.7)	(915.0)
Other	Central Administration Recharges	(1,649.6)	(1,690.9)
Other	Central Property Services	5,346.5	5,624.5
Other	Municipal Elections & Registration of Electors	187.3	191.3
Other	Corporate Expense	504.6	507.5
	Working Neighbourhoods Fund	91.8	55.4
	Total Budget including ABG Funded Expenditure	11,037.8	10,414.4
	ABG Grant	(40.0)	(95.0)
	Net Budget Requirement	10,997.8	10,319.4

Priorities

- **Overall Aim/Vision**

The Council's overall aim remains:-

“Hartlepool will be an ambitious, healthy, respectful, inclusive, thriving and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.”

The Council's aim is based on, and virtually identical to, the Hartlepool Partnership's new long term vision, agreed in July 2008, looking 20 years ahead is:-

“Hartlepool will be a thriving, respectful, inclusive, healthy, ambitious and outward looking community, in an attractive and safe environment, where everyone is able to realise their potential.”

The Council has adopted the eight themes that the Partnership has agreed forms part of the Sustainable Community Strategy:-

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety
- Environment
- Housing
- Culture and Leisure
- Strengthening Communities

- **Medium Term priorities**

The department deals with a wide range of functions and pressures arise from a number of sources. This section details the priorities for the next 3 years – giving the opportunity to look more 'longer term' than if only the next 12 months were to be reflected, and will be reviewed on an annual basis.

- **Efficiency/Value for Money**
The current economic climate increases the need for the Council to be more efficient and provide value for money to all residents, businesses and visitors to Hartlepool. The Council's Medium Term Financial Strategy is a key document setting out the financial implications of the Council's various strategy documents and the issues affecting the financial stability of services. Currently the Council is facing significant budget deficits from 2011/12 onwards, and one of the major projects being undertaken by the

Council to address the deficit is the Business Transformation Programme, which aims to make annual savings of £8m from 2011/12. Key actions in relation to the MTFS and the BTP are included in the outcome **“Improve the efficiency and effectiveness of the organisation”**.

- Customer Services

The main priorities in relation to customer services are minimising avoidable contact, channel shifting customers to more efficient channels and consolidating contact to the corporate centre.

A corporate customer service and access channel strategy is currently being developed that will help all service areas to work towards a shared customer service goal. By centralising customer contact we can achieve a higher standard of service delivery to the customer, increase the number of contacts resolved first time and reduce the number of repeat contacts and interruptions to specialist officers. Improvements to, and better use of, the website will reduce the number of telephone calls and face to face contacts creating both cashable and non-cashable efficiencies. Key actions in relation to Customer Services are included in the outcome **“Deliver effective customer focussed services and improve customer satisfaction”**.

- Workforce Services

Developing and implementing the People Framework will be the strategic driver behind most of what Workforce Services will deliver over the next few years. This new framework will have a positive effect on every employee and will improve the employee experience from the moment they apply for a job here, through the recruitment process, in how they are managed, right up to the end of their time with us. We want our people to think about their job roles and the teams in which they spend their day to day lives and think “Wow, what a great place to work”. That’s a challenge—but this framework moves us a step forward to achieving that vision.

At the same time it will be necessary to complete the modernisation of the conditions of service for employees, support the Business Transformation process, respond to national changes to conditions of service for school employees and improve the health, safety and wellbeing governance and risk management arrangements

Key actions relating to workforce services are included in the outcome **“Improve Elected Member and Workforce arrangements”**

Corporate Outcomes – summary of areas to progress

The department is contributing to a number of Corporate Outcomes and the key areas to progress are described briefly below. Full details can be found in the Departmental Action Plan that follows this section.

Outcome 33 – Empower local people to have a greater voice and influence over local decision making and the delivery of services

Although this outcome sits principally under the remit of the Regeneration and Neighbourhoods Department, the Chief Executives Department contribute to this through the work of the Performance and Partnerships team. In 2010/11 the department will monitor the delivery of the Community Network Delivery and Improvement Plan.

Outcome 35 – Improving quality of life and ensuring service providers are more responsive to neighbourhood needs with particular focus on disadvantaged areas

This outcome is also being delivered by the Regeneration and Neighbourhoods department with a contribution from the Performance and Partnerships team from within the Corporate Strategy Division. The departments' main focus in 2010/11 will be to share the learning from the high level Total Place Resource Mapping exercise with the Hartlepool Partnership.

Outcome 36 – Improving Financial Inclusion

Working with partners this outcome aims to increase the number of adults and children having their own bank accounts and encourage and improve the take up of Council Tax reductions. There are a number of key actions included under this outcome including developing and implementing the Hartlepool Financial Inclusion Partnership Action Plan.

Outcome 37 – Freedom from discrimination and harassment

The departments' key role in 2010/11 will be to implement the actions included in the Corporate Equality Plan including undertaking appropriate diversity assessments.

Outcome 39 – Improve Performance Management, Data Quality and Risk Management Arrangements

Further improvements to performance and risk management, alongside data quality are planned for 2010/11 to ensure information used for decision making is appropriate. This will involve working with the Audit Commission in preparing for Comprehensive Area Assessment and the Council's Organisational Assessment.

Outcome 40 – Deliver effective customer focussed services and improve customer satisfaction

This outcome focuses on the role of Hartlepool Connect to improve the customer experience and provide better access to services for the people that need to use

them. Steps will also be taken to implement Council plans in relation to learning from complaints.

Outcome 41 – Provide a high quality Consultation and Information Service

The outcome details the steps that will be taken to implement Council's plans in relation to consultation and sharing of information with public and employees including the second Place Survey due to be undertaken in 2010.

Outcome 42 – Raise the profile and enhance the reputation of the Council

The outcome includes how the Council communicates with residents, through the Public Relations team in Corporate Strategy, as well as developing the role of the Overview and Scrutiny function.

Outcome 43 – Improve the efficiency and effectiveness of the organisation

The pressure to provide services increases each year with the need to become more efficient, particularly in the current economic climate and the need to make savings to ensure budgets are adhered to. Key actions include finalising the Council's Medium Term Financial Strategy and reviewing the Corporate ICT Strategy to ensure it continues to support Corporate Objectives.

Outcome 44 – Continue to support, develop and improve efficiency of the Council's Democratic function

Ensuring that the Council's democratic function continue to operate is a key part of the decision making process within the authority.

Outcome 45 – Ensure robust governance arrangements for core business and key partnerships

The priorities include undertaking a rolling review of partnership governance arrangements and reviewing the System of Internal Audit.

Outcome 46 – Delivery of effective legal services

Key actions to be undertaken include reviewing SLAs with customer base and developing new models of integrated service delivery.

Outcome 47 – Improve Elected Member and Workforce arrangements

The development and retention of members and staff is another key area and work will continue in 2010/11 on this theme. Related key actions include developing the People Framework and implementing the Single Status Agreement.

Outcome 48 – Improve financial management and reporting

The next few years are bound to be challenging financially as the impact of the recession begins to take hold on public sector finances. Priorities this year include implementing the International Financial Reporting Standards and implementing and testing the IPF asset register.

Outcome 49 – Reduce the Risk and Incidences of Fraud

Priorities under this outcome include the updating of the HBC anti fraud and corruption plan and to raise awareness of fraud issues.

- **Annual Action Plan**

The Chief Executives Departments annual action plan is attached below, providing details on how the department will be working towards achieving the medium term priorities set out above.

Each outcome includes 5 sections

- Outcome details – this includes the outcome description and key management details such as lead department and officer assignee.
- Performance indicators – this lists with targets the performance indicators that will be used to assess progress towards achieving the outcome.
- Actions – this describes actions, which when completed, will help to achieve the outcome
- Risks – this describes significant risks that could affect progress towards its achievement of the outcome
- Resource implications – this describes in summary form the significant resource implications that need to be taken into account for planning and delivering the outcome over the next 3 years.

Departmental Action Plan 2010/11

SECTION 1 OUTCOME DETAILS				
Outcome:	33 - Empower local people to have a greater voice and influence over local decision making and the delivery of services		LAA Outcome?	Yes

Owner:	Karen Oliver
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Lead Dept:	Regeneration and Neighbourhoods
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Theme:	Strengthening Communities
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Other Contributors:	Corporate Strategy
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
LAA SC P001a	% of CN Theme Partnership Representatives & LSP Representatives attending Partnership meetings	Tracy Herrington	LP	Yes	Fin Year					
LAA SC P001b	% Resident representatives attending pre agenda meetings	Tracy Herrington	LP	Yes	Fin Year	75%	09/10	80%		
LAA SC P001c	% Active CEN members attending Community Network Business meetings	Tracy Herrington	LP	Yes	Fin Year	55%	09/10	60%		
MORI P06a	Percentage of adults who feel they can affect decision that affect their own area	Richard Stars	LP	Yes	Fin Year Biennial	30%	10/11	n/a	30%	n/a
MORI P06b	Percentage of adults who feel they can affect decision that affect their own area (NRA narrowing the gap)	Richard Stars	LP	Yes	Fin Year Biennial	27%	10/11	n/a	27%	n/a
NI 4	% of people who feel they can influence decisions in their own locality	Peter Turner	LP	Yes	Fin Year Biennial	35.5%	10/11	n/a	n/a	n/a

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?
Monitor the delivery of the Community Network 2010/11 Delivery & Improvement Plan		March 2011	Catherine Frank		Corp & LAA DIP

SECTION 4 RISKS		
Code	Risk	Assignee

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)		Area Based Grant funding due to end 31 st March 2011, no further WNF support for Community Network (£144k)	
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS			
Outcome:	35 - Improving quality of life and ensuring service providers are more responsive to neighbourhood needs with particular focus on disadvantaged areas	LAA Outcome?	Yes

Owner:	Sylvia Burn
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Lead Dept:	Regeneration and Neighbourhoods
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Theme:	Strengthening Communities
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Other Contributors:	Corporate Strategy
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets ¹		
						Target	Period	Yr 1	Yr 2	Yr 3
NI 5	Overall/General satisfaction with local area	Liz Crookston	Imp	Yes	Fin Year Biennial	79.4%	10/11	n/a	n/a	n/a
MORI P02a	Proportion of people satisfied with their local area as a place to live	Richard Starrs	LP	Yes	Fin Year Biennial	85%	10/11	n/a	85%	n/a
MORI P02b	Proportion of people satisfied with their local area as a place to live (NRA narrowing the gap)	Richard Starrs	LP	Yes	Fin Year Biennial	82%	10/11	n/a	82%	n/a

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Share the learning from the high level Total Place Resource Mapping exercise with the Hartlepool Partnership		December 2010	Richard Starrs		LAA DIP	

SECTION 4 RISKS		
Code	Risk	Assignee

¹ Future targets – indicators NI 5, MORI P02a and MORI P02b are collected using satisfaction surveys every 2 years so targets for Years 1 and 2 not required.

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	36 - Improving Financial Inclusion			LAA Outcome? Yes

Owner:	John Morton
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Lead Dept:	Chief Executives – Human Resources, Finance
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Theme:	Strengthening Communities
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
CEDFI P025	Increase the number of Credit Union Current Accounts / Saving Accounts opened by adults	John Morton	LP	Yes	Fin Year	250	09/10	500	550	600
CEDFI P026	Increase in the opening of bank / savings accounts by school age / college age individuals	John Morton	LP	Yes	Fin Year	100	09/10	300	325	350
CEDFI P027	Take up of Council Tax Reductions	John Morton	LP	Yes	Fin Year	100	09/10	200	225	250

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Develop and implement Hartlepool Financial Inclusion Partnership Action Plan		31/3/11	Carol Jones		Corp	
Deliver cross partner DWP loans fund arrangements within the borough.		31/3/11	Carol Jones			
Deliver community events programme to improve financial literacy, awareness of third sector lenders, debt advice and financial support		31/3/11	Carol Jones			
Coordinate and deliver money management / financial awareness in education sector		31/3/11	Carol Jones			
Integration of Child Poverty and Financial Inclusion Strategies		31/3/11	Carol Jones	Child Poverty	Corp	

SECTION 4 RISKS		
Code	Risk	Assignee
CED R009	Retention of key staff	Andrew Atkin
New	Community hard to reach groups fail to engage with initiatives	John Morton

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)		WNF Funding of £40k pa ends March 2011. This Outcome will need sustainable funding or exit strategy.	
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning		WNF Funding of £40k pa ends March 2011. This Outcome will need sustainable funding or exit strategy.	

SECTION 1 OUTCOME DETAILS				
Outcome:	37 - Freedom from discrimination and harassment		LAA Outcome?	Yes

Owner:	Christine Armstrong
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Lead Dept:	Chief Executives – Human Resources
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Theme:	Strengthening Communities
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
MORI P01a	% of people who feel that their local area is a place where people from different backgrounds get on well together	Richard Stars	LP	Yes	Fin Year Biennial	62%	10/11	n/a	62%	n/a
MORI P01b	% of people who feel that their local area is a place where people from different backgrounds get on well together (NRA narrowing the gap)	Richard Stars	LP	Yes	Fin Year Biennial	62%	10/11	n/a	62%	n/a
CEDHR P012	The level of the Equality Framework for Local Government to which the Authority conforms	Christine Armstrong	No	Yes	Fin Year	2	2009/10	3	3	3

SECTION 3 ACTIONS						
Action			Other Plans	Due Date	Assignee	Cross Cutting Theme
Implement the Corporate Equality Plan				31.3.11	Christine Armstrong	Diversity and equality

SECTION 4 RISKS		
Code	Risk	Assignee
CED R059	Failure to integrate equality into all aspects of the Council's work	Christine Armstrong

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)	Terminating Grant of 13k from Community Cohesion Funding at 31.3.10		
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	39 - Improve Performance Management, Data Quality and Risk Management Arrangements			LAA Outcome? No

Owner:	Andrew Atkin
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Lead Dept:	Chief Executives Corporate Strategy
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
	Audit Commission Organisational Assessment rating for Use of Resources 2.2 Data Quality	Peter Turner	No	Yes/No	FY	3	FY	3	3	3
	Audit Commission's Organisational Assessment rating Use of Resources 2.4 Risk and Internal Control	Peter Turner	No	Yes/No	FY	3	FY	3	3	3
	Audit Commission Organisational Assessment rating for Performance Management	Peter Turner	No	Yes/No	FY	3	FY	3	3	3

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Report to Cabinet on analysis of 2008/9 and 2009/10 National Indicator data identifying potential areas for service improvement		Apr 2010 and Nov 2010	Peter Turner	Value for Money	Corp	
Report review of 2010/11 service planning arrangements with recommendation for revision for 2011/12		Sept 2010	Peter Turner			
Prepare for Comprehensive Area Assessment and Council's Organisational Assessment of 2009/10		Oct 2010	Peter Turner		Corp	
Update and disseminate performance management framework, risk management strategy and data quality policy to reflect Business Transformation of the Council		Apr 2010	Peter Turner			
Brief and train staff taking on responsibilities for performance management, risk management and data quality as a result of Business Transformation		Mar 2011	Peter Turner			
Coordinate quarterly performance and risk reporting for 2010/11 to Council Members and senior managers		June 2011	Peter Turner			

Prepare the Local Area Agreement Delivery & Improvement Plan for 2010/11		June 2010	Catherine Frank		Corp
Performance Management Group to monitor quarterly performance of the LAA		March 2011	Catherine Frank		
Negotiate a new LAA for 2011-14		March 2011	Catherine Frank		Corp

SECTION 4 RISKS		
Code	Risk	Assignee
CED R073	Maintain skill and knowledge of appropriate employees across the Council in relation to PM, risk and data quality thru the BT process	Peter Turner
CED R031	Performance Management arrangement fails to operate as intended and disrupts PM arrangements across the Council and Hartlepool Partnership	Peter Turner
CED R063	Lack of data quality for performance information results in poor decision making and worsening performance	Peter Turner
CED R037	Failure to embed risk management arrangements leads to service/governance failures resulting in reputation/financial loss	Peter Turner

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)		Covalent contract ends 31/3/11. Service charge incurred from 2011/12 onwards	Performance management function – complete Business Transformation Service Delivery Options Review Year 3
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	40 - Deliver effective customer focussed services and improve customer satisfaction		LAA Outcome?	No

Owner:	Joanne Maders
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Lead Dept:	Chief Executives Human Resources
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Theme:	Organisational Development
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Other Contributors:	Chief Exec's – Corporate Strategy
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
NI 14	Avoidable contact: the proportion of customer contact that is of low or no value to the customer	Christine Armstrong	No	Yes	Annually	23%	09/10	21.5%	20%	20%
CEDCS PO02	Satisfaction with complaint handling (BVPI 4 – measured via Viewpoint)	Peter Turner	No	No	Every 2 yrs	37%	09/10	n/a	40%	n/a
CEDCS PO04	% of complaints dealt with within deadlines	Peter Turner	No	No	Fin year	80%	09/10	80%	80%	80%
CEDCS PO05	No. of Ombudsman complaints received	Peter Turner	No	No	Fin year	18	09/10	18	18	18

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?
Implement Hartlepool Connect Service Integration & Improvement Strategy taking account of BTP strands		31/3/11	Christine Armstrong	Value for Money	Corp
Improve access to services		31/3/11	Christine Armstrong	Value for Money	Corp
Improve customer experience		31/3/11	Christine Armstrong	Value for Money	Corp
Implement the Corporate Complaints & Comments Action Plan – review procedure; ensure accessibility of procedure for all groups; equip officers to deal with complaints; maximise use of complaints & comments information.		31/3/11	Peter Turner		

SECTION 4 RISKS		
Code	Risk	Assignee
CED R052	Failure of Contact Centre to improve service delivery	Christine Armstrong

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			Customer Services functions including Hartlepool Connect and Registrars complete Business Transformation Service Delivery Options Review Year 3
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	41 - Provide a high quality Consultation and Information Service		LAA Outcome?	No

Owner:	Andrew Atkin
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Lead Dept:	Chief Executives Corporate Strategy
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
CEDCS PO16	% of residents agreeing that HBC regularly asks local people about views and opinions (LPI CE12) – measured by Viewpoint	Peter Turner	No	No	Every 2 yrs	58%	2009/10	n/a	60%	n/a
MORI P06a	Percentage of adults who feel they can affect decision that affect their own area	Richard Stars	LP	Yes	Fin Year Biennial	30%	10/11	n/a	30%	n/a
MORI P06b	Percentage of adults who feel they can affect decision that affect their own area (NRA narrowing the gap)	Richard Stars	LP	Yes	Fin Year Biennial	27%	10/11	n/a	27%	n/a
NI 4	% of people who feel they can influence decisions in their own locality	Liz Crookston	LP	Yes	Fin Year Biennial	35.5%	10/11	n/a	35.5%	n/a

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?
Implement the Corporate Consultation Action Plan – co-ordinate consultation activity; promote high standards; promote e-consultation; promote consultation with diverse groups; promote feedback of consultation outcomes; promote monitoring and evaluation of consultation work.		31/3/2011	Peter Turner		
Complete 2010 Place Survey, investigating opportunities for Tees Valley approach to achieve economies of scale		31/12/2010	Peter Turner	Value for Money	

SECTION 4 RISKS		
Code	Risk	Assignee
CED R023	Failure to ensure quality of consultation service by external agencies	Peter Turner
CED R024	Failure to promote safety issues of survey interviewers when working away from office	Peter Turner

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity	Complete 2010 Place Survey, investigating opportunities for Tees Valley approach to achieve economies of scale		
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	42 - Raise the profile and enhance the reputation of the Council		LAA Outcome?	No

Owner:	Andrew Atkin
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Lead Dept:	Chief Executives Corporate Strategy
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
CEDCS P026	Percentage of residents feeling they are fairly well or very well informed	Alastair Rae	No	No	FY – 3 yearly	n/a	n/a	Targets not set		

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Implement the Corporate Communications Strategy Action Plan		31 March 2011	Alastair Rae			
Implement, review and evaluate the Tall Ships PR/Communications Plan		31 Dec 2010	Alastair Rae			
Evaluate the effectiveness of the Overview and Scrutiny Function		March 2011	Joan Wilkins		Corp	
Improve and develop the Overview and Scrutiny Function		June 2011	Joan Wilkins		Corp	
Raise the profile of the work of the Overview and Scrutiny Function		June 2011	Joan Wilkins		Corp	
Compile the Scrutiny Work Programme for 2010/11		July 2011	Joan Wilkins		Corp	
Deliver the Scrutiny Work Programme for 2010/11		April 2011	Joan Wilkins		Corp	
Monitor recommendations made across all Overview and Scrutiny Committees		July 2011	Joan Wilkins		Corp	

SECTION 4 RISKS		
Code	Risk	Assignee
CEDR002	Failure to ensure good communication channels in the event of a major incident	Alastair Rae
CEDR004	Failure to communicate in a clear and concise manner	Alastair Rae
CED R011	Failure to deliver the content of the Overview and Scrutiny Work Programme 2010/11	Joan Wilkins
CED R012	Failure to further develop links between the Executive and Scrutiny	Joan Wilkins
CED R013	Failure to Monitor Agreed Scrutiny Recommendations	Joan Wilkins
CED R014	Tackling the Barriers to Effective Scrutiny	Joan Wilkins
CED R016	Failure to raise the profile of the work of the Authority's Overview and Scrutiny Committees	Joan Wilkins
CED R071	Failure to recruit, retain and develop staffing support for the Overview and Scrutiny function	Joan Wilkins

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)	Possible threat to advertising/sponsorship income for Hartbeat due to economic climate		
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	43 - Improve the efficiency and effectiveness of the organisation		LAA Outcome?	No

Owner:	Andrew Atkin / Chris Little
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Lead Dept:	Chief Executives Corporate Strategy, Finance
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
ICT PI 4	Percentage of incidents resolved within agreed service levels	John Bulman	No	No	Quarterly	96%	2009/10	96%	96%	96%
ICT SI 3	Unavailability of ICT services to users	John Bulman	No	No	Quarterly	5%	2009/10	4.75%	4.5%	4.25%
CEDCS P017	Number of website hits (LPI CE14)	Paul Diaz	No	No	Annual	283,500	2009/10	297,000	310,000	325,000
CEDCS P018	Number of online transactions (LPI CE15)	Paul Diaz	No	No	Annual	5,000	2009/10	5,500	6,000	6,600
CEDCS P019	Number of available on-line services (LPI CE17)	Paul Diaz	No	No	Annual	58	2009/10	65	71	78
New	Audit Commission Organisational Assessment rating for Use of Resources 2.1 Commissioning	David Hart	No	No	Annual	3	2009/10	3	3	3
New	Audit Commission Organisational Assessment rating for Use of Resources 3.1 Natural Resource Use	Val Hastie	No	No	Annual	3	2009/10	3	3	3
New	Audit Commission Organisational Assessment rating for Use of Resources 3.2 Asset Management	Dale Clarke	No	No	Annual	3	2009/10	3	3	3

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA/DIP?
Review of Corporate ICT Strategy to ensure it continues to support Corporate Objectives		31/03/11	Joan Chapman	Value for Money	Corp
Delivery of key projects identified in ICT Strategy		31/03/11	Joan Chapman	Value for Money	Corp

Ensure continuation of robust and relevant ICT support for the authority		31/03/11	Joan Chapman	Value for Money	Corp
Cabinet review Medium Term Financial Strategy (MTFS) and outline plan for bridging budget deficit.		Sept 2010	Chris Little		
Cabinet review MTFS in light of consultation and formalise consultation proposals.		Dec 2010	Chris Little		
Finalise MTFS for submission to Council.		Feb 2011	Chris Little		
Undertake and Implement Chief Executive's Dept Support Services Review		31/3/11	Christine Armstrong		
Implement year 2 of the Business Transformation programme		Mar 2011	Andrew Atkin		
Review Business Transformation programme and associated efficiency programmes in light of MTFS and identified budget settlement		Jun 2011	Andrew Atkin		
Determine revised programme, if appropriate, for delivery of efficiency requirements		Jul 2011	Andrew Atkin		

SECTION 4 RISKS		
Code	Risk	Assignee
STR R007	Experiencing failure or lack of access to Critical ICT Systems	Joan Chapman
CED R018	Loss of ICT service due to contract problems with Northgate	Joan Chapman
CED R021	Failure of ICT to support corporate objectives	Joan Chapman
New	Decisions not taken in line with timetable.	Chris Little
New	Insufficient savings identified and agreed.	Chris Little
CED R074	Failure to identify funding to implement/enhance ICT systems	Joan Chapman
CED R075	Failure to successfully manage ICT projects leading to slippage	Joan Chapman

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			

Capital Funding / Asset management		Funding associated with re-tendering of ICT contract currently held with Northgate	
ICT			
Procurement Activity		Retendering of ICT contract – current arrangement ends 30 th September 2013	
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	44 - Continue to support, develop and improve efficiency of the Council's Democratic function			LAA Outcome? No

Owner:	Andrew Atkin
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Lead Dept:	Chief Executives Corporate Strategy
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
CEDCS P012	Draft minutes within 10 days (non exec) (LPI CE6)	Amanda Whitaker	No	No	Fin Year	98%	09/10	98%	98%	98%
CEDCS P013	Draft minutes within 3 days (exec) (LPI CE7)	Amanda Whitaker	No	No	Fin Year	98%	09/10	98%	98%	98%
CEDCS P014	Final minutes within 4 days (exec) (LPI CE8)	Amanda Whitaker	No	No	Fin Year	82%	09/10	82%	82%	82%

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Support of Council's Executive, Non-Executive and Scrutiny Processes		Mar 2011	Amanda Whitaker			
Support the development and updating of the Constitution		Mar 2011	Angela Hunter			
Establish the Council's 2010/11 diary		Jun 2010	Denise Wimpenny			
Maintenance of Statutory Registers		Feb 2011	Angela Hunter			
Administration of School Admission and Exclusion Appeal Hearings		Mar 2011	Denise Wimpenny			

SECTION 4 RISKS		
Code	Risk	Assignee
CED R006	Loss of use of Civic centre for meetings and/or as an administrative base	Amanda Whitaker
CED R007	Serious problems prevent Councillors and staff attending decision making meetings	Amanda Whitaker

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS			
Outcome:	45 - Ensure robust governance arrangements for core business and key partnerships	LAA Outcome?	No

Owner:	Peter Devlin / Chris Little
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Lead Dept:	Chief Executives Legal, Finance
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
New	Percentage coverage of fundamental systems carried out by Internal Audit	Noel Adamson	No	No	Financial Year			90%	90%	90%
New	Audit Commission Organisational Assessment rating for Use of Resources 2.3 Good Governance	Peter Devlin	No	No	Financial Year	3	09/10	3	3	3

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?
Adopt draft partnership guidance.		Dec 2010	Noel Adamson		
Undertake rolling review of partnership governance arrangements. Full opinion on governance arrangements provided to Audit Committee by Head of Audit.		Mar 2011 May 2011	Noel Adamson Noel Adamson		
Review System of Internal Audit.		Mar 2011	Noel Adamson		
Maintain robust arrangements in relation to the Local Standards Framework and report to the Standards for England on the framework		Mar 2011	Peter Devlin		
Implement Audit recommendations contained in "Setting High Ethical Standards Report"		Mar 2011	Peter Devlin		
Whistleblowing policy reviewed, evaluated and circulated annually		Oct 2010	Alyson Caman		
Periodic review of the Constitution		Mar 2011	Peter Devlin		

SECTION 4 RISKS		
Code	Risk	Assignee
New	Full opinion on governance arrangements not provided.	Noel Adamson
CED R062	Breach of conduct by elected members	Alyson Caman
CED R068	Failure to carry out a statutory process	Alyson Caman
CED R060	Delivery of an effective Corporate Service	Alyson Caman

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS			
Outcome:	46 - Delivery of effective legal services	LAA Outcome?	No

Owner:	Peter Devlin
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Lead Dept:	Chief Executives Legal
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
New	Retention of the Law Society's Lexcel accreditation	Alyson Carman	No	No	Annual	Yes	10/11	Yes	Yes	Yes

SECTION 3 ACTIONS					
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?
Advise on new and existing legislation and on the implementation thereof		Mar 2011	Alyson Caman		
Continuation of partnering arrangements to assist, expand and further the Council's aims and objectives (eg., Tees Valley External Legal Partnership)		Mar 2011	Alyson Caman		
Implementation and progression of new Electronic Document Record Management System		Mar 2011	Alyson Caman		
Review of SLAs with customer base		Mar 2011	Alyson Caman		

SECTION 4 RISKS		
Code	Risk	Assignee
CED R068	Failure to carry out a statutory process	Alyson Caman
CED R060	Failure to deliver an effective corporate service	Alyson Caman

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)	SLAs – schools/colleges (annually reviewed), CFA (exp 31.3.2011)		
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	47 - Improve Elected Member and Workforce arrangements		LAA Outcome?	No

Owner:	Joanne Machers
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Lead Dept:	Chief Executives Human Resources
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
HR PI 5A All	Average working days per employee (full time equivalent) per year lost through sickness absence - All Actual	Rachel Clark; Janet McKay	No	Yes	Fin Year	9.5	2009/10	9	8.5	
HR PI 5P All	Average working days per employee (full time equivalent) per year lost through sickness absence - All Predicted	Rachel Clark; Janet McKay	No	No	Fin Year	9.5	2009/10	9	8.5	
New	Audit Commission Organisational Assessment rating for Use of Resources 3.3 Workforce	Joanne Machers	No	No	Fin Year	3	2009/10	3	3	3

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Implement Corporate Plans to Develop & Promote Active, Visible and Effective Leadership		31.3.11	Joanne Machers			
Implement Corporate Plans to Continually improve what we do		31.3.11	Joanne Machers			
Implement Corporate Plans to Develop the Skills of the Workforce		31.3.11	Joanne Machers			
Implement Corporate Plans to Promote Healthy Working		31.3.11	Stuart Langston			
Implement Corporate Plans to Effectively Recognise, Engage and Reward the Workforce		31.3.11	Joanne Machers			
Implement Corporate Plans to Effectively Use Resources and Invest in the Future		31.3.11	Joanne Machers			
Develop the People Framework		31.3.11	Joanne Machers			
Implement the Single Status Agreement		31.3.11	Wally Stagg			

SECTION 4 RISKS		
Code	Risk	Assignee
CED R049	Fraudulent or incompetent data handling leading to inappropriate payments being made to employees resulting in financial loss, investigation, additional administrative work and adverse publicity	Alison Oxley
CED R050	Shortage of skilled staff leading to an inability to fulfil HR commitments resulting in SLA's and/or service standards not being met and some tasks not being undertaken.	Alison Oxley
CED R051	Failure to comply with legislation leading to unlawful acts, loss of morale, poor industrial relations and/or accidents to employees, resulting in industrial, criminal or civil action against the Council.	Alison Swann
CED R053 & R058	Poor recruitment/training/development/retention resulting in a failure to maintain a suitably skilled/experienced/procedure compliant workforce leading to inadequate/inappropriate service delivery/behaviour by employees	Joanne Machers
CED R054	Avoidance of a major accident or incident	Stuart Langston
CED R055	Significant breach of confidentiality and/or personal data security creating poor industrial relations and morale leading to criminal and/or civil proceedings and adverse publicity	Rachel Clark
CED R056	Failure of external suppliers/ providers to consistently provide services, leading to HR not delivering services to departments	Stuart Langston
CED R057	Failure to achieve external income leading to budget reductions resulting in a reduction of staff	Wally Stagg
CED R059	Failure to integrate equality into all aspects of the Council's work leading to non compliance with legislation and Council aims	Wally Stagg
CED R067	Loss of key staff / Insufficient numbers of staff to match service delivery demands (STR R023)	Joanne Machers
CED R069	Failure to support, and where appropriate, deliver the HR aspects of the Business Transformation Programme	Joanne Machers
STR R010	Flu pandemic	Denis Hampson
STR R021	Future Equal pay claims	Joanne Machers
STR R022	Current Equal Pay Claims including settlement of, or adverse findings in ET of existing equal pay claims	Joanne Machers

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)	Remainder of SDO		
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS				
Outcome:	48 - Improve financial management and reporting		LAA Outcome?	No

Owner:	Chris Little
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Lead Dept:	Chief Executives Finance
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
New	Audit Commission Organisational Assessment rating for Use of Resources 1.1 Plan Finances Effectively	Chris Little	No	No	Fin Year	3	2009/10	3	3	3
New	Audit Commission Organisational Assessment rating for Use of Resources 1.2 Costs	Chris Little	No	No	Fin Year	3	2009/10	3	3	3
New	Audit Commission Organisational Assessment rating for Use of Resources 1.3 Financial Reporting	Chris Little	No	No	Fin Year	3	2009/10	3	3	3

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Review new CIPFA and CLG guidance on treasury management.		Sept 2010	Sandra Shears			
Implement International Financial Reporting Standards (IFRS).		Dec 2010	Sandra Shears			
Implement and test IPF asset register.		Sept 2010	Sandra Shears			
Review CIPFA guidance on the role of the CFO.		Dec 2010	Chris Little			

SECTION 4 RISKS		
Code	Risk	Assignee

New	Statutory deadlines for the production of the Council's accounts may not be met	Chris Little
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SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SECTION 1 OUTCOME DETAILS			
Outcome:	49. Reduce the Risk and Incidences of Fraud		LAA Outcome? No

Owner:	Chris Little
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Lead Dept:	Chief Executives Finance
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Theme:	Organisational Development
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Other Contributors:	
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SECTION 2 PERFORMANCE INDICATORS										
Code	Indicator	Assignee	LAA	Corp Plan?	Reporting Period	Current Target		Future Targets		
						Target	Period	Yr 1	Yr 2	Yr 3
			No	Yes/No						
			No	Yes/No						

SECTION 3 ACTIONS						
Action	Other Plans	Due Date	Assignee	Cross Cutting Theme	Corp/LAA DIP?	
Assess current HBC procedures against CIPFA red book and Audit Commission protecting the public purse.		Mar 2011	Noel Adamson			
Update HBC anti fraud and corruption plan.		Mar 2011	Noel Adamson			
Raise awareness of fraud issues.		Mar 2011	Noel Adamson			

SECTION 4 RISKS		
Code	Risk	Assignee
CED R072	The Council becomes a target for fraudulent activities	Noel Adamson

SECTION 5 RESOURCE IMPLICATIONS			
Topic	2010/11	2011/12	2012/13
Revenue (inc. pressures, priorities, terminating grants, efficiencies and BT)			
Capital Funding / Asset management			
ICT			
Procurement Activity			
Workforce Planning			

SCRUTINY CO-ORDINATING COMMITTEE

26th March, 2010



Report of: Assistant Chief Executive and Chief Financial Officer

Subject: QUARTER 3 – CAPITAL AND ACCOUNTABLE
BODY, PROGRAMME MONITORING REPORT
2009/2010

1. PURPOSE OF REPORT

- 1.1 To provide details to Members of the Scrutiny Co-ordinating Committee of the progress against the Council's overall Capital budget for 2009/2010 and the spending programmes where the Council acts as the Accountable Body for the period to 31st December, 2010.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, the attached report (**Appendix 1**) provides detailed monitoring information for each Portfolio up to 31st December, 2010.
- 2.2 It should also be noted that the Cabinet considered this report at its meeting on 8th March, 2010, therefore any key issues arising from the meeting will be verbally provided during this meeting.

3. RECOMMENDATION

- 3.1 That Members consider the report and seek clarification on issues where felt appropriate.

CABINET REPORT

8th March, 2010



Report of: Chief Financial Officer

Subject: QUARTER 3 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2009/2010

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To provide details of progress against the Council's overall Capital budget for 2009/2010 and the spending programmes where the Council acts as the Accountable Body for the period to 31st December, 2009.
- 1.2 The report considers the following areas: -
- Capital Monitoring
 - Accountable Body Programme Monitoring

2. SUMMARY OF CONTENTS

- 2.1 The report provides detailed monitoring information for each Portfolio up to 31st December, 2009.

3. RELEVANCE TO CABINET

- 3.1 Cabinet has overall responsibility for the monitoring of the Council's budgets.

4. TYPE OF DECISION

- 4.1 None.

5. DECISION MAKING ROUTE

- 5.1 Cabinet 8th March, 2010.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to note the report.

Report of: Chief Financial Officer

Subject: QUARTER 3 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of progress against the Council's own 2009/2010 Capital budget and the spending programmes where the Council acts as the Accountable Body for the period to 31st December, 2009.
- 1.2 This report considers the following areas: -
- Capital Monitoring;
 - Accountable Body Programme Monitoring.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, this document 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 a summary, followed by a section for each Portfolio where more detailed information is provided.

Section	Heading	Page
3.	Capital Monitoring 2009/2010	3
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7.	Community Safety & Housing Portfolio	6
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- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee for review at the earliest opportunity.

3. CAPITAL MONITORING 2009/2010

- 3.1 Expenditure for all Portfolios is summarised at **Appendix A**. Actual expenditure to 31st December, 2009, totals £18,331,000, compared to the approved budget of £47,947,000, leaving £16,653,000 remaining expenditure expected to be spent in 2009/2010
- 3.2 Though it is not unusual for this time of year, for a number of reasons detailed in this report it is anticipated that £12,916,000 will be rephased into 2010/2011. Expenditure to be rephased to 2010/2011 by portfolio is as follows:

Portfolio	£'000
Adult & Public Health Service (see section 5.1)	403
Children's Services (see section 6.1)	5,401
Community Safety & Housing (see section 7.1)	4,444
Culture Leisure & Tourism (see section 8.1)	889
Transport & Neighbourhood (see section 10.1)	1,779
Total	12,916

- 3.4 **Appendix A** is supported by individual detailed statements by Portfolio, as set out below.

Appendix C - Adult & Public Health Services
 Appendix D - Children's Service
 Appendix E - Community Safety & Housing
 Appendix F - Culture, Leisure & Tourism
 Appendix G - Regeneration & Economic Development
 Appendix H - Transport and Neighbourhood
 Appendix J - Finance & Performance Management

- 3.4 The format of the appendices shows details of anticipated and actual capital expenditure as at 31st December, 2009 and shows:

Column A - Scheme Title
 Column B - Budget for Year
 Column C - Actual expenditure to 31st December, 2009
 Column D - Expected remaining expenditure to be incurred in the period January to March, 2010
 Column E - Expenditure Rephased into 2010/2011

Column F - 2009/2010 Total Expenditure
 Column G - Variance from Budget
 Column H - Type of financing

- 3.5 Detailed analysis of all schemes on each appendix is on deposit in the Members' Library.

4. ACCOUNTABLE BODY PROGRAMME

- 4.1 The Council acts as Accountable Body for the Hartlepool New Deal for Communities (NDC). As part of its role as Accountable Body the Council needs to be satisfied that expenditure is properly incurred and is progressing as planned.

New Deal for Communities (NDC)

The programme is currently forecasting to fully spend the current years NDC allocation of £2,900,000. There is also another £703,000 expenditure forecast which is funded through other grants, giving a total budget of £3,403,000 for the current financial year.

Appendix B shows the latest budget allocations against this target and expenditure as at 31st December, 2009.

- 4.2 There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end

5. ADULT AND PUBLIC HEALTH SERVICE PORTFOLIO

5.1 Capital Monitoring for Period Ending 31st December, 2009

- 5.1.1 **Appendix C** provides a summary of the Adult and Public Health Services Capital Programme.

- 5.1.2 Actual expenditure to date amounts to £1,065,000, compared to the approved budget of £3,057,000 with £1,589,000 to be spent before the end of this financial year. A further £403,000 unallocated mental health grant will be re-phased into 2010-2011 pending completion of the Mental Health Day Services Review.

- 5.1.3 There are no further items to bring to the Portfolio Holders attention.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Capital Monitoring for Period Ending 31st December, 2009

- 6.1.1 **Appendix D** provides a summary of the Children's Service's Capital Programme, which includes schemes funded from specific capital allocations and schemes from the revenue budget which are

managed as capital projects owing to the nature of the expenditure and the accounting regulations.

- 6.1.2 Actual expenditure to date amounts to £4,245,000, compared to the approved budget of £14,800,000, with £5,145,000 of expenditure remaining. It is recognised that a number of schemes will not be fully spent in 2009/2010 so a total of £5,401,000 has been rephased into 2010/2011.
- 6.1.3 Though work has begun on site with regards to the Brierton Alterations for the Dyke House Decant the works were always planned to continue into 2010/2011. Therefore it is anticipated that £410,000 will be rephased into the next financial year.
- 6.1.4 Owing to the timing of the following schemes being added to the capital programme it is anticipated that the following budgets will be rephased into 2010/2011:-
- Brierton Transport Interchange (£190,000),
 - Eldon Grove Creation of Additional Teaching Space (£500,000),
 - Lynnfield Improvement of Teaching Space (£120,000),
 - Rift House Internal Reorganisation (£100,000) and
 - Springwell Covered Link Way (£22,000).
- 6.1.5 Work on the Hart Primary Multipurpose Studio has been delayed owing to the discovery of bats at the location. As these are an endangered species works must be delayed until the bats have left the location for the season. Therefore £119,000 will be rephased into 2010/2011.
- 6.1.6 As reported to the Schools Transformation Programme Project Board construction work on the Jesmond Primary Capital Plus (PCP) was not due to begin until the end of this financial year and proposals are still under review for Rossmere Primary PCP. As a result it is anticipated that £2,600,000 and £1,340,000 respectively will be rephased into 2010/2011.
- 6.1.7 As Final accounts have now been received for two schemes and there is an under spend against the budget of £9,000 made up of the following: -

Scheme	Under spend (£)
Kingsley – Window Replacement (North Elevation)	2,000
Kingsley – Conversion of Storage Areas to Classrooms	7,000
Total	9,000

The under spend will be moved to the unallocated budget to support future capital expenditure plans.

- 6.1.9 The budget for Throston Children's Centre has been increased by a contribution from the School of £58,000 for the addition of an outside area to the project. A contribution of £9,000 has also been made from the contingency fund for the addition of disabled access doors to the project.
- 6.1.10 Clavering Foundation Stage Unit is currently showing an overspend of £6,000 with a further £2,000 of expenditure anticipated before the final account is agreed. This can be funded by unallocated Early Years Grant.
- 6.1.11 The CELTICS Project is now completed with a budget of £32,000 remaining. The Department for Children Schools and Families have confirmed that the Authority can retain this ring-fenced grant funding to support the ICS Improvement Project. The funding has been transferred accordingly. In addition the balance of the CELTICS revenue grant (£11,000) has been transferred to further supplement the ICS Improvement Project.

7. COMMUNITY SAFETY AND HOUSING PORTFOLIO

7.1 Capital Monitoring for Period Ending 31st December, 2009

- 7.1.1 **Appendix E** provides a summary of the Community Safety and Housing's Capital Programme.
- 7.1.2 Actual expenditure to date amounts to £4,689,000, compared to the approved budget of £12,105,000, with £2,972,000 remaining.
- 7.1.3 One item to bring to the Portfolio holders attention is the New Community Housing Scheme (Phase 1). This scheme has recently started to progress on site but the majority of the spend will be occurring in 2010/2011. It is anticipated that approximately £4,444,000 will be rephased into 2010/2011.

8. CULTURE, LEISURE AND TOURISM PORTFOLIO

8.1 Capital Monitoring for Period Ending 31st December, 2009

- 8.1.1 **Appendix F** provides a summary of the Culture, Leisure and Tourism's Capital Programme.
- 8.1.2 Actual expenditure to date amounts to £513,000, compared to the approved budget of £2,570,000, with £1,176,000 remaining.
- 8.1.3 It is recognised that the following schemes will not be spent in 2009/2010 so a total of £889,000 has been rephased into 2010/2011: -

- Burn Valley Park Beck is a significant river corridor enhancement scheme which requires more funding. Grant bids have been submitted but the outcomes will not be known this financial year. Therefore £114,000 of current funding will be rephased into 2010/2011.
- Countryside Development is an extension of the above project and works cannot begin until the river corridor scheme is underway. A further £14,000 will be rephased into 2010/2011.
- Greatham and Rossmere Play Area budget is to be used in conjunction with the Playbuilder grant funded projects in 2010/2011. Therefore £9,000 and £5,000 respectively is to be rephased into the next financial year.
- Mill House Leisure Centre Combined Heating & Power Unit and Internal Door work will begin in March but no payments will be made this financial year therefore £178,000 will be rephased into 2010/2011.
- Rossmere MUGA & Skatepark is a major grant scheme. The delivery plan is now complete but work on site will not start until April 2010. Therefore £465,000 has been rephased into 2010/2011.
- Seaton Carew Cricket Club scheme was not agreed until November 2009 and is a guarantee against loss should the cricket club be unable to fund the total cost of the works themselves. The money will not be required this financial year but Cabinet approval was received to carry the budget of £30,000 to 2010/2011.
- Skateboard Park budget is being held pending possible need for further funding at the Rossmere MUGA & Skatepark in 2010/2011. Therefore £535,000 will be rephased into the next financial year.
- Ward Jackson Park Bandstand Shutters estimate exceeds current funding levels of £4,000. Officers are reviewing other possible funding streams and the current funding will be rephased into 2010/2011.

8.1.4 The Countryside Vehicles purchase project is currently overspent by £8,000 but this can be funded by a contribution from the Child and Adult Services Revenue Budget.

8.1.5 There are no further items to bring to the Portfolio Holders outturn.

9. REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO**9.1 Capital Monitoring for Period Ending 31st December, 2009**

9.1.1 **Appendix G** provides a summary of the Regeneration and Economic Development's Capital Programme.

9.1.2 Actual expenditure to date amounts to £473,000, compared to the approved budget of £1,137,000, with £666,000 remaining. While the actual expenditure is low it is not unusual for this time of year and it is anticipated that expenditure will be in line with budget at outturn.

9.1.3 There is one item to bring to the Portfolio Holders attention. The Brougham Enterprise Centre Toilet & Shower Facilities scheme is currently overspent by £2,000. This will be funded by a revenue contribution from the Regeneration and Neighbourhoods revenue budget.

10. TRANSPORT AND NEIGHBOURHOOD PORTFOLIO**10.1 Capital Monitoring for Period Ending 31st December, 2009**

10.1.1 **Appendix H** provides a summary of the Transport and Neighbourhood's Capital Programme.

10.1.2 Actual expenditure to date amounts to £3,991,000, compared to the approved budget of £8,116,000, with £2,298,000 remaining and £1,779,000 of expenditure rephased into 2010/2011 and a net underspend of £48,000. This underspend will be used to support future highways maintenance schemes.

10.1.3 There are a number of schemes where expenditure has been rephased into 2010/2011: -

- A combination of emergency responses to the bad weather and recent reductions in staff resources has led to decreased capacity in a number of areas resulting in the rephasing of budget to 2010/2011. This applies to Cycle Routes General (£100,000), Travel Plans – Promotional Materials (£10,000), Sustainable Travel Awareness (£6,000), Road Safety Education and Training (£9,000), Other Bridge Schemes (£40,000), King Owsy Drive Cycleway Improvements (£9,000), Other Walking Schemes (£20,000), LTP Monitoring (£15,000) and Civil works on the Highways Improvements TESCO Section 106 Scheme (£200,000).
- The Hartlepool Transport Interchange contractor is on site but work needs to be aligned with Network Rail and it is not expected to be completed until 2010/2011. Therefore £669,000 will be rephased into the next financial year.

- Monitoring of the Anhydrite Mine is due in 2015 and therefore budget of £114,000 is to be carried forward. Additional monies are to come from English Partnership. The Contract has not yet been awarded.
- Schemes have yet to be identified for Highways Remedial Works at Hartlepool Marina. Therefore £4,000 will be rephased into 2010/2011.
- Highways Improvements are being carried out at the Burn Valley Roundabout. The anticipated completion date is August, 2010. Therefore £379,000 has been rephased into 2010/2011.
- Remedial works and Turning Heads (car turning areas) will not be completed at the Primary Health Care Centre until 2010/2011. Therefore £25,000 has been rephased into the next financial year.
- The Strategy Study at Seaton Carew is expected to be completed in July, 2010 and the Strategy Study at the Town Wall is expected to be completed in December, 2010. Therefore £30,000 and £70,000 respectively will be rephased into 2010/2011.
- Approval still needs to be sought for new schemes for Bryan Hanson House on Street Parking. The budget of £19,000 will be rephased into 2010/2011.
- The carriageway reinforcing at Catcote Road is likely to be delayed until 2010/2011 as additional Local Transport Plan (LTP) grant has yet to be approved. Traffic signals need to be installed first delaying the resurfacing works. £60,000 will be rephased into 2010/2011.

10.1.4 There are a number of variances on individual carriage resurfacing and reconstruction schemes, which are all grant funded as part of the Local Transport Plan (LTP). These arise from differences between the actual cost of the work compared to the budget estimates. However, the schemes are within budget overall.

10.1.5 There is a forecast favourable of variance of £75,000 in relation to the Public Conveniences scheme as a result of the total cost of the work been lower than anticipated. Proposals for using this underspend will be considered by SCRAPT and a recommendation made to Cabinet.

11. FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO

11.1 Accountable Body Revenue Monitoring for Period Ending 31st December, 2009

11.1.1 The Council acts as Accountable Body for New Deal for Communities. Details of progress against the approved revenue budgets are summarised at **Appendix I**.

11.1.2 Actual expenditure to 31st December, 2009 amounts to £1,474,000, resulting in a current favourable variance of £235,000. However, full year expenditure is expected to be on budget.

11.2 Capital Monitoring for Period Ending 31st December, 2009

11.2.1 **Appendix J, Table 1 Resources** – Actual expenditure to date amounts to £3,355,000, compared to the approved budget of £6,162,000, leaving £2,807,000 expenditure remaining. This is not unusual for this time of year.

11.2.2 **Appendix J, Table 2 New Deal for Communities** – Actual expenditure to date is £813,000 against an approved budget of £1,137,000, leaving £324,000 of expenditure remaining. This is not unusual for this time of year.

11.2.3 There are no items to bring to Portfolio Holders attention and expenditure is expected to be on target at year-end.

12. RECOMMENDATIONS

12.1 It is recommended that Cabinet notes the contents of the report.

CAPITAL MONITORING REPORT TO 31st DECEMBER 2009

Line No	Portfolio	2009/10 Budget	2009/10 Actual to 31/12/2009	2009/10 Expenditure Remaining	2009/10 Expenditure Rephased to 2010/2011	2009/10 Expenditure	2009/10 Variance from budget Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G (G=D+E+F) £'000	Col. H (H=G-C) £'000
		£'000	£'000	£'000	£'000		
1	Adult & Public Health Services	3,057	1,065	1,589	403	3,057	0
2	Children's Services	14,800	4,245	5,145	5,401	14,791	(9)
3	Community Safety & Housing	12,105	4,689	2,972	4,444	12,105	0
4	Culture, Leisure & Tourism	2,570	513	1,176	889	2,578	8
5	Finance & Performance Management	6,162	3,355	2,807	0	6,162	0
6	Regeneration & Economic Development	1,137	473	666	0	1,139	2
7	Transport & Neighbourhood	8,116	3,991	2,298	1,779	8,068	(48)
8	Total Capital Expenditure	47,947	18,331	16,653	12,916	47,900	(47)

ACCOUNTABLE BODY PROGRAMMES - REPORT TO 31ST DECEMBER 2009

Line No	2009/10 Latest Budget	Accountable Body Programme	Actual Position 31/12/09			Projected Outturn Variance
			2009/10 Expected Expenditure/(Income)	2009/10 Actual Expenditure/(Income)	Variance: Adverse/ (Favourable) Col. F = (F=E-D)	
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = (F=E-D)	
	£'000		£'000	£'000	£'000	£'000
		<u>TABLE 1 - New Deal for Communities</u>				
1	2,266	Revenue Projects	1,709	1,474	(235)	0
2	1,137	Capital Projects	813	813	0	0
3	3,403	Total NDC	2,522	2,287	(235)	0

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 31/12/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	H Type of financing
7441	Adult Education - Neighbourhood Learning in Deprived Communities Fund	4	1	3	0	4	0	GRANT
7531	Adult Education - Office Accom	14	12	2	0	14	0	GRANT
7622	Adult Education- Capital Equipment Replacement	37	0	37	0	37	0	GRANT
7983	Blakelock Day Centre Demolition	115	21	94	0	115	0	MIX
7229	Cemetery Flooding Works	13	0	13	0	13	0	UDPB
7234	Chronically Sick & Disabled Adaptations	156	64	92	0	156	0	GRANT
tba	Havelock Day Centre - Window Replacement.	65	0	65	0	65	0	UCPB
7481	Improving Information Management (IIM) - IT Infrastructure	34	28	6	0	34	0	GRANT
7351	Improving Information Management (IIM) - Systems	4	3	1	0	4	0	GRANT
7616	Learning Disability - Extra Care Housing	7	7	0	0	7	0	GRANT
7578	Lynn Street ATC Demolition	11	0	11	0	11	0	RCCO
7869	Masefield Road (NDNA Accommodation) - Purchase & Develop Building	31	31	0	0	31	0	MIX
7389	Mental Health Projects	403	0	0	403	403	0	SCE(R)
8091	North Cemetery Improvements to Entrance	26	0	26	0	26	0	UCPB
8100	North Cemetery Structural Repairs to Wall	60	0	60	0	60	0	UDPB
7028	Orwell Walk- Older People	1,497	748	749	0	1,497	0	GRANT
7723	Resettlement/ Campus Works - Capital Grant	580	150	430	0	580	0	GRANT
		3,057	1,065	1,589	403	3,057	0	

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						H Type of financing
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 31/12/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G 2009/2010 Variance from budget £'000	
n/a	Aggregate Value of Schemes less than 1k (e.g. retention)	4	2	2	0	4	0	MIX
8075	Aiming High for Disabled Children	54	0	54	0	54	0	GRANT
7109	Brierton - Alterations re Dyke House Decant	760	349	1	410	760	0	MIX
8117	Brierton Site - Transport Interchange	190	0	0	190	190	0	MIX
8103	Brinkburn Pool - Access and Hoist	65	0	65	0	65	0	RCCO
8070	Brinkburn Pool - Motorised Pool Cover	10	9	1	0	10	0	RCCO
7597	Bush Babies - Outside Play Area	23	23	0	0	23	0	MIX
8001	Capital Grants to External Nurseries (Early Years)	51	51	0	0	51	0	GRANT
7032	Carlton Outdoor Centre - Purchase of Minibus	22	19	3	0	22	0	MIX
7863	Carlton Outdoor Centre - Redevelopment Phase 2 (Works to be determined)	90	0	90	0	90	0	MIX
7979	Children's Centres - Maintenance	39	12	27	0	39	0	GRANT
7586	City Learning Centre Equipment Purchase	300	120	180	0	300	0	GRANT
7664	Clavering - Create New Foundation Stage Unit	0	6	0	0	6	6	GRANT
8055	Clavering - Window Replacement	38	34	4	0	38	0	GRANT
7858	Computers for Pupils	251	85	166	0	251	0	GRANT
7384	Devolved Capital - Various Misc Individual School Projects	1,190	579	611	0	1,191	0	GRANT
7575	Dyke House - ICT Equipment Purchase	73	0	73	0	73	0	RCCO
8097	Early Years (GSSG) Unallocated	51	0	45	0	46	(6)	GRANT
7108	EDC - Alterations for A2L Relocation	259	253	6	0	259	0	MIX
8089	Education Development Centre - Roof Replacement with enhanced r	70	0	70	0	70	0	UCPB
8055	Education Development Centre - Window Replacement	30	0	30	0	30	0	UCPB
8056	Eldon Grove - Creation of Additional Teaching Space	500	0	0	500	500	0	MIX
7628	Eldon Grove - Major Internal Works	2	2	0	0	2	0	RCCO
8065	Emergency Response - Contingency	81	0	81	0	79	0	MIX
8057	Fens - Heating Replacement	24	24	0	0	24	0	GRANT
8058	Fens - Kitchen Roof Replacement	36	36	0	0	36	0	GRANT
7740	Fens - New Office Extension	20	0	20	0	20	0	RCCO
8092	Fens - Outdoor Educational Area for Foundation Unit	92	0	92	0	92	0	GRANT
9004	Funding (Modernisation, Access, RCCO) Currently Unallocated	40	0	40	0	40	0	MIX
8071	Golden Flatts - Caretaker's Boiler Emergency Replacement	3	3	0	0	3	0	SCE ®
8093	Golden Flatts - Establish Nurture Area	6	0	6	0	6	0	GRANT
8058	Golden Flatts - Kitchen Roof Replacement	48	48	0	0	48	0	MIX
8082	Golden Flatts - Resource Learning Centre	30	14	16	0	30	0	GRANT
8051	Greatham - Roof Work Over Nursery and Hall	25	20	5	0	25	0	GRANT
7027	Harnessing Technology Grant	679	456	223	0	679	0	GRANT
8059	Hart - Create Multi-purpose Studio	120	1	0	119	120	0	GRANT
8068	Hart - Replace Fire Alarm System	20	0	20	0	20	0	GRANT
7500	High Tunstall - Refurbish Classrooms / Equipment Purchase	3	0	3	0	3	0	GRANT
8118	Holy Trinity - Outdoor Area	85	0	85	0	85	0	MIX
7814	ICT / Mobile Technology for Children's Social Workers	9	6	3	0	9	0	GRANT
7977	Information System for Parents & Providers Project	2	0	2	0	2	0	GRANT
8072	Integrated Children's System Case Management Improvement	71	46	25	0	71	0	GRANT
7533	Jesmond Rd - Relocate Nursery to form Foundation Unit, installation of ramps & internal works	6	0	6	0	6	0	MIX
7088	Jesmond Road - New Build Primary Capital Plus	3,600	409	591	2,600	3,600	0	MIX
7976	Kingsley - Convert Storage Areas into classrooms (inc poss extension)	7	0	0	0	0	(7)	MIX
7469	Kingsley - Extension to School for Children's Centre	22	8	14	0	22	0	GRANT
8050	Kingsley - Toilet and Window Replacement	110	90	20	0	110	0	GRANT
7938	Kingsley - Window Replacement North Elevation	2	0	0	0	0	(2)	MIX
8120	Lynnfield - Improve Teaching Space	120	0	0	120	120	0	GRANT
8025	Lynnfield - Install Partitions	24	24	0	0	24	0	GRANT
7912	Manor - Replace External Doors - Improve Security	3	0	3	0	3	0	MIX
7110	Play Builder Grant	531	0	531	0	531	0	GRANT
7426	Purchase & Install new Integrated Children's Computerised System f	175	0	175	0	175	0	GRANT
8066	Replacement of Gas Interlocks	30	0	30	0	30	0	SCE (R)
8060	Rift House - Annexe 2 Heating	17	0	17	0	17	0	GRANT
8119	Rift House - Internal Reorganisation	100	0	0	100	100	0	MIX
7654	Rift House - Relocation of Nursery & Refurbish Existing Nursery to cr	6	0	6	0	6	0	GRANT
7928	Rift House - Resurface Car Park / Pedestrian Access	2	2	0	0	2	0	MIX
7088	Rossmere - Primary Capital Plus Refit	1,400	58	2	1,340	1,400	0	MIX
7853	Rossmere Youth Centre - Boiler Replacement	55	0	55	0	55	0	UCPB
7421	School Travel Plans - Develop Cycle Storage at Schools	109	39	70	0	109	0	GRANT
8116	Springwell - Covered Link Way	22	0	0	22	22	0	MIX
7917	Springwell - Install Mobile Classroom	6	4	2	0	6	0	MIX
8069	Springwell - Replace Pool	55	0	55	0	55	0	MIX
8051	Springwell - Replace Roof	51	51	0	0	51	0	MIX
8007	SSC - Chatham Road Garage Conversion / Equipment	33	33	0	0	33	0	MIX
8051	St Helens - Replace Roof	115	115	0	0	115	0	GRANT
7997	St Hilds - Space to Learn	1,210	129	1,081	0	1,210	0	MIX
7597	St John Vianney Starfish Daycare Outside Play Area	31	27	4	0	31	0	MIX
7978	Stranton - Extension to Centre	211	208	3	0	211	0	MIX
7888	Stranton - Purchase & Install CCTV	2	0	2	0	2	0	RCCO

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						H Type of financing
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	
7763	Stranton - Replace Windows (07/08)	4	0	4	0	4	0	GRANT
7953	Supply and Install Mobile Classrooms	10	8	2	0	10	0	MIX
8023	Sure Start Central - Café Ext to Comm Facilities	62	43	19	0	62	0	GRANT
7388	Sure Start Central - Improvement Works at Lowthian Road	2	0	2	0	2	0	MIX
8023	Sure Start North - Café Ext to Comm Facilities	86	39	47	0	86	0	GRANT
8109	Sure Start North - Kiddykins Alterations	55	0	55	0	55	0	GRANT
8096	Throston - DDA Access Ramps	8	7	1	0	8	0	MIX
7981	Throston - Extension to school to build Children's Centre	312	311	1	0	312	0	GRANT
8052	Throston - Rewire School 0910 Phase	3	3	0	0	3	0	MIX
8055	Throston - Window Replacement	65	53	12	0	65	0	MIX
8067	Ward Jackson - Creation of Quiet Room	12	0	12	0	12	0	MIX
8061	Ward Jackson - Replacement of Roof	69	69	0	0	69	0	MIX
8062	West Park - Replace Heating Distribution System	26	26	0	0	26	0	MIX
7598	West View - Improve / Refurbish Nursery & Reception	11	0	11	0	11	0	GRANT
8063	West View - Replace Windows	55	49	6	0	55	0	GRANT
7463	Youth Capital Fund - Spend to be determined by Young People	65	48	17	0	65	0	GRANT
7089	Youth Capital Fund Plus	434	194	240	0	434	0	GRANT
		14,800	4,245	5,145	5,401	14,791	(9)	

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 31/12/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7083	Hartlepool Business Security Fund	40	13	27	0	40	0	UCPB
7368	Building Safer Communities	41	7	34	0	41	0	GRANT
7431	Community Safety Strategy	18	0	18	0	18	0	MIX
7878	Community Safety CCTV Upgrade	53	53	0	0	53	0	MIX
8083	Drug Action Team - CCTV	11	11	0	0	11	0	UCPB
8101	Integrated Offender Unit - Waterproofing and Refurbishment	25	24	1	0	25	0	UCPB
7107	"Growth Point" Government Grant Funded Housing Initiatives	443	379	64	0	443	0	GRANT
7118	8 Richardson Street / 34 Rodney Street	78	78	0	0	78	0	GRANT
7218	Mandatory Disabled Facilities Grant	554	541	13	0	554	0	GRANT
7219	Home Plus Grants (provided by Endeavour HA)	105	89	16	0	105	0	GRANT
7220	Private Sector Housing Grants	358	290	68	0	358	0	GRANT
7230	Housing Market Renewal (house purchases)	5,327	3,124	2,203	0	5,327	0	GRANT
7231	Housing Thermal Efficiency	99	80	19	0	99	0	GRANT
7404	HRA Residual Expenditure	9	0	9	0	9	0	RCCO
8106	New Community Housing Ph1 - Charles Street and Seaton Lane	4,944	0	500	4,444	4,944	0	MIX
		12,105	4,689	2,972	4,444	12,105	0	

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE @ Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 31/12/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	H Type of financing
7651	Burn Valley Park Beck - Reduce Flood Risk/Landscaping	114	0	0	114	114	0	MIX
8073	Central Library - 1st Floor Lights and Fire Alarm Adaptation	30	26	4	0	30	0	UCPB
8074	Central Library - Community Room Lighting	7	6	1	0	7	0	UCPB
8095	Central Library - New Signage	7	0	7	0	7	0	UCPB
7046	Central Library - Revolving Door	99	41	58	0	99	0	UCPB
8094	Central Library - Toilets, DDA Compliance	1	1	0	0	1	0	UCPB
7377	Central Library - Various Improvements	5	0	5	0	5	0	UCPB
7893	Clavering Play Area - Tarmac Surface	21	0	21	0	21	0	RCCO
7110	Clavering Play Area (Playbuilder)	45	1	44	0	45	0	MIX
7375	Countryside Environment Works	14	0	0	14	14	0	MIX
7864	Foreshore - Replacement Playground & Lifeguard Vehicles	23	31	0	0	31	8	RCCO
7992	Grayfields Sports Junior Pitches	147	62	85	0	147	0	MIX
7213	Grayfields Sports Pavilion / Football Strategy	8	8	0	0	8	0	MIX
7382	Greatham Play Area Equipment	9	0	0	9	9	0	MIX
8020	Hartlepool Maritime Experience Lifts	28	27	1	0	28	0	UCPB
8086	Hartlepool Maritime Adult Changing Facility	20	2	18	0	20	0	UCPB
7996	Hartlepool Maritime Experience Entranceway	1	1	0	0	1	0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	1	0	1	0	1	0	MIX
7414	Jutland Road Play Area Upgrade	65	0	65	0	65	0	MIX
8021	Museum of Hartlepool New Signage	2	2	0	0	2	0	UCPB
8008	Mill House - Free Swim Initiative	6	6	0	0	6	0	MIX
7047	Mill House Leisure Centre - Changing Village	695	106	589	0	695	0	GRANT
8019	Mill House Leisure Centre Internal Doors	9	8	0	1	9	0	UCPB
8084	Mill House Leisure Centre Combined Heat & Power Unit	177	0	0	177	177	0	UCPB
7865	Museum of Hartlepool - new display areas	1	0	1	0	1	0	MIX
7887	Nicholson Fields Allotments - Security Improvements	22	0	22	0	22	0	RCCO
7853	Owton Manor Community Centre Boiler Replacement	35	0	35	0	35	0	UCPB
8090	Owton Manor Library Roof Replacement	25	0	25	0	25	0	UCPB
7110	Rossmere Play Area (Playbuilder)	5	0	0	5	5	0	RCCO
8104	Rossmere MUGA & Skate Park	466	1	0	465	466	0	MIX
tba	Seaton Carew Cricket Club	30	0	0	30	30	0	UCPB
8051	Seaton Carew Community Centre Roof Replacement	70	1	69	0	70	0	UCPB
7110	Seaton Carew Play Area (Playbuilder)	36	1	35	0	36	0	MIX
tba	Skateboard Park - to be allocated	70	0	0	70	70	0	RCCO
7991	St Patricks Multi Use Games Area (MUGA)	1	1	0	0	1	0	RCCO
8011	Summerhill CCTV	14	0	14	0	14	0	MIX
7844	Town Moor - Develop Multi Use Games Area	63	30	33	0	63	0	MIX
7990	Ward Jackson Park Bandstand Shutters	4	0	0	4	4	0	MIX
7590	Ward Jackson Park Car Park - Improvement Works	76	63	13	0	76	0	MIX
7081	Waverly Terrace Community Allotment Fencing	13	13	0	0	13	0	MIX
8087	Wingfield Castle - Vehicle Deck Replacement	105	75	30	0	105	0	UCPB
				0				
		2,570	513	1,176	889	2,578	8	

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 31/12/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	H Type of financing
7012	Headland Environmental Regeneration	2	2	0	0	2	0	CAP REC
7015	Targeted Private Housing Improvements	24	6	18	0	24	0	CAP REC
7045	Townscape Heritage Initiative Key Buildings Headland	60	60	0	0	60	0	GRANT
7866	Friarage Manor House	18	0	18	0	18	0	CAP REC
7895	Economic Development - Industrial & Commercial Business Grants	275	93	182	0	275	0	UCPB
7896	Brougham Enterprise Centre Toilet & Shower Facilities	40	42	0	0	42	2	UCPB
7897	Regeneration Match Funding	222	7	215	0	222	0	UCPB
8054	Victoria Buildings Townscape Heritage Initiative	200	135	65	0	200	0	MIX
8076	Wharton Terrace Improvements	151	128	23	0	151	0	MIX
8099	Hartlepool Enterprise Centre - New Windows Installation	90	0	90	0	90	0	UCPB
8107	Acquisition of Crown House	5	0	5	0	5	0	UCPB
8110	King Oswy Shops Improvements	11	0	11	0	11	0	UCPB
8112	Lower Owton Manor Shops Improvements	5	0	5	0	5	0	UCPB
8113	Catcote Shops Improvements	34	0	34	0	34	0	UCPB
		1,137	473	666	0	1,139	2	

Key

RCCO

Revenue Contribution towards Capital

MIX

Combination of Funding Types

UCPB

Unsupported Corporate Prudential Borrowing

SCE ®

Supported Capital Expenditure (Revenue)

GRANT

Grant Funded

CAP REC

Capital Receipt

UDPB

Unsupported Departmental Prudential Borrowing

SPB

Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 31/12/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7044	Zebra Crossings	3	0	3	0	3	0	MIX
7084	Camera Partnership	41	0	41	0	41	0	GRANT
7206	CSS Social Lighting Programme	7	0	7	0	7	0	UCPB
7207	LTP-Community Safety-Car Park Security/CCTV	98	24	74	0	98	0	SPB
7235	Low Floor Infrastructure	36	24	12	0	36	0	SPB
7236	Bus Shelter Improvements	49	14	35	0	49	0	SPB
7237	Cycle Routes General	152	2	50	100	152	0	MIX
7240	Hartlepool Transport Interchange	1,546	445	432	669	1,546	0	SPB
7241	Dropped Crossings	30	23	7	0	30	0	SPB
7242	Other Street Lighting	65	0	65	0	65	0	MIX
7244	Travel Plans - promotional materials	19	0	9	10	19	0	SPB
7247	Bus Quality Corridor - Bus-stop Flagpoles	6	6	0	0	6	0	SPB
7250	Sustainable Travel Awareness	14	4	4	6	14	0	GRANT
7251	Public Transport CCTV	20	0	20	0	20	0	GRANT
7252	Safer Streets Initiative	20	-3	23	0	20	0	GRANT
7424	Pride in Hartlepool	15	15	0	0	15	0	UCPB
7487	Local Transportation Plan-Monitoring	5	1	4	0	5	0	SPB
7499	Lithgo Close - Contaminated Land	384	313	71	0	384	0	MIX
7508	Anhydrite Mine	125	11	0	114	125	0	UCPB
7541	Safer Routes to School	81	3	78	0	81	0	GRANT
7542	LTP - Parking Lay-By	19	18	1	0	19	0	SPB
7544	LTP - Shop Mobility	40	40	0	0	40	0	SPB
7545	LTP - Motorcycle Training	20	21	0	0	21	1	GRANT
7546	LTP - Road Safety Education & Training	25	0	15	9	24	(1)	GRANT
7549	LTP - Other Bridge Schemes	70	30	0	40	70	0	SPB
7580	Highways Remedial Works - Hartlepool Marina	4	0	0	4	4	0	TDC
7581	Tees Valley Boundary Signs	5	1	4	0	5	0	GRANT
7605	Focus Section 278	6	0	6	0	6	0	GRANT
7644	LTP - School Travel Plans	9	8	1	0	9	0	SPB
7645	LTP - General	42	0	42	0	42	0	SPB
7706	Waterproofing Phase 2 - Multi Storey Car Park	290	77	213	0	290	0	UCPB
7707	Highways Maintenance - Other Schemes (non LTP)	40	0	39	0	39	(1)	UCPB
7734	LTP - Highways Major Works	400	21	0	379	400	0	SPB
7835	Primary Health Care Centre Park Road	80	15	40	25	80	0	CAP REC
7847	Coast Protection - Headland Fencing and Promenade	12	9	3	0	12	0	CAP REC
7852	Highway Improvements - TESCO Section 106 Expenditure	334	107	27	200	334	0	GRANT
7891	Strategy Study - Seaton Carew	716	451	235	30	716	0	GRANT
7892	Strategy Study - Town Wall	482	361	51	70	482	0	GRANT
7899	Coast Protection UPB	133	124	9	0	133	0	UCPB
7906	Bryan Hanson House On Street Parking	23	4	0	19	23	0	UDPB
7955	LTP-Cycling-Advanced Stop Sign	5	0	5	0	5	0	GRANT
7956	LTP-Cycle Route Signage	8	0	8	0	8	0	SPB
7957	LTP-Seaton Carew Railway Station Improvements	37	0	37	0	37	0	SPB
7959	LTP-Other Walking Schemes	47	17	10	20	47	0	SPB
7961	LTP-School 20mph Zones	10	0	10	0	10	0	SPB
7964	LTP-HM-Hart Lane Carriageway Reconstruction	22	0	0	0	0	(22)	GRANT
7965	LTP-HM-Catcote Turning Circle Reconstruction	4	0	0	0	0	(4)	MIX
7968	HM-Fletcher Walk Footway Reconstruction	4	4	0	0	4	0	UCPB
7970	HM-Oxford Street Footway Reconstruction	4	4	0	0	4	0	SPB
7972	Miscellaneous Traffic Management Schemes	16	5	11	0	16	0	SPB
7973	Miscellaneous Safety Schemes	25	14	11	0	25	0	GRANT
7984	King Oswy Drive Cycleway Improvements	9	0	0	9	9	0	SPB
8006	Access Road to Briarfields	20	0	20	0	20	0	CAP REC
8015	Tesco-New Entrance/Junction/Lights Section 278	1	1	0	0	1	0	GRANT
8026	Transport Asset Management	16	2	14	0	16	0	GRANT
8027	Carriageway Reconst.-John Howe Gdns to Holdforth Rd	50	42	0	0	42	(8)	GRANT
8028	Carriageway Reconst.-Wooler Road	150	126	0	0	126	(24)	GRANT
8029	Carriageway Reconst.-The Cliff/Coronation Drive	30	51	0	0	51	21	GRANT
8030	Carriageway Resurfacing-Miers Ave	12	3	9	0	12	0	GRANT
8031	Carriageway Resurfacing.-Frederick Street	15	14	0	0	14	(1)	GRANT
8032	Carriageway Resurfacing.-Brus shops	8	9	0	0	9	1	GRANT
8033	Carriageway Resurfacing.-Church Square	80	0	80	0	80	0	GRANT
8034	Carriageway Resurfacing.-Victoria Road Church Square	87	0	87	0	87	0	GRANT
8035	Carriageway Resurfacing.-Granville Ave	12	11	0	0	11	(1)	GRANT
8036	Carriageway Resurfacing.-Dalton Village Road	22	26	0	0	26	4	GRANT
8037	Carriageway Resurfacing.-Catcote Road	60	0	0	60	60	0	GRANT
8038	Carriageway Resurfacing.-Catcote Road/Brierton	3	3	0	0	3	0	GRANT
8039	Carriageway Resurfacing.Elgin Road	12	9	0	0	9	(3)	GRANT
8040	Carriageway Resurfacing.FordyceRoad,Eskdale Road and	18	21	0	0	21	3	GRANT
8041	Carriageway Resurfacing.Owton Manor Lane	42	53	0	0	53	11	GRANT
8042	Carriageway Resurfacing.Queen St	22	26	0	0	26	4	GRANT
8043	Footway Reconstruction - Clavering	3	15	0	0	15	12	GRANT
8044	Footway Reconstruction - York Road	46	46	0	0	46	0	GRANT
8045	Footway Reconstruction - Everett St	1	1	0	0	1	0	GRANT
8046	LTP3 Monitoring	15	0	0	15	15	0	GRANT
8077	Footpath Resurfacing Cemetery Road	33	33	0	0	33	0	RCCO
8078	Coast Road Pedestrian Fence	6	6	0	0	6	0	RCCO

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 31/12/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
8080	Construction of New Saltbarn	300	308	0	0	308	8	UDPB
8081	Non Adopted Highway Areas	100	74	26	0	100	0	UCPB
7272	Wheelie Bin Purchase	45	13	32	0	45	0	UDPB
7465	Recycling Scheme (containers etc)	51	51	0	0	51	0	UDPB
7720	Public Conveniences	371	267	29	0	296	(75)	MIX
7821	Waste Performance Efficiency Grant (containers etc)	233	125	108	0	233	0	MIX
8079	Household Waste Recycling Scheme	300	239	61	0	300	0	UDPB
7999	Marina Way Landscaping	81	43	38	0	81	0	RCCO
7222	Minor Works - North Area	71	0	71	0	71	0	MIX
7223	Minor Works - South Area	10	0	10	0	10	0	MIX
7224	Minor Works - Central Area	78	104	0	0	104	26	MIX
8111	Marina Prom	55	56	0	0	56	1	MIX
		8,116	3,991	2,298	1,779	8,068	(48)	

Key

RCCO

Revenue Contribution towards Capital

MIX

Combination of Funding Types

UCPB

Unsupported Corporate Prudential Borrowing

SCE ®

Supported Capital Expenditure (Revenue)

GRANT

Grant Funded

CAP REC

Capital Receipt

UDPB

Unsupported Departmental Prudential Borrowing

SPB

Supported Prudential Borrowing

ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No	2009/10 Budget	Description of Best Value Unit	Actual Position 31/12/09			Projected Outturn Variance
			Forecast Expenditure / (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)	
			Col. D	Col. E	Col. F (F=E-D) £'000	
Col. A	Col. B	Col. C	£'000	£'000	£'000	£'000
1	41	Anti Social Behaviour	31	22	(9)	0
2	20	Back to Work Grant	15	5	(10)	0
3	0	Building Modernisation Grant	1	0	(1)	0
4	41	Business Support Manager	31	32	1	0
5	14	Children's Emotional Wellbeing	10	0	(10)	0
6	144	Children's Learning and Activities project	108	112	4	0
7	53	Communities Project	40	32	(8)	0
8	50	Community Development Work	38	43	5	0
9	134	Community Housing Plan Delivery Costs 2008-11	100	96	(4)	0
10	60	Community Learning Centre - Lynnfield	0	0	0	0
11	5	Community Learning Centre - Stranton	0	0	0	0
12	4	Community Transport	3	4	1	0
13	30	Crime Premises	30	36	6	0
14	25	Educational Achievement Project Phase II	0	0	0	0
15	14	Enterprise Support Scheme	14	14	0	0
16	22	Ethnic Minorities Project	17	8	(9)	0
17	94	Evaluation Project	70	46	(24)	0
18	10	Family Support	7	5	(2)	0
19	19	Football Development Officer	19	19	0	0
20	44	Hartlepool NDC Trust	33	34	1	0
21	110	Hartlepool NDC Trust - Phase II	110	110	0	0
22	5	Home Improvement Project	4	0	(4)	0
23	48	Key Stage 2&3 Transition	0	0	0	0
24	7	Longhill - ILM Scheme	5	5	0	0
25	39	Longhill - Site Manger	30	30	0	0
26	25	Low Level support	25	25	0	0
27	1	Lynnfield Play Area	0	0	0	0
28	403	Management & Administration	302	267	(35)	0
29	264	Neighbourhood Management Phase II	198	164	(34)	0
30	83	Opening Doors - Phase III	83	83	0	0
31	1	Osbourne Road Hall	1	1	0	0
32	140	People's Access to Health	140	140	0	0
33	23	People's Centre	23	23	0	0
34	13	Police Community Support Officers	13	12	(1)	0
35	90	Raising Aspirations	67	9	(58)	0
36	1	Resident Association Support	1	1	0	0
37	2	RSG Laptops	1	1	0	0
38	52	Selective Licensing in the Private Rented Sector	39	0	(39)	0
39	24	Sustaining Attainment	0	0	0	0
40	13	Sustaining Consultancy Fund	10	4	(6)	0
41	12	Victim Support	9	2	(7)	0
42	5	Youth Enterprise Scheme	5	7	2	0
43	10	Young Persons Emotional Wellbeing	5	5	0	0
44	71	Youth Project	71	77	6	0
45	2,266		1,709	1,474	(235)	0

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

TABLE 1 - RESOURCES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 31/12/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7466	Vehicle Purchases	1,486	1,239	247	0	1,486	0	UDPB
7091	City Challenge Clawback	229	0	229	0	229	0	GRANT
7867	City Challenge Burbank/Murray Street	86	0	86	0	86	0	GRANT
7263	York Flatlets Demolition	0	0	0	0	0	0	CAP REC
7264	Mobile Benefits	21	0	21	0	21	0	CAP REC
7418	St Benedicts Barlow's Building Demolition	0	0	0	0	0	0	CAP REC
7468	IT Strategy	500	0	500	0	500	0	UDPB
7623	Corporate IT Projects	72	25	47	0	72	0	CAP REC
7634	Town Centre LIFT Scheme	0	0	0	0	0	0	CAP REC
7446	Electronic Document & Records Management System& Workflow	29	29	0	0	29	0	RCCO
7471	Electronic Document & Records Management System - Phase 2	67	67	0	0	67	0	RCCO
7631	Members ICT/Remote Access	15	13	2	0	15	0	CAP REC
7467	War Memorials Refurbishment	9	9	0	0	9	0	UCPB
7837	Microsoft Outlook Migration	53	39	14	0	53	0	UCPB
8050	ICLIPSE Implementation	145	145	0	0	145	0	UCPB
8105	Installation of Staff Welfare Facilities	20	0	20	0	20	0	UCPB
7026	Sir William Gray House - Fire Alarm	25	0	25	0	25	0	UCPB
7031	Civic Centre - Replace Sprinkler System	81	70	11	0	81	0	UCPB
7037	Civic Centre Toilets	137	0	137	0	137	0	UCPB
7041	Corporate Planned Maintenance Unallocated	40	0	40	0	40	0	RCCO
7048	Unallocated Health & Safety Issues	295	0	295	0	295	0	UCPB
7113	Bryan Hanson House Carpet Renewal	43	43	0	0	43	0	UCPB
7115	Civic Centre Ramp	180	0	180	0	180	0	UCPB
7116	Disabled Toilets Civic Centre	78	0	78	0	78	0	UCPB
7117	Civic Centre Access Control System	72	0	72	0	72	0	UCPB
7119	Demolition of Throston Grange Old Peoples Home	64	64	0	0	64	0	CAP REC
7200	Civic Centre Refurbishment	1,786	1,492	294	0	1,786	0	UCPB
7257	Disabled Adaptations	88	22	66	0	88	0	UCPB
7781	Renew Boiler and Heating System - Municipal Buildings	145	0	145	0	145	0	UCPB
7987	Renew Pool Filters Mill House Leisure Centre	0	0	0	0	0	0	UCPB
7988	Lynn St Garage - Install Overhead Heaters	50	50	0	0	50	0	UCPB
7989	Access System - Municipal Buildings	9	0	9	0	9	0	UCPB
8049	St Hilda's Church Work to North and West Dials	24	18	6	0	24	0	RCCO
7111	Stranton Crematorium Roof Repair Phase 3	35	30	5	0	35	0	RCCO
7112	Corporate Planned Maintenance - Redheugh Gardens Renew Footp	75	0	75	0	75	0	RCCO
7114	Corporate Planned Maintenance - Rossmere Youth Club Roof Repla	63	0	63	0	63	0	RCCO
TBA	Sir William Gray House - Install Emergency Lights	25	0	25	0	25	0	UCPB
TBA	Administration Buildings - Enhancement Works	20	0	20	0	20	0	UCPB
8085	Lynn Street Depot - Electrical Installation	55	0	55	0	55	0	UCPB
8102	Lynn Street Depot - Re-roof Garage	40	0	40	0	40	0	UCPB
		6,162	3,355	2,807	0	6,162	0	

TABLE 2 - NEW DEAL FOR COMMUNITIES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 31/12/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7059/7060/7971	Longhill Business Security and Environmental Improvements	2	2	0	0	2	0	NDC
7062	Building Modernisation Grants	63	43	20	0	63	0	NDC
7061	Business Security Fund	4	2	2	0	4	0	NDC
7063	CIA Environmental Improvements	28	22	6	0	28	0	NDC
7038	Opening Doors Phase III	275	74	201	0	275	0	NDC
7050	Osbourne Road Hall	1	1	0	0	1	0	NDC
7051	Voluntary Sector Premises Pool	25	17	8	0	25	0	NDC
8003	Sustaining Centres	45	33	12	0	45	0	NDC
7086	Lynnfield Play Area	30	16	14	0	30	0	NDC
8004	Strategic Land Purchase	6	6	0	0	6	0	NDC
7065/7070/8014	Neighbourhood Management	61	11	50	0	61	0	NDC
7079	Home Improvement Project	597	586	11	0	597	0	MIX
		1,137	813	324	0	1,137	0	

Key

RCCO

MIX

UCPB

SCE ®

Revenue Contribution towards Capital

Combination of Funding Types

Unsupported Corporate Prudential Borrowing

Supported Capital Expenditure (Revenue)

GRANT

CAP REC

UDPB

SPB

Grant Funded

Capital Receipt

Unsupported Departmental Prudential Borrowing

Supported Prudential Borrowing

SCRUTINY CO-ORDINATING COMMITTEE

26th March, 2010



Report of: Corporate Management Team

Subject: QUARTER 3 – CORPORATE PLAN AND REVENUE
FINANCIAL MANAGEMENT REPORT 2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the progress made towards achieving the Corporate Plan outcomes through identified actions and of the progress against the Council's overall 2009/2010 Revenue Budget for the period to 31st December, 2009.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, the attached report (**Appendix 1**) provides an overall picture of performance and progress against the approved 2009/2010 revenue budget, followed by a section for each Portfolio where more detailed information is provided.
- 2.2 It should also be noted that the Cabinet considered this report at its meeting on 8th March, 2010, therefore any key issues arising from the meeting will be verbally provided during this meeting.

3. RECOMMENDATION

- 3.1 That Members consider the report and seek clarification on issues where felt appropriate.

CABINET REPORT

8th March, 2010



Report of: Corporate Management Team

Subject: QUARTER 3 – CORPORATE PLAN AND REVENUE
FINANCIAL MANAGEMENT REPORT 2009/2010

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 2009/2010.

2. SUMMARY OF CONTENTS

2.1 The report describes progress towards achieving the actions within the Corporate Plan using the new 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 Financial Management report covers the following areas:

- Progress against Departmental and Corporate Budgets, and High Risk Budget Areas;
- Detailed Revenue Monitoring by Portfolio;
- Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy;
- Performance against Budget Pressures to be treated as Contingency Items;
- Progress against Departmental Salary Turnover Targets;
- Progress against Area Based Grant budgets;
- Key Balance Sheet information.

2.3 The budget report submitted to your meeting on 8th February, 2010 provided details of the projected outturns for departmental and corporate budgets. The report also proposed an outturn strategy to mitigate the risks identified

in this report. This strategy is based on using available uncommitted resources to establish a single strategic risk reserve. The amount set aside is less than the anticipated risks and it is hoped in the short-term that amounts payable will not exceed the value of the reserve. If there is a shortfall on the risk reserve this will need to be met from the General Fund Balance as a last resort. It will also be necessary for the Council to consider topping up this risk reserve in future years depending on changes in the underlying risk factors or the availability of any further flexibility.

- 2.4 Further detail work on the forecast outturns has now been completed and there are no significant changes from the earlier forecast.

3. RELEVANCE TO CABINET

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

4. TYPE OF DECISION

- 4.1 None.

5. DECISION MAKING ROUTE

- 5.1 Cabinet, 8th March 2010

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to: -
- note the current position with regard to performance and revenue monitoring;
 - note the position with regard to the Revenue Budget.

Report of: Corporate Management Team

Subject: QUARTER 3 – REVENUE FINANCIAL
MANAGEMENT REPORT 2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan outcomes through identified actions and of progress against the Council's own 2009/2010 Revenue Budget, for the period to 31st December, 2009.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, this report is an integrated 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 2009/2010 revenue budget.

Section	Heading	Page
3	Overall Performance and Progress on Actions and Key Performance Indicators	2-3
	Detailed Performance Monitoring Sections	
4	Adult and Public Health Portfolio	3-4
5	Children's Services Portfolio	4-5
6	Culture, Leisure and Tourism Portfolio	6
7	Finance and Performance Portfolio	6
8	Transport and Neighbourhoods Portfolio	7
9	Regeneration and Economic Development Portfolio	7-9
10	Community Safety and Housing Portfolio	9-10
11	Revenue Monitoring 2009/2010 – Overview	10-16
12	Conclusions	16-17
13	Recommendations	17
Appendix A	Summary Revenue Monitoring Report to 30 th September, 2009, by Department	18
Appendix B	High Risk Budget Areas by Department	19
Appendices C-I	Detailed Revenue Monitoring Report to 30 th September, 2009, by Portfolio	20-35
Appendix J	Progress Against Efficiency Saving Targets Identified in the 2009/2010 Budget Strategy	36-48
Appendix K	Performance Against Schedule of	49-53

Section	Heading	Page
	Budget Pressures to be Treated as Contingency Items	
Appendix L	Area Based Grants	54-56

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 19th March, 2010. 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 127 actions with specific completion dates and 133 key performance indicators (KPIs) as measures of success in the 2009/2010 Corporate Plan. Overall performance is good, and in line with expectations as the start of the municipal year with all but one action and 86% of the KPIs (when annually reported PIs have been removed) judged to be either on or above targets. During 2009 the traffic light with Covalent were reviewed and a new set were developed to help departments manage their performance better through Covalent. An explanation of the new traffic lights can be found below. Tables 1 and 2 below summarise officers' views on progress as at 31st December, 2009, for each Portfolio Holder's responsibilities: -



Action has not been completed or PI target not achieved



Action/KPI where intervention is required as not progressing well



Action/KPI progress is acceptable



Action/KPI on track to achieve



Action/KPI completed or target achieved

Table 1 – Progress on Actions within the Corporate Plan

Portfolio	Actions by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	24	100	0	0	0	0
Children's Services	26	87	3	10	1	3
Culture, Leisure and Tourism	4	100	0	0	0	0
Finance and Performance	17	74	6	26	0	0
Transport and Neighbourhoods	13	93	1	7	0	0
Regeneration and Economic Development	14	88	2	12	0	0
Community Safety and Housing	15	94	1	6	0	0
Total	113	89	13	10	1	1

Table 2 – Progress on Key Performance Indicators

Portfolio	KPIs by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	8	80	2	20	0	0
Children's Services	0	0	0	0	0	0
Culture, Leisure and Tourism	4	100	0	0	0	0
Finance and Performance	0	0	0	0	0	0
Transport and Neighbourhoods	10	100	0	0	0	0
Regeneration and Economic Development	0	0	0	0	0	0
Community Safety and Housing	6	67	2	22	1	11
Total	28	74	4	11	1	3

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

4 ADULT AND PUBLIC HEALTH PORTFOLIO

4.1 Performance Update for the Period Ending 31st December, 2009

4.2 Within the Adult and Public Health Portfolio there are a total of 24 actions that were identified in the 2009/2010 Corporate Plan and all are on track. Of those PIs where a quarterly update was due 8 actions have been assessed as being on target for completion, or already completed, by the agreed date. 2 PIs are progressing at a acceptable level and 1 PI requires some intervention (see table APH1).

Table APH1 – Performance Indicator assessed as requiring intervention

PI	Indicator	Target 09/10	Latest Outturn	Comment
NI 130	Social care clients receiving Self Directed Support per 100,000 population	70.00	21.2	This figure has been recalculated to improve accuracy. The national target of achievement of NI 130 for 2011 is 30% - the department exceeds this (as a proportion of all possible cases who could receive direct payments or personal budgets).

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

- Initiatives have been introduced to help increase the prevalence of breast feeding at 6-8 weeks from birth including:
 - Breast Feeding Strategy agreed at November PCT Board with very detailed action plan in support.
 - Working with businesses to be family friendly.
 - Mapping training needs and implementing a unified training strategy to support improving breast feeding initiation and maintenance to UNICEF BFI Standards;
- Excellent progress has been made in relation to increased number of personal budgets, people managing their own budgets and the maintenance of brokerage services. The Personal Health Budget pilot project is also making excellent progress and the first personal health budgets will be available from April 2010;
- The independent evaluation of the Connected Care Scheme in conjunction with Turning point and the University of Durham has been completed and shared with Cabinet. Connected Care continue to be part of the steering group for the Orwell Walk Extra Care development to ensure that links are made and opportunities maximised;
- The Obesity Strategy group has invested in initiatives that increase physical activity and increase knowledge and awareness around healthy eating which are the two main causes of obesity.

5 CHILDREN'S SERVICES PORTFOLIO

5.1 Performance Update for the Period Ending 31st December, 2009

5.2 Within the Children's Services Portfolio there are a total of 30 actions that were identified in the 2009/10 Corporate Plan. A total of 26 of

these actions are on target for completion, 3 are making acceptable progress and one action requires intervention:

Table C1 – Actions assessed as requiring intervention

Outcome: Be Healthy			
Code	Action	Due Date	Note
CORP HW04	Work with partner agencies, young people, schools and families to reduce under 18 conception rate by 55% from 1998 baseline and improve sexual health	31 Mar 2011	Data regarding conception rates for 2008/9 due in February, 2010. Therefore, no change from last quarter.

5.3 There were a total of 18 key performance indicators (KPIs) included in the corporate plan as measures of success but all are measured on an annual basis.

5.4 Key areas of progress made to date in the Children's Services Portfolio include:

- The percentage of young people NEET is 7.8%. This represents strong progress towards the key 2010 Target of 7.6% and compares favourably with regional neighbours (9.3% North East) and Statistical Neighbours (10.6% Halton);
- Programmes that provide curriculum enrichment activities for all pupils have been developed to support schools by the following services: Tees Valley Music Service, Dyke House Sports College and GAT programmes;
- Bid submissions have been received from both bidders for the Building Schools for the future on 22nd January, 2010. Evaluations begin 26th January, 2010, Cabinet decision to be made on 8th March, 2010;
- A total of 19 parents attended the National Autistic Early Bird Parenting Programme which will be rolling out again over the next year. We have now trained 11 practitioners in the SFSC and Webster Stratton Programmes and will be rolling out these programmes over the coming year commencing in January 2010. A further 19 parents have been unable to attend parenting programmes and as such have received 1:1 support using elements from both the Strengthening Families Programme and the Family Links Nurturing Programme.

6 CULTURE, LEISURE AND TOURISM PORTFOLIO**6.1 Performance Update for the Period Ending 31st December, 2009**

6.2 Within the Culture, Leisure and Tourism Portfolio there are a total of 4 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date.

6.3 A total of 4 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 being on target to achieve their target by the end of the year with one already achieving its target.

6.4 Key areas of progress made to date in the Culture, Leisure and Tourism Portfolio include:

- Excellent progress being made towards ensuring the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums with new marketing materials for Sport & Recreation, What's On for Cultural Events, Tall Ships information gearing up and new Web site updated and populated. Good progress is also being made with various consultation exercises on the Voluntary Sector Strategy, Allotment Strategy, and Cultural Strategy.

7 FINANCE AND PERFORMANCE PORTFOLIO**7.1 Performance Update for the Period Ending 31st December, 2009**

7.2 Within the Finance and Performance Portfolio there are a total of 23 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have been assessed as having been completed or on target to be completed by the agreed date.

7.3 All indicators in the Corporate Plan for the Finance and Performance Portfolio are reported on an annual basis.

7.4 Key areas of progress made to date in the Finance and Performance Portfolios include:

- The service planning process has been revised and relaunched within the new departments. The process retains the focus on outcomes but simplifies the process of producing plans;
- Corporate Procurement Group and CMT Support Group are reviewing the 5 year Procurement Plan with a report due to go to Portfolio Holder in February 2010.

8 TRANSPORT AND NEIGHBOURHOODS PORTFOLIO**8.1 Performance Update for the Period Ending 31st December, 2009**

8.2 Within the Transport and Neighbourhoods Portfolio there are a total of 14 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have been identified as being on target to be completed by the agreed date.

8.3 There are a total of 11 key performance indicators (KPIs) that have been identified as measures of success that are not reported only on an annual basis. Six of these indicators have been assessed as being expected to achieve their target by year end with a further 4 already having achieved their target. The remaining PI has not achieved its target:

Table TN1 – Performance Indicators assessed as not achieved

PI	Indicator	Target 09/10	Latest Outturn	Comment
NSD P239	Number of businesses signed up to the green tourism business scheme	4	1	One business has provisionally signed up to the Green Business scheme in quarter 3. Businesses approached and introduced to scheme however businesses were put off by relatively high costs due to economic uncertainty. A new free businesses environmental scheme is under development across Tees Valley, and will be promoted to Hartlepool businesses in 2009/10.

8.4 Key areas of progress made to date in the Transport and Neighbourhoods Portfolio include: -

- The Switch Off and Save campaign launched in October, 2009, this resource reduction education programme will be rolled out throughout all Council buildings. Audits also undertaken and resource reduction measures identified;
- Draft Carbon Reduction Strategy and Implementation Plan has been produced and due to be presented to CMT and Cabinet in March, 2010 in readiness for commencement in April, 2010;
- Neighbourhood Management strategy has been developed and currently out to consultation.

9 REGENERATION AND ECONOMIC DEVELOPMENT**9.1 Performance Update for the Period Ending 31st December, 2009**

9.2 Within the Regeneration and Economic Development Portfolio there are a total of 16 actions that were identified in the 2009/2010

Corporate Plan, All of which have been assessed as being expected to be completed by the agreed date.

- 9.3 There are 2 indicators within the Corporate Plan for the Regeneration and Economic Development Portfolio which are report on a quarterly basis and both of these require some intervention:

Table RED1 – Performance Indicators requiring intervention

PI	Indicator	Target 09/10	Latest Outturn	Comment
RPD P045	Employment Rate (16-24)	54.1	46	Data set relates to June 2009. The negative trend has continued due to economic recession. (Confidence level is +/- 7.2%). The Future Jobs Fund is now running with over 140 placements and this should positively impact on this outturn from November 2009.
PRD P076	The gap between Hartlepool unemployment rate and the GB rate	2.4	3.1	Data refers to November 2009. We have experienced a significant increase in unemployment which unfortunately has increased at a higher rate than the GB level. There are a broad range of interventions that will hopefully positively impact on this indicator over the medium to long term.

- 9.4 Key areas of progress made to date in the Regeneration and the Economic Development Portfolio include:

- PD Ports confirmed in December 2009 that they wish to pursue port-related development of the Victoria Harbour site with an emphasis on offshore industries (oil, gas, wind energy). The Council will provide appropriate business support to PD Ports and any companies working with PD Ports to bring forward development proposals;
- The Council is continuing to liaison with key partners including participation in Tees Valley City Region Business Case review workshops, engagement in Single Conversation and representation in Planning Advisory Group providing input to Integrated Regional Strategy, together with ongoing individual liaison with key agencies;
- To help ensure the delivery of the Neighbourhood Renewal in the Borough a meeting with Partners took place in December where a report was considered to initiate the NAP Forum review process. A draft Action Plan has been prepared and this is to be considered and agreed at the NAP Officers Group in February. Agreement was also sought at the December meeting for the preparation of a Discussion Paper to look at more radical options in NAP delivery/Forum arrangements. A draft Town Centre

Communities NAP has been prepared with consultation on the DHSG Plan ongoing. Finally confirmation of Connecting Communities Bid has been received to complement this process.

10 COMMUNITY SAFETY AND HOUSING PORTFOLIO

10.1 Performance Update for the Period Ending 31st December, 2009

10.2 Within the Community Safety and Housing Portfolio there are a total of 16 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have either been completed or have been assessed as being on target for completion by the agreed date.

10.3 There are 9 key performance indicators (KPIs) included in the Corporate Plan as measures of success that are not reported on an annual basis, 8 of which have been assessed as being on track to achieve target one requires intervention.

Table CSH1 – Performance Indicators requiring intervention

PI	Indicator	Target 09/10	Latest Outturn	Comment
NI 20	Assault with injury crime rate	5.59	6.4	This indicator relates to crimes of violence recorded by police, many of which are associated with night-time economy or domestic violence, and linked to excessive alcohol consumption. There is increasing targeted activity to focus on those people who are repeat offenders and use of the new power to make application for a Drink Banning Order for the worst offenders is underway. An application for designation of Hartlepool court as a 'specialist domestic violence court' has already been made, this will bring additional support to victims through the appointment of Independent Domestic violence Advocate (IDVA). Additional alcohol treatment requirements can now be utilised by the Courts when sentencing offenders, due to improvements in the alcohol services locally and this will continue to develop further in 2010/11. Violent crime will continue to be priority for Safer Hartlepool Partnership in 2010/11 and therefore partnership

10.4 Key areas of progress made to date in the Community Safety and Housing Portfolio includes:

- Following recent publication of the Safer Hartlepool Partnerships Strategic Assessment and its associated Annual Priorities, the publication of the Evidence Led Solutions report a Domestic

Violence Coordinator has been appointed along with the creation of the operational Night Time Economy Group. Very good progress is being made to developing partnering arrangements to reducing violence and disorder in key areas;

- The current strategic Housing Market Renewal Programme is on track and has met the third quarter targets (2009/2010) for grant expenditure. They have managed to exceeded acquisition targets, working in partnership with Tees Valley Living and other Tees Valley Authority partners.

11. REVENUE FINANCIAL MANAGEMENT 2009/2010 - OVERVIEW

11.1 This section provides details covering the following areas: -

- Overview of Financial Position;
- Review of High Risk Budget Areas;
- Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy;
- Performance against Budget Pressures treated as Contingency Items;
- Progress against Departmental Salary Turnover Targets;
- Progress against Area Based Grants
- Key Balance Sheet information.

11.2 Overview of Financial Position

11.3 At an overall level the Council's budget is monitored on a departmental basis and the overall position is summarised at **Appendix A**.

11.4 **Appendix A** is supported by detailed Financial Management statements for each Portfolio, which now include comments on material variances to provide a clearer position statement as set out below:

- Appendix C - Adult and Public Health
- Appendix D - Children's Services
- Appendix E - Community Safety & Housing
- Appendix F - Culture Leisure & Tourism
- Appendix G - Finance & Performance Management
- Appendix H - Regeneration & Economic Development
- Appendix I - Transport & Neighbourhood

11.5 Further work has been undertaken on the corporate budgets which confirms the £1.5m favourable outturn position was reported to Council on the 11th February, 2010 as part of the MTFS. This amount has been allocated to establish the strategic risk reserve to mitigate those risks identified in part of the MTFS. As reported

previously it be necessary for Council to consider topping up this reserve in future years depending on changes in the underlying risk factors or in the availability of any further flexibility. Should the amounts payable in any year exceed the risk reserve then this will need to be met from the general Fund Balance as a last resort.

11.6 The latest departmental position is summarised below:-

	Forecast Outturn	
	Net Adverse/ (Favourable) Variance per MTFS £'000	Net Adverse/ (Favourable) Variance Quarter 3 £'000
<u>Child and Adult Services</u>		
Children's Services	(330)	(240)
Adult & Community Services	(230)	(200)
	(560)	(440)
<u>Regeneration and Neighbourhood Services</u>		
Regeneration & Planning	(130)	(120)
Neighbourhood Services	10	0
	(120)	(120)
Chief Executives Department	(40)	(40)
Net Outturn Variance - All Departments	(720)	(600)

- Child and Adult Services – net underspend £440,000

The projected outturn is lower than anticipated mainly owing to increased pressures on the Schools Transformation Team budget within Children's Services (£325k adverse outturn projection). This has arisen from an increased need to use legal and other external advisors in respect of the ICT and Design & Build contracts and to alleviate school concerns relating to the BSF project. This pressure has been offset by savings within the Children and Families Best Value Group, departmental staff vacancies and reduced home to school transport costs.

Council have agreed that a specific reserve ring fenced for Looked After Children be created from the net underspend from Children's Services budget.

- Regeneration and Neighbourhood Services – net underspend £120,000

The favourable variance is mainly owing to the receipt of planning fees for a major development scheme.

At quarter 2 Neighbourhood Services were projecting an adverse variance of £114,000. This included an adverse variance on Car Parking charges income of £200,000. It was proposed to fund this shortfall from the underspend on the Centralised Estimates budget. The current projection anticipates that the Car Parking income shortfall will now be £260,000. However, owing to careful management of other budgets heads within the Regeneration & Neighbourhoods department the call on the reserve is now £60,000. This position is reflected in the above table.

As the recovery from recession is now expected to be extremely slow and adverse income trends are expected to continue for longer it would be prudent to earmark the unused car parking income reserve towards income shortfalls in 2011/2012. .

- Chief Executives Department – net underspend £42,000

The latest forecast outturn confirms the adverse trends on Land Charges income are continuing owing to the downturn in the housing market. It was previously reported that £80,000 of the available Shopping Centre Income Reserve would be needed in the current year. However, shopping centre income in the current year has been more robust than expected. Latest projections show that these trends are unlikely to continue and this reserve will now be needed in 2010/2011.

Council has agreed that after the specific ring fenced reserve is created for Looked after Children that any other net departmental underspends be transferred into the new strategic risk reserve. Based on the latest forecast this contribution is expected to be in the order of £0.36m.

11.7 Revenue Contribution to Capital Expenditure

11.8 In accordance with Financial Procedure Rules departmental outturns reflect two contributions towards capital expenditure. These transfers have been agreed by the Chief Financial Officer and are detailed below for Members information:

	£
• Countyside Vehicle Purchase	8,000
• Brougham Enterprise Centre Toilet and Shower Facilities	2,000

11.9 Review of High Risk Budget Areas

11.10 High risk budget areas were identified as part of the budget setting report, submitted to Cabinet in February. These issues are explicitly managed and reported to 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 B**. **Appendix B** explains how these items were identified and indicates that there are currently variances on a number of budgets. The main adverse variances relate to demographic changes in Older People, Car Parking Income and Building Schools for the Future. Further details are included in **Appendices C to I**.

11.11 **Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy**

11.12 The table below shows the summary of savings included in the 2009/2010 Budget Strategy. At this stage it is anticipated that the savings will be in total £200,000 less than expected. A comprehensive schedule of progress in achieving these savings is attached at **Appendix J** and further details regarding the overall monitoring position for each Portfolio are set out in **Appendices C to I** of this report.

Department	2009/10 Target £'000	Savings Expected to be achieved from Efficiency £'000	Variance from 2009/10 Target £'000
Adult & Community Services	1,010	96.5	45
Chief Executives	160	10.3	57
Children's Services	593	62.9	(36)
Neighbourhood Services	521	52.1	0
Regeneration & Planning	176	17.6	0
Total	2,460	2,394	66

11.13 **Performance against Budget Pressures treated as Contingency Items**

11.14 Members will recall that as part of the review of budget pressures for 2009/2010, it was determined that a number of pressures are not certain to arise, or the value of the pressure is not certain. These items were therefore classified as “contingency” items and a budget provision was made to underwrite these risks.

11.15 **Appendix K** provides a schedule of these items. The main variance is the £63,000 contingency relating to the ‘provision of capacity to manage the transfer of 16-19 education and training funding to the local authority’ which is no longer required in 2009/2010.

11.16 **Progress against Departmental Salary Turnover Targets**

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

Department	2009/10 Turnover Target £'000	Expected to 31.12.09 £'000	Actual to 31.12.09 £'000	Variance from Target £'000
Adult & Community Services	520.3	390.3	397.4	(7.1)
Chief Executives	199.3	149.5	182.9	(33.4)
Children's Services (excluding Schools)	286.9	286.9	286.9	0.0
Neighbourhood Services	176.0	132.0	148.0	(16.0)
Regeneration & Planning	128.0	128.4	140.4	(12.0)
	1,310.5	1,087.1	1,155.6	(68.5)

11.18 The above figures are included within the variances reported for each department at a detailed level. At present the savings achieved are greater than expected for Quarter 3 and as in previous years, this position will continue to be separately monitored during the year.

11.19 Area Based Grants

11.20 In overall terms actual expenditure amounts to £8.773m, compared to anticipated expenditure of £8.885m, resulting in a current favourable variance of £0.112m, (see **Appendix L**).

11.21 The projected outturn is £11.848m, compared to the latest budget of £11.952m, resulting in a £0.104m favourable variance at outturn.

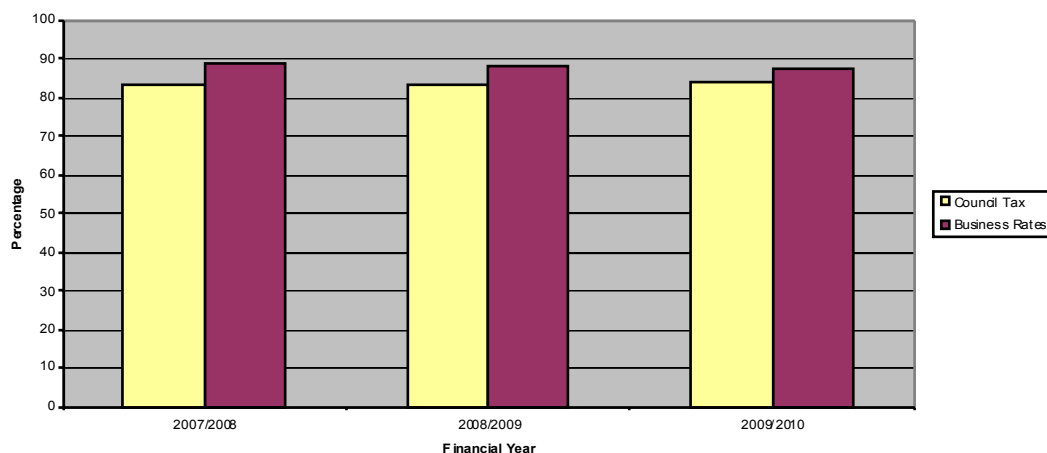
11.22 Key Balance Sheet Information

11.23 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 CAA 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 31st December

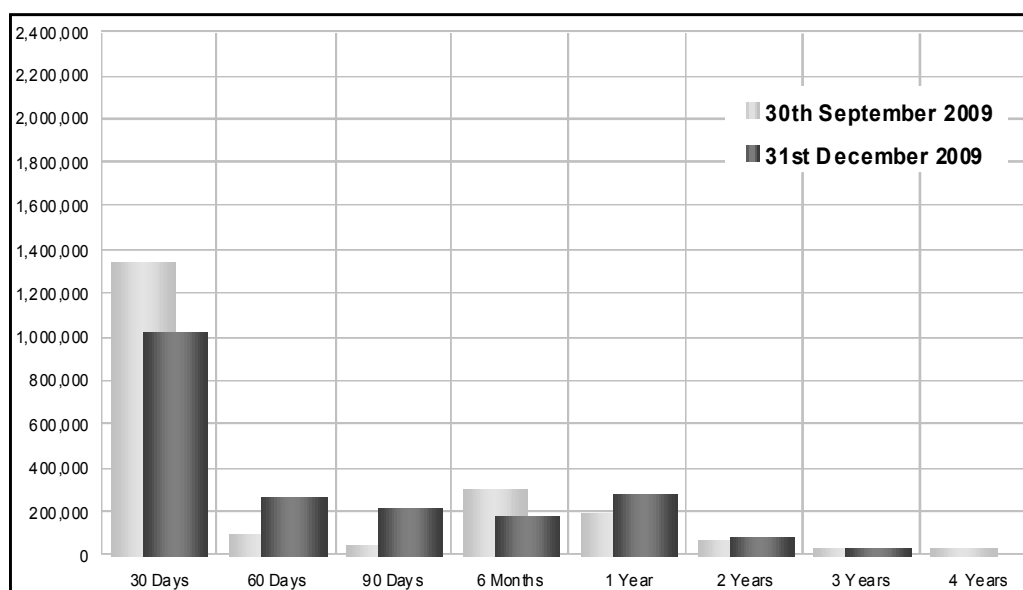


The Council Tax collection rate is up slightly by 0.46% and the NNDR collection rate is down by 1.02% when compared to the same period last financial year. In-year collection rates are affected by the timing of week/month ends.

The NNDR collection rate is likely to deteriorate further given the new deferment scheme which allows a percentage of this years increase in the NNDR charge to be carried forward into the next two financial years.

The Council Tax position is representative of what is happening across the Tees Valley, despite the current economic climate.

The position in relation to Sundry Debtors is summarised below:



At the start of the current financial year the Council had outstanding sundry debts of £2.575m. During the period 1st April, 2009 to 31st December, 2009, the Council issued approximately 8,704 invoices with a value of £10.585m. As at the 31st December, 2009, the Council had collected £8.479m, leaving £2.106m outstanding, which consists of: -

- Current Debt - £1.691m

With regard to current outstanding debt, this totals £1.691m at 31st December, 2009, inclusive of approximately £1.023m of debt less than thirty days old.

- Previous Years Debt - £0.415m

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At the 31st December, 2009, debts older than one year totalled £0.415m.

- Borrowing Requirement and Investments

The Council's borrowing requirement and investments are the most significant Balance Sheet items. Decisions in relation to the Council's borrowing requirements and investments are taken in accordance with the approved Treasury Management Strategy.

The forecast higher investment income in 2009/2010 is detailed in paragraph 11.6.

12. CONCLUSIONS

- 12.1 The report details progress towards achieving the Corporate Plan outcomes.
- 12.2 The report also provides details of progress against the current year's budget. In respect of corporate budgets it is anticipated there will be an underspend on the Centralised Estimates budget. This is the strategic land acquisition being delayed and higher investment income from slightly higher interest rates.
- 12.3 As reported at the end of Quarter 2 there are a number of adverse income trends continuing from previous years. Some provision was made in the 2008/2009 Outturn Strategy for this risk, but this will not be sufficient to cover the anticipated shortfall. Cabinet has agreed to the proposal to fund this shortfall from the underspend on the Centralised Estimates budget and to allocate resources to manage this risk next year.

- 12.4 There is a risk that additional resources will need to be allocated for additional Equal Pay costs arising from Equal Pay tribunal cases. Cabinet has agreed to allocate part of the Centralised Estimate underspend to manage this risk.
- 12.5 In relation to departmental budgets it is anticipated that overall expenditure will be within budget after offsetting favourable and adverse variances.

13. RECOMMENDATIONS

- 13.1 Cabinet is asked to: -
- Note the current position with regard to Performance Monitoring and the revenue budget.

GENERAL FUND - REVENUE MONITORING REPORT TO 31st December 2009

Line No	Actual Position 31/12/09			Description of Expenditure	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2009/10 Latest Budget	2009/10 Projected Outturn	2009/10 Projected Variance: Adverse/ (Favourable)
	Col. B	Col. C	Col. D (D=C-B)		Col. F	Col. G	Col. H (H=G-F)
Col. A	£'000	£'000	£'000	Col. E	£'000	£'000	£'000
				TABLE 1 - Departmental Expenditure			
1	24,642	23,983	(659)	Adult and Community Services	33,354	33,152	(202)
2	16,691	16,596	(95)	Children's Services	23,872	23,636	(236)
3	12,988	13,116	128	Neighbourhood Services	16,812	16,872	60
4	4,701	4,620	(81)	Regeneration & Planning	5,723	5,603	(120)
5	7,504	7,287	(217)	Resources	6,420	6,384	(36)
6	66,526	65,602	(924)	Total Departmental Expenditure	86,181	85,647	(534)
				TABLE 2 - Corporate Costs			
				EXTERNAL REQUIREMENTS			
7	3	3	0	Magistrates, Probation and Coroners Court	187	187	0
8	21	24	3	North Eastern Sea Fisheries Levy	21	21	0
9	46	48	2	Flood Defence Levy	46	46	0
10	(53)	(53)	0	Discretionary NNDR Relief	34	34	0
				CORPORATE COMMITMENTS			
11	2,044	2,320	276	I.T.	2,625	2,625	0
12	139	135	(4)	Audit Fees	367	367	0
13	(1,914)	(2,714)	(800)	Centralised Estimates	6,502	5,002	(1,500)
14	0	0	0	Insurances	178	178	0
15	1	(1)	(2)	Designated Authority Costs	67	67	0
16	315	324	9	Pensions	353	353	0
17	266	279	13	Members Allowances	355	355	0
18	58	53	(5)	Mayoral Allowance	77	77	0
19	(38)	(57)	(19)	Emergency Planning	93	93	0
				NEW PRESSURES			
20	0	0	0	Contingency	23	23	0
21	0	0	0	Planning Delivery Grant terminated	69	69	0
22	90	90	0	Business Transformation Programme	0	0	0
23	0	8	8	Teesside Airport Study	0	0	0
24	0	5	5	Receipts for Government Pool	0	0	0
25	0	14	14	Members ICT	0	0	0
26	0	4	4	Secure Remand - Corporate	0	0	0
27	0	0	0	Strategic Contingency	160	160	0
28	0	0	0	2006/07 Final Council Commitments	15	15	0
29	0	1	1	2007/08 Provision for Grants/Pressures/Priorities	37	37	0
30	0	0	0	Contribution towards one-off BTP Costs	450	450	0
31	0	0	0	Provision for Cabinet projects	35	35	0
32	0	0	0	Job Evaluation	707	707	0
33	0	0	0	Job Evaluation - Protection Costs Cont from Reserves	(59)	(59)	0
34	0	0	0	Area Based Grant Review	(287)	(287)	0
35	0	0	0	New Burdens funded from Formula Grant	11	11	0
36	0	0	0	Benefit Subsidy income	(200)	(200)	0
37	24	24	0	PARISH PRECEPTS	24	24	0
38	0	0	0	CONTRIBUTION FROM BUDGET SUPPORT FUND AND OTHER RESERVES	(4,630)	(4,630)	0
41	0	0	0	LOWER PROTECTION COSTS - RELEASE OF RESERVE	(200)	(200)	0
42				Children's Services DSG Funding - LA Element Only	(4,873)	(4,873)	0
43	67,528	66,109	(1,419)	Total General Fund Expenditure	88,368	86,334	(2,034)

High Risk Budget Areas by Department

8.2 Appendix 1 / B

Risk Rating

A simplified version of the Risk Assessment criteria used in the Council's Risk Management Strategy has been used to rank budget risks. This assessment rates risk using the convention of green/amber/red, as defined below, although different levels of risk within each category have not been defined. The risk assessment helps inform the Council's budget monitoring process as it identifies areas that need to be monitored more closely than other budgets. These procedures help ensure that departments can manage budgets and services within the overall departmental resource allocation and the Councils overall financial management framework, which enable departments to establish reserves for significant risks and to carry forward under and over spends between financial years.

The value of expenditure/income on individual areas, are shown in the table below, along with the current variance to date.

Green - these are unlikely events which would have a low financial impact.

Amber - these are possible events which would have a noticeable financial impact.

Red - these are almost certain to occur and would have a very significant impact. Provision would need to be made for such events in the budgets.

Financial Risk	Risk Rating	2009/2010 Budget £'000	Variance to 31st December 2009 (Favourable) / Adverse £'000	Forecast Outturn Variance (Favourable) / Adverse £'000
Adult & Community Services				
Demographic changes in Older People	Amber	15,370	63	147
Demographic changes in Working Age Adults	Red	8,716	287	(145)
Property Maintenance - Community Buildings	Amber	284	17	17
Non-achievement of Income targets within Community Services	Amber	(1,351)	(193)	0
Non-achievement of Income targets within Social Care Budgets	Amber	(9,457)	(229)	0
Total		13,563	(56)	19
Regeneration & Planning				
Fee Income - Planning & Building Control	Amber	659	(114)	(120)
Rent Income - Economic Development Service	Green	165	5	0
Total		824	(109)	(120)
Neighbourhood Services				
Environment, Environmental Action & Town Care Management	Amber	8,446	(102)	(110)
Car Parking	Amber	(857)	220	260
Total		7,589	118	150
Corporate Budgets				
Pay costs - Single Status and costs of living pay award	Amber	50,470	(100)	(150)
Higher costs of borrowing and/or lower investment returns	Green	5,804	(800)	(1,500)
ICT	Green	2,561	276	0
Planned Maintenance Budget	Amber	215	0	0
Delivery of Planned Savings	Amber	2,460		
Total		61,510	(624)	(1,650)
Children's Services				
Individual School Budget	Amber	55,557	0	0
Individual Pupils Budget allocated during the year to schools for high level SEN pupils	Green	1,628	(2)	(1)
Home to School Transport Costs	Amber	1,516	(4)	(13)
Schools Transformation Team (Building Schools for the Future)	Amber	974	285	325
Carlton Outdoor Education Centre	Red	68	0	86
Increased demand in places at independent schools for pupils with high level of SEN	Amber	600	10	(4)
Increased demand for Looked After Children Placements	Red	5,293	(46)	(343)
Total		65,636	243	50

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
462	Environmental Standards	192	262	70	93	Increased fee income within Environmental Action will offset the projected deficit
0	Adult Education	88	(288)	(376)	0	Adult Education is wholly funded by ring-fenced grant. Any underspend will be carried forward
4,620	Assessment,Care Mgt & Prov 1	3,597	3,359	(238)	(215)	The current favourable variance relates to staff vacancies. The vacancy freeze being operated ahead of business transformation has increased the savings in this area owing to the large workforce. This is not sustainable in the long term but will continue to the financial year end which is reflected in the outturn projection.
2,835	Assessment,Care Mgt & Prov 2	2,064	1,889	(175)	(122)	The majority of this variance relates to staff vacancies on hold pending a restructure of this area. It is not anticipated that these savings will continue at the same rate once the restructure is implemented. The outturn projection reflects this
178	Carers & AssistiveTechnology	27	16	(11)	0	
906	Commissioning - Adults	776	709	(67)	(120)	The current favourable variance relates to staff vacancies and temporary external funding from the PCT and Joseph Rowntree Foundation. The projected outturn forecast reflects the income received and the staff vacancies filled.
823	Commissioning - Mental Health	615	781	166	200	As previously reported the current adverse variance relates to continuing increased demand for community based care in this area. A pressure has been identified for this area for 2010/11. The outturn forecast reflects this continuing trend.
8,832	Commissioning - Older People	6,651	6,789	138	147	The majority of the current adverse variance relates to increased demand for transitional and rehabilitation beds. It is expected that this trend will continue and the outturn forecast has been updated to reflect this.
5,523	Commissioning - Working Age	3,609	3,555	(54)	(145)	This area includes a temporary pressure for an individual with complex needs. The case is under review subject to court proceedings. Projected outturn reflects the temporary funding.
335	Service Strategy and Regulation	(80)	(90)	(10)	0	
1,761	Support Services	1,430	1,477	47	28	
26,275	TOTAL	18,969	18,459	(510)	(134)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000
Commissioning Adults - Communities for Health	120	120	0
Commissioning Mental Health - Agency	10	10	0
Commissioning - Older People	20	0	(20)
Assessment, Care Mgt & Prov 2	27	27	0
Carers & Assistive Technology	61	0	(61)
Assessment, Care Mgt & Prov 2	65	65	0
Commissioning Adults - Supporting People	400	350	(50)
	703	572	(131)

Directors Explanation of Variance
This reserve will be spent in the first quarter of 2010-2011
Reserve to be used to fund expected stock write offs as they occur in future years.
Variance relates to slippage in planned projects proposed and agreed in the 5 year SP Strategy. This funding will be required in future years as the projects are implemented and it is requested that any unused balance is carried forward at outturn.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
2,556	Access to Education	2,537	2,741	204	280	The current and forecast outturn variances comprise pressures on the Schools Transformation Team budget (£325k adverse outturn projection) mainly arising from the increased need to use legal and other advisors in respect of the ICT and Design & Build contracts and to alleviate school concerns relating to the BSF project. This can be partly offset by savings on departmental staff vacancies and home to school transport costs.
988	Central Support Services	25	25	0	0	
89	Children's Fund	97	97	0	0	
10,856	Children & Families	7,863	7,832	(31)	(389)	Demand for the external placement of Looked After Children has remained stable throughout (LAC) the year and the need for such placements has been carefully monitored. The contingency provision of £250,000 included within the LAC budget is unlikely to be required this year and in addition, other underspends are projected across the service area. Due to the volatile nature of demand for Children and Family services Cabinet have agreed at their meeting on 8th February 2010 to transfer any year end underspend to the departments LAC reserve to mitigate against in year cost pressures during future years.
365	Early Years	(291)	(425)	(134)	13	There are currently underspends against the General Sure Start Grant arising from staff vacancies and higher than expected income at the Surestart Centres. This grant is ring-fenced therefore funding has been allocated to fund building improvements, nursery equipment and temporary staffing. In addition, demand for 3 and 4 year old nursery provision is anticipated to exceed the expected budget by year end.
122	Information Sharing & Assessment	100	99	(1)	(14)	A proportion of the Children's Trust budget was held back as a contingency for unexpected costs but is now no longer anticipated to be needed.
2,166	Other School Related Expenditure	1,344	1,251	(93)	(34)	Savings have been achieved on reduced premature retirement costs and software licences. In addition, the department has not needed any of the 14-19 contingency funding as work to plan the transfer of LSC responsibilities has been absorbed by existing staff. By year end, a proportion of the savings identified above will be required to cover the costs of managing the former Brierton School site whilst refurbishment is taking place and to cover the costs of additional swimming instructors who have been recruited to enhance teacher to pupil ratios following health and safety concerns. As reported at Q2, the department is holding an earmarked proportion of schools funding relating to former Brierton School redundancy and salary protection costs. This Appendix accounts for carry forward of the anticipated overspend against this funding which will be offset by additional funding in future years as agreed by the Schools Forum.
126	Play & Care of Children	39	39	0	(4)	
1,686	Raising Educational Achievement	1,810	1,789	(21)	(34)	Savings relate to staff salary vacancies plus lower demand on departmental budgets for school development and curriculum support.
2,719	Special Educational Needs	1,773	1,691	(82)	(106)	Savings relate to vacancies in the Education Psychology team, lower than expected demand for Home and Hospital Teaching and savings on the operating costs of the PRU following transfer to the EDC site.
1,014	Strategic Management	509	430	(79)	(102)	There are savings relating to the Central Training budget and reduced demand for CRB checks.
125	Youth Justice	77	76	(1)	0	

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
1,060	Youth Service	808	813	5	14	
0	Dedicated Schools Grant - Trfr Balance to DSG Department Reserve	0	138	138	140	Within the variances described above are net savings on DSG funded services totalling £140k. This saving is ring fenced and will be automatically carried forward to be utilised in 2010/11 subject to consultation with the Schools Forum.
0	Dedicated Schools Grant - Trfr to DSG Schools Reserve	0	0	0	0	As reported at Quarter 2 the department is centrally holding an earmarked proportion of schools funding relating to former Brierton school redundancy and salary protection costs (see 'Other School Related Expenditure BVG' and Reserves Table below). This will be overspent in the current year and will be carried forward and offset by additional school funding over the next three years as agreed by the Schools Forum. This carryforward has been reflected in the 'Other School Related Expenditure BVG.'
23,872	TOTAL	16,691	16,596	(95)	(236)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance to Date Over/ (Under) £'000
School Transformation Team (BSF)	(1,081)	(1,081)	0
Carlton Outdoor Centre	(18)	(86)	68
Early Years Support Network	(9)	(4)	(5)
DSG underspend from previous years	0	(355)	355
ContactPoint Grant (5% c/f from 2008/09)	0	(2)	2
Brierton Closure - Salary Protection Fund	(110)	(290)	180
Youth Service - Contribution to Rossmere Skate Park	0	(70)	70
Youth Opportunity Fund (5% Grant c/f from 2008/09)	0	(4)	4
Playing for Success	(14)	(14)	0
Parenting Support	(20)	0	(20)
Social Care Backscanning Costs	(80)	(80)	0
Swimming Pool Improvements	(90)	(75)	(15)
Promotion of Breast Feeding	0	90	(90)
Teenage Pregnancy Prevention	(5)	(5)	0
Youth Service - General	(15)	(15)	0
	(1,442)	(1,991)	549

Child & Adult Services aim to fund the projected overspend relating to the Schools Transformation Team from savings identified across the department's budget as detailed above.
Increased use of the Reserve is anticipated owing to the costs of Job Evaluation and the loss of income following Redcar and Cleveland's withdrawal from the joint authority user agreement. The overspend on the Centre has been reported to the Carlton Steering Group and, unless the external income target is exceeded this will be funded from an increased charge against the Carlton Reserve.
This relates to the underspend on the local authority element of the DSG in previous years and this balance has been transferred via a Revenue Contribution to Capital Outlay (RCCO) to enhance the Schools Capital programme as agreed by School Forum on 13th January 2010.
As reported at Quarter 2 the department is centrally holding an earmarked proportion of schools funding (DSG) relating to former Brierton school redundancy and salary protection costs. This will be overspent by £180k in the current year and will be carried forward and offset by additional school funding over the next three years as agreed by the Schools Forum.
As previously agreed, this Reserve is contributing towards the MUGA and SkatePark at Rossmere.
This Reserve will be utilised next year and has been included in the Department's budget for 2010/11.
Access and other capital improvements are now expected to cost £75k.
It is proposed to create a Reserve, subject to final confirmation and approval from the PCT, arising from an underspend against a specific PCT grant for the promotion of Breast Feeding in Hartlepool which will be spent in 2010/11 and 2011/12.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
804	Consumer Services	488	384	(104)	(112)	The favourable variance is owing to vacant posts (£40k) and higher than expected license fee income (£72k).
219	Environmental Action	164	162	(2)	0	
127	Building Control	45	121	76	80	Fee income is below target at the end of Quarter 3 as a result of the recession and also because of work lost to private sector inspectors in a competitive market.
77	CADCAM	76	85	9	0	
988	Community Safety	1,384	1,395	11	12	A combination of small adverse variances in relation to the running costs of the Anti Social Behaviour Unit is expected to lead to an adverse variance of around £12,000 at year end.
314	Community Strategy	210	205	(5)	0	
168	Development Control	32	(120)	(152)	(200)	The favourable variance is largely owing to exceptional fee income relating to Wynard Business Park. This income can be taken to the budget in the current year and mitigates lower fees from smaller developments which have reduced owing to the recession.
(1)	Divisional Management	80	76	(4)	0	
30	Drug Action Team	(411)	(411)	0	0	
987	Housing Services	590	580	(10)	0	
369	Landscape & Conservation	234	218	(16)	0	
529	Youth Offending Service	506	511	5	0	
0	Tall Ships Event 2010	30	30	0	0	
4,611.0	TOTAL	3,428	3,236	(192)	(220)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000
Youth Offending Reserve	35	35	0
Anti Social Behaviour Team Reserve	9	9	0
Tall Ships Event 2010	233	233	0
	277	277	0

Directors Explanation of Variance

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 31/12/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	H Type of financing
7651	Burn Valley Park Beck - Reduce Flood Risk/Landscaping	114	0	0	114	114	0	MIX
8073	Central Library - 1st Floor Lights and Fire Alarm Adaptation	30	26	4	0	30	0	UCPB
8074	Central Library - Community Room Lighting	7	6	1	0	7	0	UCPB
8095	Central Library - New Signage	7	0	7	0	7	0	UCPB
7046	Central Library - Revolving Door	99	41	58	0	99	0	UCPB
8094	Central Library - Toilets, DDA Compliance	1	1	0	0	1	0	UCPB
7377	Central Library - Various Improvements	5	0	5	0	5	0	UCPB
7893	Clavering Play Area - Tarmac Surface	21	0	21	0	21	0	RCCO
7110	Clavering Play Area (Playbuilder)	45	1	44	0	45	0	MIX
7375	Countryside Environment Works	14	0	0	14	14	0	MIX
7864	Foreshore - Replacement Playground & Lifeguard Vehicles	23	31	0	0	31	8	RCCO
7992	Grayfields Sports Junior Pitches	147	62	85	0	147	0	MIX
7213	Grayfields Sports Pavilion / Football Strategy	8	8	0	0	8	0	MIX
7382	Greatham Play Area Equipment	9	0	0	9	9	0	MIX
8020	Hartlepool Maritime Experience Lifts	28	27	1	0	28	0	UCPB
8086	Hartlepool Maritime Adult Changing Facility	20	2	18	0	20	0	UCPB
7996	Hartlepool Maritime Experience Entranceway	1	1	0	0	1	0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	1	0	1	0	1	0	MIX
7414	Jutland Road Play Area Upgrade	65	0	65	0	65	0	MIX
8021	Museum of Hartlepool New Signage	2	2	0	0	2	0	UCPB
8008	Mill House - Free Swim Initiative	6	6	0	0	6	0	MIX
7047	Mill House Leisure Centre - Changing Village	695	106	589	0	695	0	GRANT
8019	Mill House Leisure Centre Internal Doors	9	8	0	1	9	0	UCPB
8084	Mill House Leisure Centre Combined Heat & Power Unit	177	0	0	177	177	0	UCPB
7865	Museum of Hartlepool - new display areas	1	0	1	0	1	0	MIX
7887	Nicholson Fields Allotments - Security Improvements	22	0	22	0	22	0	RCCO
7853	Owton Manor Community Centre Boiler Replacement	35	0	35	0	35	0	UCPB
8090	Owton Manor Library Roof Replacement	25	0	25	0	25	0	UCPB
7110	Rossmere Play Area (Playbuilder)	5	0	0	5	5	0	RCCO
8104	Rossmere MUGA & Skate Park	466	1	0	465	466	0	MIX
tba	Seaton Carew Cricket Club	30	0	0	30	30	0	UCPB
8051	Seaton Carew Community Centre Roof Replacement	70	1	69	0	70	0	UCPB
7110	Seaton Carew Play Area (Playbuilder)	36	1	35	0	36	0	MIX
tba	Skateboard Park - to be allocated	70	0	0	70	70	0	RCCO
7991	St Patricks Multi Use Games Area (MUGA)	1	1	0	0	1	0	RCCO
8011	Summerhill CCTV	14	0	14	0	14	0	MIX
7844	Town Moor - Develop Multi Use Games Area	63	30	33	0	63	0	MIX
7990	Ward Jackson Park Bandstand Shutters	4	0	0	4	4	0	MIX
7590	Ward Jackson Park Car Park - Improvement Works	76	63	13	0	76	0	MIX
7081	Waverly Terrace Community Allotment Fencing	13	13	0	0	13	0	MIX
8087	Wingfield Castle - Vehicle Deck Replacement	105	75	30	0	105	0	UCPB
				0				
		2,570	513	1,176	889	2,578	8	

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
410	Client services	385	385	0	0	
56	Neighbourhood Services Internal Works	(717)	(701)	16	(100)	At this stage the indication is that the trading accounts are likely to report a favourable variance at year end. This is mainly because of additional income generation building work and reduced vehicle financing costs.
230	Property Services	454	460	6	0	
0	Finance Miscellaneous	250	254	4	0	
(893)	Shopping Centre Income	(446)	(448)	(2)	0	
96	Registration of Electors	62	49	(13)	0	
108	Municipal & Parliamentary Elections	98	116	18	0	
(1,264)	Central Administration	386	388	2	0	
0	Single Status	30	30	0	0	
108	Finance Management	78	78	0	0	
168	Council Tax & Housing Benefit Subsidy	0	0	0	(60)	A temporary benefit of £200k was in the base budget for increased Benefit Subsidy income. As indicated in the budget proposal for 2010/11 a higher benefit is anticipated on a permanent basis next year and this amount is beginning to flow through into this year.
0	HR Payroll System	213	213	0	0	
112	Performance Management Misc	92	97	5	0	

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
1,099	Accommodation	930	794	(136)	0	Current favourable variance is partly owing to profiling on the utilities budget, which is anticipated will be on target by the financial year end.
929	Accountancy	852	824	(28)	0	There are vacancies in the Section. These savings will offset the variance in the Accountancy Payments Section.
87	Benefits	(52)	(52)	0	0	Grant subsidy received on this BVG, with allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
633	Contact Centre	514	504	(10)	0	
439	Corp Management Running Expenses	323	306	(17)	0	
674	Corp Strategy & Public Consultation	526	471	(55)	0	Current favourable variance owing to a staff vacancies.
244	Democratic	181	170	(11)	0	
167	Fraud	124	124	0	0	
815	HR Health and Safety	604	670	66	64	It was anticipated that an efficiency saving would be achieved after the implementation of the HR/Payroll system, and although work is progressing on the implementation of the system, the saving will not be achieved until next financial year. There will also be an adverse variance on Counseling Support, which is intum reducing the sickness absence. It is anticipated that this shortfall can be managed within the overall Chief Executive's Department at year end.
266	Internal Audit	202	168	(34)	(40)	Favourable outturn projected owing to a vacant post and limited overtime worked.
586	Legal Services	422	430	8	0	
(110)	Other Office Services	7	0	(7)	0	The previously reported adverse variance in land search income has now been funded by a reserve.
259	Payments Unit	204	282	78	0	Implementation of the HR/Payroll system has required the use of agency staff and overtime payments. The overspending in this section will be offset by underspending in the Accountancy section.
87	Printing	83	73	(10)	0	Current adverse variance owing to timing difference in the printing recharges to other departments.
140	Public Relations	100	97	(3)	0	
92	Registration Services	69	76	7	0	
1,139	Revenues	858	849	(9)	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
(81)	Revenues & Benefits Central	395	366	(29)	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
182	Support to Members	136	97	(39)	0	Current favourable variance owing to less new Members, reducing the need for equipment and training.
338	Training & Equality	263	261	(2)	0	
7,116	TOTAL	7,626	7,431	(195)	(136)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years. The details below provide a breakdown of these reserves

<u>Description of Best Value Unit</u>	Approved 2009/2010 Budget	Planned Usage 2009/10	Variance Over/ (Under)
	£'000	£'000	£'000
Remedial repairs reserve	155	155	0
People Framework Development	18	0	(18)
HR Service Improvement	13	0	(13)
Contact Centre	69	38	(31)
HR Resource Investment	5	0	(5)
Support to Members	27	0	(27)
Election Services	8	0	(8)
HR Payroll System	185	185	0
Finance - Audit	30	0	(30)
Finance - Accountancy	34	34	0
Finance - IT Investment	147	147	0
Finance - IT Developments R & B	41	41	0
Finance - Internal Bailiff Development	16	16	0
Finance - Intercept Software	6	6	0
Finance - Financial Inclusion Prog	50	50	0
Corporate Strategy	250	250	0
Registrars	29	29	0
Land Charges	120	120	0
	1,203	1,071	(132)

[illegible]

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
(27)	Administration	436	447	11	0	
1,362	Economic Development	927	918	(9)	0	
929	Planning Policy & Regeneration	720	735	15	0	
(129)	Regeneration Staff Savings	(128)	(140)	(12)	(12)	Staff turnover savings are higher than the profiled budget at the end of Q3 partly as a result of the freezes in recruitment during the year and a chief officer level vacancy.
2,135	TOTAL	1,955	1,960	5	(12)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000
Regeneration Reserve - Specific	73	72	(1)
Capital Funding Reserve	0		0
Regeneration MRU	16	82	66
	89	154	65

Directors Explanation of Variance
To fund the velopment of Seaton Carew feasibility study, as part of a masterplan that looks at measures to compliment the sea defence structures.
The planned use of some of this reserve has been brought forward from 2010/11 to fund an RCCO towards the cost of a capital scheme on Victoria Buildings, which forms part of the 'Townscape Heritage Initiative'.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
3,123	Highways Services	1,767	1,757	(10)	0	
7,947	Environment	6,605	6,513	(92)	(110)	Increased recycling and a reduction in 'residual' waste has resulted in cost savings in the waste management area.
286	Town Care Management	215	207	(8)	0	
276	Transport Services	220	220	0	0	
75	Minor Works	56	56	0	0	
1,062	Engineering Consultancy	843	832	(11)	(15)	
413	Transportation Management Account	287	316	29	37	The adverse variance is owing to reduced fee earning work in this area.
297	Highways Management Account	359	359	0	0	
14	Traffic Management	10	15	5	0	
(859)	Car Parking	(592)	(372)	220	260	Car parking income is lower than budgeted because of the economic downturn, bad weather and reduced visitors. In addition running costs have been exceptionally high as a result of the transition to the new car parking arrangements and increased government regulation in this area.. A report is currently being prepared for Members to address this issue.
1,997	Traffic and Transportation	2,002	2,007	5	7	The adverse variance is owing to the provision of the H1 bus service to North Tees Hospital.
14,631	TOTAL	11,772	11,910	138	179	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

<u>Description of Best Value Unit</u>	<u>Approved 2009/2010 Budget £'000</u>	<u>Planned Usage 2009/10 £'000</u>	<u>Variance Over/ (Under) £'000</u>
Highways grants	102	80	0
	102.0	80.0	0.0

<u>Directors Explanation of Variance</u>
Further highways related grant funded expenditure is to be rehased to 2010/11.

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Budget heading / Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Community Forest	Membership of North East Community Forest ended following merger of NECF with Groundwork Trust . In future work to be bid for on a project by project basis.	28	28	28	
Grounds Maint Contract 1 and 2	Reconfigure attendant provision at Grayfields and Summerhill at a lower cost than the current contractual Arrangements	13	10	13	
Art Gallery Tourist Information	Streamlining of site management rosters and <u>minor</u> adjustments to service opening times, including streamlined private view arrangements.	18	14	18	
Art Gallery Maritime Experience Museum of Hartlepool	To get better value from suppliers by reviewing contracts and replacing them with more efficient ways of working.	22	11	14	£18K of this efficiency relates to a contract with Neighbourhood Services that cannot currently be renegotiated. Vacancies and other efficiencies have been found to offset this situation. The outturn efficiency of £14K reflects this.
Libraries General Reference Library	Reduce expenditure on library stock; using internal and external data to enable better and more informed purchasing choices to be made. Stock and community profiling in 2009/10 to help identify local usage and key areas of stock. Benefits; improved stock turn [stock attracts more issues], stock better reflects user requirements.	15	11	15	
Central Library Relief Register	Introduction of RFID ie. self issue & receipt of library books, at the Central Library. RFID agreed by Cabinet and approved by IT Partnership Board subject to further clarification of cost analysis. Benefit: staff released from repetitive and manual tasks to improve customer services.	21	16	21	
Community Centres	Restructure of cleaning and caretaking staff within Community Centres to deliver service at lower cost than current arrangements.	20	15	20	
Community Development	Reduction in printing, training and project development fund budgets whilst maintaining service level.	12	9	12	
Borough Building	Refine the working arrangements within the Borough Hall and Sports Centre to maximise targeted activity and use.	20	15	20	
Arts Development	Redirect investment in professional artist fees. This includes reduction of budget from Tees Valley investment Fund to allow direct spend in Hartlepool.	10	8	10	

Budget heading / Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Support, Time & Recovery Team	Current Support Time and Recovery service over staffed by 2 posts (currently vacant). Reducing this service by these 2 posts will not affect provision and retains the number of staff needed to deliver the service.	39	29	39	Vacant posts to be removed from structure.
Brooklyn Day Centre	Accessing people to mainstream provision rather than building based statutory provision thereby promoting choice and social inclusion.	5	4	5	
Warren Road Day Centre	Reduction in the number of senior link workers to allow a flatter management structure and more flexible working to promote a more modernised and efficient service and release cash for Individual Budgets.	60	45	60	
Learning Disabilities SWAT Team	Co-location of LA and NHS Learning Disability teams at Warren Road, enabling efficiencies across rent and utilities.	30	23	30	
Sensory Loss Team	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team Manager post, currently vacant, to be disestablished.	45	34	45	Restructure completed and efficiency achieved.
Sensory Loss Team	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team clerk post, currently filled by temporary postholder, to be disestablished.	20	15	20	Restructure completed and efficiency achieved.
Warren Road Day Centre	Relocation to share accommodation and thereby reduce costs of rent and utilities by sharing the costs across the LA and NHS.	3	2	3	
Learning Disabilities Agency	Use of the fair price tool kit across the Tees region to allow efficient and equitable pricing by reviewing contracts.	30	23	30	Efficiency achieved through person centred approaches to ensure effective use of resources and maximising of individual benefits in some cases

Budget heading / Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Learning Disabilities Agency	End block contract for respite care beds service and develop alternative, smaller unit with other respite care alternatives in line with personalised services.	50	38	50	
Adults Management	Review of planning function to link to wider reorganisation of Adult Social care to ensure more efficient processes.	44	33	44	Vacant post removed from structure.
Care Management Team 2	Integration of management structures with PCT.	45	34	45	Restructure completed and efficiency achieved.
Duty Team	Re-alignment of skill mix within Duty team - capacity at first point of contact unaffected.	10	8	10	Restructure completed and efficiency achieved.
Support Services	Review of divisional admin staff planned for late 2009. Links to wider Business Transformation programme.	37	0	0	Efficiency on hold pending Business Transformation Review.
Workforce Planning & Development	Changes to deployment of training resources, including possible procurement and partnership gains.	15	11	15	
Finance Section	Finance Section receive and manage benefits on behalf of many service users. Departmental Review planned for late 2009, including processes and numbers of referrals.	25	19	25	Vacancy held to meet efficiency in 09-10 pending review of this area under BT.
Older People Purchasing	Hartfields Extra Care Village to be utilised rather than residential care for older people who require substantial levels of support to remain safe. Improve quality of life. Manage financial resources more effectively.	125	94	125	

Budget heading / Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Leisure Centres	Review of Mill House Leisure Centre staffing and rostering arrangements to maximise efficient working.	20	15	20	Restructure completed and efficiency achieved.
Integrated Care Team 1 and 3	Integration of internal Homecare service and Intensive Support team to create new Direct Care & Support Service. Integration with PCT will support the introduction of Telehealth and offer a more efficient service around rapid response cases. Focussing on early intervention and using specialist workforce to deliver outcomes and transfer less complex work to independent sector.	193	145	193	
Occupational Therapy	Redesign of business processes in Occupational Therapy, building on work completed with Care Services Efficiency Delivery programme, and embracing electronic and home working. Improvements in technology and review of skill mix will lead to more robust scheduling at first point of contact.	35	26	35	Restructure complete and efficiency achieved.
Total for Adult & Community Services		1,010	731	965	

CHIEF EXECUTIVES DEPARTMENT - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Corporate Strategy	A reduction in a variety of operating expenses within Corporate Strategy division including, as a result of reviews of paper circulation, reductions in printing costs	9.1	6.8	9.1	
Corporate Strategy	Reviews of consultation activity and changes in practise have resulted in a reduced need for fieldwork activities to undertake scheduled consultation	7.0	5.3	7	
Corporate Strategy	Minor reductions in operating expenses	2.5	1.9	2.5	
Corporate Strategy	Reduction in printing costs for Corporate Plan as take up of hard copies has reduced significantly in recent years	1.0	0.8	1	

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Accountancy	Following the implementation of new Financial Management System and review of working practices a vacant Accounting Technician post can be deleted. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives, support for departmental finance teams when they have vacancies, or support of new grant regimes.	22.0	16.5	22	
Internal Audit	Internal Audit are implementing new audit management software (Teammate) and associated changes to operational practices during 2008/09. These changes will enable a reduction in staffing of 0.3 fte.	7.0	5.3	7	
Recovery and Inspection	Increased net income from extension of Internal Bailiff pilot within HBC to cover 3 officers, with bailiff charges accruing to the Council.	41.0	34	41	
HR	Following the implementation of new HR/Payroll System and review of working practices two currently filled HR Administrator posts can be deleted within 3 months of Phase 1A being tested and implemented. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives or demands from schools under SLA arrangements.	56	0	0	Achievement of this efficiency is dependant on the implementation of the HR/Payroll system , and work is progressing to implement the system, however the saving will be delayed until next financial year. It is anticipated that this shortfall can be managed within the overall Chief Executives Department budget at year end.
HR	Reduced printing and postage costs arising HR/Payroll system	1	0	0	As efficiency above.

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Corporate Strategy	A review of operating practices has resulted in the identification of reduced printing and circulation costs and a reduction of 0.5 admin staff	13.4	10	13.4	
	Total for Chief Executives	160	81	103	

CHILDREN'S SERVICES - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Admin	In setting the 2008/09 budget the department had to incorporate £100k for the back scanning of social care records to comply with legislation. This exercise involves temporary staffing and equipment costs and the exercise should be completed by 31st March 2009.	100	75	100	
Premature Retirement Costs	The department is continuing to experience reduced costs on its PRC (Premature Retirement Costs) budget as former employees and their dependents die. Based on current commitments, savings of £30,000 are projected in 2009/10.	30	23	66	At this stage over-achievement is expected.
Youth	A mini restructure as part of integrated working between Connexions and the Youth Service will result in a managerial post being saved. This will release a vacant post yielding a net saving of £40k. There would be no adverse impact on provision for young people.	40	30	40	
Exmoor Grove	Staffing and premises savings have been identified resulting from changes to the shift patterns and opening hours at Exmoor Grove with no adverse impact on service delivery or children accessing service.	90	67.5	90	Whilst the revised staffing structure is not yet in place, the indication from discussion is that the savings will be achieved. At this stage, staff vacancies have ensured that the budget is not overspent.
Resource Centres	Efficiencies from maintenance and building costs associated with family resource centres.	20	15	20	
Admin Support	Reduction in admin support posts across the Children's Services Department through rationalisation of service and maximising potential benefits of current vacancies.	54	41	54	
School Improvement Partners	Review arrangements in relation to School Improvement Partners and OfSTED inspections to maximise income and reduce costs.	12	9	12	
Co-ordinators	Deletion of Outdoor Education Co-ordinator post.	40	30	40	
School Development & Curriculum	This budget is used to support "one-off" initiatives and to help those schools in challenging circumstances. Deletion of this funding may increase the risk of schools moving into Ofsted or cause for concern category and/or pupil performance declining.	40	30	40	

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Pupil Support	Further reduce the subsidy paid to support attendance at Lanehead and Carlton Outdoor Centres by pupils other than those from low income families. Hartlepool currently provides higher subsidies than Middlesbrough and Redcar and Cleveland Councils although the gap narrowed as a result of the 2008/09 budget.	5	4	5	
Admin Support	Reduction of admin support posts across the Children's Services Department through rationalisation of service.	126	95	126	Overall savings have not been fully achieved. A virement from the departmental contingency for the balance of £16k has ensured that the savings have been achieved within the service.
Primary Swimming	Savings could be made from the use of swimming pools and rationalisation of staff employed to deliver the primary swimming programme. This could involve redundancy costs and/or one off costs to buy out existing contracts.	10	8	10	As no savings have been achieved following the delayed revision of working arrangements, a virement from the Directorate contingency was approved. As a result, the savings will be achieved.
Commissioning	Efficiencies could be realised via improved commissioning and procurement practice with external suppliers of daycare.	26	20	26	
	Total for Children's Services	593	448	629	

NEIGHBOURHOOD SERVICES - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Pride in Hartlepool	External Sponsorship for Pride in Hartlepool	5	4	5	on target
Consumer Services	Savings in licensing operations based on income predictions / operational needs.	20	15	20	on target
Environmental Standards	Additional income by increasing burial and cremation charges by 10%.	55	55	55	on target
Property Services	Restructure building maintenance and management section	30	30	30	post redundant - will be achieved
Road Safety	Advertising and marketing within road safety section	5	4	5	on target
Environment	Rationalisation of supervision of weekend working	10	10	10	on target
Environment	Reduction of end market costs for the recycling of plastic and cardboard	20	15	20	on target
Environmental Action	Fine income generation through the introduction of dog control orders	10	8	10	on target
Neighbourhood Management	Restructure savings within Neighbourhood Management	86	86	86	redundancies achieved - on target
Overall Budgets	Cash freeze a range of budget headings at 2008/09 level.	25	25	25	on target
N/S facilities management	Reduction of one further member of FM team dealing with schools. Minimal risk.	30	30	30	post redundant - will be achieved
Admin Civic	Reduction in administrative IT support, saving in one post.	21	21	21	post redundant - will be achieved
Grounds Maintenance	Rationalisation of supervisory arrangements resulting in a reduction of two one posts.	24	24	24	post redundant - will be achieved
Consumer Services	Reduction in one technical officers post, Low impact work can be absorbed by current team.	16	16	16	post redundant - will be achieved
Markets	Markets supervision function to be transferred to neighbourhood management. Saving one part time post.	11	11	11	on target
Street cleansing	Modernisation of Cleansing and grounds maintenance function resulting in savings on vehicle usage.	19	14	19	on target
Property Services	Reconfigure property management service with retirement of staff member	10	10	10	retirement and subsequent restructure achieved
Engineering consultancy	Removal of Principal Engineer post as part of the exercise to combine Building and engineering consultancy divisions. This achieved through normal retirement	18	18	18	Retirement of Chief Engineer in October
Engineering consultancy	Combining building consultancy and engineering consultancy will result in the reduction in one managerial post. Minimal risk.	30	30	30	post redundant - will be achieved
consumer services	Reduction in one technical officers post, will require additional training within current team.	26	26	26	on target
Admin BHH	Transfer of one member of admin team to ENDORS function. This will be externally funded.	20	20	20	transfer complete
Dial a ride	Increase charge by 50p per journey which will generate £15,000. A further £15,000 will be achieved from expenditure efficiencies on this service.	30	30	30	Price increase applied - on target to achieve additional income
	Total for Neighbourhood Services	521	502	521	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Economic Development: Contribution to Sub Regional Partnerships	Reduction in the HBC contribution to the Joint Strategy Unit. It is expected that the JSU will once again reduce their budget to reflect the national cashable efficiency target. The final saving will depend on the inflation factor used and population statistics applied by the JSU but a reduction in the region of £5,000 could be possible with no effect on the council's services	5	5	5	
Housing Advice / Private Sector Housing	Reduction of a number of supplies and services headings within the Housing Division's budget. A number of minor budgets can be reduced or removed which would together generate a small scale efficiency without a major effect on the service.	15	15	15	
Community Strategy	Reduction in several supplies and services headings within the Community Strategy Division's budget. A number of small budgets can be reduced which would generate a small scale efficiency with a limited negative impact on services.	3	3	3	
Admin	Reduction in several supplies and services headings within the Support Services Division's budget. Several budgets can be reduced which would generate a small scale efficiency with only a minimal affect on the service.	5	5	5	
Planning Policy and Regeneration Management	A mini restructure within the Planning Policy and Information Team and reduction in budget for supporting the production of Local Development Framework (LDF) related documents by the team and any associated research / consultancy support. This does carry some risk to the delivery of a statutory process but nevertheless is deemed manageable within overall budget resources.	10	5	10	
Inflation Freeze	An inflation freeze imposed on various non contractual budget headings. It is proposed to manage a number of headings without implementing a 2.5% inflation allowance. It is felt that such a freeze could be implemented without a major negative affect on departmental services.	9	9	9	
Youth Offending	YOS Commissioning: Youth Offending Service (YOS) provides a comprehensive service to young offenders, and also works with their family and victims. Several services are provided by the voluntary sector, and the Service Level Agreements have been re-negotiated on an annual basis. A programme to re-commission these services will be developed for 2008-2010. Specifications will be reviewed following consultation with service users	4	4	4	

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 31.12.09 £'000	Projected Outturn £'000	Comments
Youth Offending	YOS Sessional Workers: The Youth Offending Service requires a pool of sessional workers, with different skills, knowledge and experience to support the full-time staff with their supervision of young offenders. Sessional workers have a contract with HBC which allows them to work flexibly, to suit the requirements for each individual young offender. They are not contracted to work fixed hours per week and are paid by the hour. This proposal will change the funding for sessional workers from HBC mainstream budget, to a grant budget. All other arrangements will remain the same	10	10	10	
Community Safety	Cost of Accommodation. HBC currently supports the Police occupation at 6 of the 7 local offices by funding (or contributing to) the rates, repairs and maintenance and rent (where appropriate) of these buildings. One of these buildings (9 Church Street) is however shortly to be vacated by the Police and it is proposed to accommodate the Partnership's Reducing Re-offending Team within this office. Contributions from the Drug Interventions Programme and Probation towards the running costs of the building will result and consequently reduce the cost to the authority.	10	5	10	
Youth Offending	YOS Admin Post: Due to a full-time vacancy arising with the YOS, a review of the admin capacity has been undertaken and an efficiency saving of 0.5 Fte can be achieved.	10	10	10	There is some cross over with expenditure on expenditure heading 1360. Taken together the efficiency should be achieved.
Admin	Reduction in staffing resources within the Support Services Division. Further work would be required to identify the most appropriate course of action to achieve this efficiency although there appears to be an opportunity (albeit fairly limited) to do this without negatively impacting on existing permanent employees. This would however increase the pressure on team members who at the start of 2007/08 began to support the newly transferred Housing Division with no additional resource.	7	7	7	
Strategic Housing	Reduction in the budget for research activities and specialist studies on Housing. Ongoing specialist work is required to statutorily assess housing needs for the council's housing and planning strategies and to support bids for funding. This proposed reduction does carry risk of the authority failing to adequately identify or respond to local need in statutory services. Some mitigating measures exist through the continuing work with other authorities at the sub regional and regional level and the introduction of Choice Based Lettings will contribute to our understanding of current and emerging housing issues.	10	10	10	

Development Control	Development Control fee income: projected fee income increase reflects increased fee rates, widened scope of charging for applications (including related to discharging of conditions) and projected level of future applications, based on patterns over 2007-8, 2008-9 to date and assumptions based on known schemes in the pipeline. Such increase would reduce the net cost of the DC service, whilst allowing the maintenance of existing level of service and performance (which contributes towards level of Housing and Planning Delivery Grant received). Fee income level is monitored throughout the year and overall service budget will be managed to take account of any variance from projected fee income level. There is however RISK attached to this proposed efficiency in view of the reliance on external factors and in particular the current uncertainties in relation to the economic climate.	20	20	20	
Major Regeneration Projects	Major Regeneration Projects: A reduction on this budget heading would be necessary to meet a 3% efficiency saving target. The budget is used primarily to support the Victoria Harbour programme and as such is a high priority. There is a risk of not securing grant funding as a result of this reduction and the lower resource level may slow the momentum of preparation of related schemes.	20	20	20	
Economic Development Business Grants	Business Grants: proposed reduction in budget relies on reinforcing close working relationship with Business Link North East, One NorthEast and other business support agencies and maximising on signposting/referring business applicants to other sources of finance, with reduced call on Council grant funds. Risk of such a reduction however is that it may undermine the incubation strategy and efforts to promote business start-ups and growth, thereby affecting LAA/MAA targets especially in the current credit crisis.	28	28	28	
Economic Development Marketing	Marketing budget: proposed reduction in budget relies on Council being able to benefit from increased levels of awareness-raising, marketing and positive PR generated via other means and agencies, e.g. One NorthEast's Regional Image Strategy, Tall Ships' Race-related PR, property developers' marketing. Risk of such a reduction however is that such other activity is beyond Council control and cannot be guaranteed. There is a case for actually <u>increasing</u> marketing activity related both to property investors/developers/ businesses and to tourists/visitors, given that Hartlepool has an expanding "product" to market, e.g. business units at Queen's Meadow, Tall Ships' Race and potential investment opportunities etc and given the current economic situation.	10	10	10	
	Total for Regeneration & Planning	176	166	176	

Adult and Community Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 31.12.09	Projected Outturn Use of Contingency	Comments
Sport & Recreation	12210	Launch of Government's free swim initiative consists of 2 elements - Over 60's for which the available funding is known and for under 16's, available funding currently unknown. We will not be made aware of the funding until late Autumn but in the information available to date, there is a hint of some element of match funding being required. If we decide not to go ahead with the initiative, we will not be able to access the capital funding also available to improve swimming pool provision.	Low	10	0	0	Reduced take up of this scheme by other LA's has resulted in Hartlepool's settlement being greater than anticipated. It is not expected that this contingency will be required at this stage.
Older People	17001	Abdiel Centre - risk of closing owing to Extra Care scheme at Derwent Grange - possible displacement of individuals resulting in similar circumstance to closure of St. Cuthbert's	High	45	45	45	
		Total Contingency		55	45	45	

Chief Executive's Department - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 31.12.09	Projected Outturn Use of Contingency	Comments
External Audit Fees		Increase in External Audit fees arising from implications of IFRS (as described above). External Auditors will review progress in preparing for IFRS as part of 2009/10 audit work..	Very Low	11	0	0	There has been no indication from the Audit Commission that fees will be increased
		Total Contingency		11	0	0	

Children's Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 31.12.09	Projected Outturn Use of Contingency	Comments
Lifelong Learning	22463	Provision of capacity to manage the transfer of 16-19 education and training funding to the local authority. This is required to ensure that effective planning can be put in place to ensure sufficient places for young people can be commissioned from 2010. Funding would provide for a lead officer and a project officer.	Medium	63	0	0	This contingency has been deferred until April 2010.
Community Facilities	Various	A review of the sustainability of Community Facilities operating from schools is under review as requested by the Children's Services Scrutiny Forum. Some facilities are operating at a deficit and it is unlikely that they will be able to generate sufficient income to break even. After maximising access to early years and Standards Funding available to schools it is likely that annual subsidies of between £100,000 and £200,000 per year will be required.	Medium	42	0	42	
		Total Contingency		105	0	42	

Neighbourhood Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 31.12.09	Projected Outturn Use of Contingency	Comments
Recycling		This increase is almost certain because of the collapse in the recycling market	High	30	23	30	Recycling market has reached a low and is not anticipated to recover in the immediate future.
Recycling		Household Waste Recycling Centre Contract out to tender this financial year. Expected contract rates will increase.	High	43	32	43	Tender price was as high as anticipated therefore funding will be required.
		Total Contingency		73	55	73	

Regeneration and Planning - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 31.12.09	Projected Outturn Use of Contingency	Comments
Straightline Project	12107	Straightline Project. This is an alcohol awareness project for young people either found in possession of alcohol by the Police or who are identified by other agencies. This successful and well regarded project is funded from LAA Reward Grant. Continued funding will depend on the public's perception of two elements of anti social behaviour (i) teenager hanging around (ii) rowdy and drunken behaviour. This reliance on public perception for future project funding poses some risk and it is proposed a contingency arrangement is considered.	Medium	21	21	21	
Community Safety		Monitoring of CCTV cameras is currently undertaken by Housing Hartlepool, under a Service Level Agreement, which comes to an end in March 09. Costs associated with the SLA are historical, dating back to the mid 1990s, when the council took over the responsibility for CCTV from the Police. The current arrangement with Housing Hartlepool is inextricably linked to the services they provide for Telecare and community alarm monitoring, as part of the Supporting People programme. The monitoring centre staff also provide the Council's emergency and out-of-hours contact point. CCTV monitoring costs paid by the Council do not currently cover Housing Hartlepool's overheads costs for the monitoring centre. The budget increase would cover these overhead costs and ensure continued arrangements for all Council services currently provided from the centre. The increase for 09/10 has been based on a tendering exercise for CCTV monitoring at Longhill ind estate, conducted during 07/08, when Housing Hartlepool won the contract, as the tenderer with lowest price. Increases in subsequent years will be based on RPI.	High	38	29	38	
SLA Waiting List Management		Management and operation of the housing waiting list to ensure proper allocation of housing on the basis of need. This is a statutory service of Hartlepool Council as the Housing Authority. The service is provided through an SLA by Housing Hartlepool, which is the main social housing provider enabling integration with landlord functions, at a nominal cost. Through a required review a realistic cost has been negotiated for the provision of this service and Housing Hartlepool have agreed to provide 50% of the cost subject to Board approval. This provision covers the estimated non budgeted cost to the Council.	High	60	0	60	There is no expenditure showing to date as the Council has not yet been invoiced by Housing Hartlepool.
Total Contingency				119	50	119	
Total all departments				363	150	279	

8.2 Appendix 1 / L

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
	Adult & Community Services					
30	Supporting People Projects	23	23	0	0	
149	Supporting People Administration	123	91	(32)	0	There are a number of ICT proposals which will ensure that the majority of the grant is spent before 31st March
261	Adult Social Care Workforce	199	195	(4)	0	
480	Carers (80% Adult)	420	325	(95)	0	The current favourable variance relates to the slippage of specific projects into the second half of the year. It is anticipated this funding will be spent by the year end.
164	Learning & Disability Development Fund	123	57	(66)	0	Payments are outstanding for consultancy and a Health Facilitator Post. It is anticipated that the grant will be fully spent.
99	Local Involvement Networks (LINKS)	96	93	(3)	0	
119	Mental Capacity Act & Independent Mental Capacity Advocate Service	92	53	(39)	0	The current underspend relates in the main to the delay in delivery of Deprivation of Liberty training to practitioners. It is hoped that the training will be delivered during the financial year but there may be some slippage, for which a formal request will be made to carry forward.
344	Mental Health	258	256	(2)	0	
322	Preserved Rights	172	172	0	0	
46	WNF - Mobile Maintenance	12	11	(1)	0	
91	WNF - Mental Health Dev. & NRF Support Network, MIND Manager & NDC Support Network	91	91	0	0	
20	WNF - Integrated Care Teams - PCT	20	20	0	0	
25	WNF - Connected Care - Manor Residents	25	25	0	0	
51	WNF - Skills to Work HBC	38	3	(35)	0	Although currently underspending the grant will be fully utilised by the end of the financial year.
10	WNF - Economic Impact Evaluation of the Tall Ships	0	5	5	0	
44	WNF - Belle Vue Sports	44	44	0	0	
28	WNF - Exercise Referral	21	15	(6)	0	
	Chief Executives					
40	WNF - Financial Inclusion - HBC	30	16	(14)	(10)	Partnership Development Officer started Nov 09 with project to continue into 2010/11.
	Corporate					
21	Climate Change	21	21	0	0	
	Childrens Services					
31	14-19 Flexible Funding Pot	31	31	0	0	
90	Care Matters	42	36	(6)	(3)	
99	Carers (20%)	76	76	0	0	
223	Child and Adolescent Mental Health Service	213	207	(6)	0	
17	Child Death Review Processes	17	17	0	0	
42	Children's Social Care Workforce	42	42	0	0	
395	Children's Fund	395	387	(8)	0	
25	Choice Advisors	19	17	(2)	0	
1,106	Connexions	808	804	(4)	0	
6	Designated Teacher Funding	0	0	0	0	
69	Education Health Partnerships	28	28	0	0	
18	Extended Rights to Free Transport	18	36	18	18	Demand is exceeding the available funding.
477	Extended Schools Start Up costs	477	477	0	0	This funding has been transferred into all Schools Budgets.
404	Positive Activities for Young People	329	319	(10)	(14)	
68	Secondary National Strategy - Behaviour & Attendance	38	38	0	0	
108	Secondary National Strategy - Central Co-ordination	69	69	0	0	
72	Primary National Strategy - Central Co-ordination	44	44	0	0	
287	School Development Grant	156	156	0	0	
42	School Improvement Partners	26	26	0	0	
26	School Intervention Grant	5	5	0	0	
7	Sustainable Travel	0	0	0	0	

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Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
144	Teenage Pregnancy Prevention	110	109	(1)	0	
2	Child Trust Fund	0	0	0	0	
410	WNF Primary / Secondary Schools Direct Funding	284	284	0	0	
51	WNF Education Business Links	38	38	0	0	
0	WNF NAP North Flexible Fund	0	0	0	0	
41	WNF New Initiatives	21	21	0	0	
5	WNF Project Co-ordination	4	4	0	0	
51	WNF On-Track Project	38	41	3	0	
89	WNF - Reducing Childhood Obesity	72	72	0	0	
60	14 - 19 Reform Support	40	40	0	0	
	Neighbourhood Services					
184	Road Safety Grant	138	147	9	0	
30	Rural Bus Subsidy	24	0	(24)	0	
4	WNF - Neighbourhood Renewal/Hartlepool Partnership	3	2	(1)	0	
38	School Travel Advisers	28	0	(28)	0	
159	WNF Environmental Enforcement Wardens	119	118	(1)	0	
109	WNF Environmental Action Team	83	67	(16)	(16)	The favourable variance results from the period of a vacant post prior to the postholder being appointed.
66	WNF Schools Environmental Action Officer	49	37	(12)	0	
	Regeneration & Planning					
47	Cohesion	36	30	(6)	0	
302	Stronger Safer Communities Fund (Neighbourhood Element)	272	237	(35)	(20)	This variance relates to expenditure which is committed to be spent in 2010/11 for the final evaluation of NE programme.
182	Stronger Safer Communities Fund (BSC,ASB & DPSG Elements)	38	172	134	0	
40	Young People Substance Misuse Partnership	88	88	0	0	
36	Connect To Work	18	8	(10)	(11)	This relates to committed expenditure which crosses into 2010/11 re the Connect to Work Programme.
41	WNF - Adventure Traineeship - West View Project	30	40	10	0	
51	WNF - Employment Support - Hartlepool MIND	38	25	(13)	0	
57	WNF - Support for existing businesses to expand	14	14	0	0	
27	WNF - Active Skills - West View Project	19	26	7	0	
37	WNF - Career Coaching - HVDA	28	28	0	0	
84	WNF - Level 3 Progression - HCFE	63	63	0	0	
4	WNF - Administration of LLP	3	4	1	0	
61	WNF - Support for adults into Skills for Life and NVQ Level 2 courses including Citizenship Learning	0	0	0	0	
187	WNF - Safer Streets & Homes, Target Hardening	113	113	0	0	
131	WNF - Dordrecht Prolific Offenders Scheme	117	87	(30)	0	
26	WNF - Project Assistant	(1)	3	4	0	
71	WNF - ASB Officer & Analyst	54	46	(8)	0	
66	WNF - COOL Project	50	49	(1)	0	
195	WNF - FAST	146	172	26	0	
10	WNF - Landlord Accreditation Scheme	8	9	1	0	
34	WNF - LIFE - Fire Brigade	25	0	(25)	0	
200	WNF - Neighbourhood Policing	150	150	0	0	
123	WNF - HMR - Support for Scheme Delivery	92	93	1	0	
140	WNF - Community Empowerment Network Core Costs	105	105	0	0	
90	WNF - Community Chest	90	90	0	0	
228	WNF - NAP Residents Priorities	129	112	(17)	(48)	This relates to expenditure which is committed to be spent in 2010/11 in relation to the Joint Employment & Skills scheme in North NAPS.
40	WNF - NAP Development	8	8	0	0	
97	WNF - Neighbourhood Renewal/Hartlepool Partnership	51	51	0	0	

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Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
54	WNF - NR & Strategy Officer (including Skills & Knowledge)	40	36	(4)	0	
47	WNF - Local Employment Assistance - OFCA	35	47	12	0	
36	WNF - Jobsmart - HBC	2	5	3	0	
40	WNF - Youth into employment - Wharton Trust	30	40	10	0	
17	WNF - Introduction to construction - Community Campus	12	16	4	0	
74	WNF - Women's Opportunities	56	46	(10)	0	
9	WNF - Enhancing Employability	7	3	(4)	0	
159	WNF - Homelessness Project	79	238	159	0	
43	WNF - Carers into Training and Employment - Hpool Carers	35	35	0	0	
122	WNF - Targeted Training	64	64	0	0	
80	WNF - Jobs Build	36	36	0	0	
240	WNF - Workroute ILM	180	173	(7)	0	
275	WNF - Progression to Work - Assisting local people into work	207	214	7	0	
100	WNF - Volunteering into Employment - HVDA	50	100	50	0	
216	WNF - Community Employment Outreach - OFCA/Wharton Annexe/West View Employment Action Centre	162	177	15	0	
41	WNF - Job Club Owton Manor West Neighbourhood Watch & Resident's Association	31	41	10	0	
37	WNF - West View Project	28	37	9	0	
27	WNF - Hartlepool Worksmart - Improving the Employment Offer	21	21	0	0	
273	WNF - Incubation Systems and Business Skills Training HBC/OFCA	302	302	0	0	
21	WNF - Business & Tourism Marketing	15	5	(10)	0	
13	WNF - Family Case Load Workers	10	3	(7)	0	
13	WNF - Programme Management	0	0	0	0	
9	WNF Burn Valley Residents Priority Budget	7	0	(7)	0	
11,952	TOTAL	8,885	8,773	(112)	(104)	