

MEETING

BUDGET AND PERFORMANCE OVERVIEW AND SCRUTINY COMMITTEE

DATE AND TIME

THURSDAY 25TH OCTOBER, 2012

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, NW4 4BG

TO: MEMBERS OF BUDGET AND PERFORMANCE OVERVIEW AND SCRUTINY COMMITTEE (Quorum 3)

Chairman: Councillor Brian Coleman FRSA (Chairman),
Vice Chairman: Councillor Joan Scannell (Vice-Chairman)

Councillors

Geof Cooke	Arjun Mittra	Alan Schneiderman
Brian Gordon	Alison Moore	Reuben Thompstone
John Marshall	Hugh Rayner	

Substitute Members

Andrew Strongolou	Barry Rawlings
Ross Houston	Rowan Turner

You are requested to attend the above meeting for which an agenda is attached.

Aysen Giritli – Head of Governance

Governance Services contact: John Murphy 020 8359 2368 john.murphy@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

CORPORATE GOVERNANCE DIRECTORATE

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes of the Previous Meeting	
2.	Absence of Members	
3.	Declaration of Members' Interests a) Personal and Prejudicial Interests b) Whipping Arrangements (in accordance with Overview and Scrutiny Procedure Rule 17)	
4.	Public Question Time (If any)	
5.	Quarter 1 Corporate Finance and Performance 2012/13	1 - 36
6.	Commercial Property Income	To Follow
7.	Members' Items (submitted in accordance with Overview and Scrutiny Procedure Rule 9) (If any)	
8.	Advance Notice of Executive Decisions	37 - 42
9.	Budget and Performance Overview and Scrutiny Committee Forward Work Programme	43 - 50
10.	Any Other Items the Chairman Decides are Urgent	

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone John Murphy 020 8359 2368 john.murphy@barnet.gov.uk. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

This page is intentionally left blank

Meeting	Budget and Performance Overview and Scrutiny Committee
Date	25 October 2012
Subject	Quarter 1 Corporate Finance and Performance 2012/13
Report of	Assistant Chief Executive
Summary	This report presents information for finance and Corporate Plan performance for quarter one 2012/13.
Officer Contributors	Tom Pike, Head of Performance, Chief Executive's Service Luke Ward, Performance Manager, Chief Executive's Service Antony Russell – Finance Manager, Closing & Monitoring
Status (public or exempt)	Public
Wards Affected	All
Key Decision	No
Reason for urgency / exemption from call-in	Not applicable
Function of	Budget and Performance Overview and Scrutiny Committee
Enclosures	Appendix A: Q1 CRC report Appendix B: Q1 Performance results by service area
Contact for Further Information:	Contact for further information: Anthony Russell: ☎ 020 8359 7862, anthony.russell@barnet.gov.uk

1. RECOMMENDATIONS

- 1.1 **That the Committee note the Quarter One Finance and Performance Outturns, and make comment as appropriate.**

2 RELEVANT PREVIOUS DECISIONS

- 2.1 Annual Council meeting 19 May 2009 - agreed the new scrutiny arrangements, which includes the reporting of Corporate Plan performance measures to this Committee.

3.1 COPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 This report presents the latest available information for all finance and performance indicators in relation to the three Corporate Priorities in the Corporate Plan 2012-13 which are:

- Better services with less money
- Sharing opportunities, sharing responsibilities
- A successful London Suburb

4. RISK MANAGEMENT ISSUES

- 4.1 Review of finance and performance issues by this Committee should contribute to performance improvement, and therefore mitigate the risk of non-improvement and failure to meet Corporate Plan performance targets.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 As set out in the equalities section in paragraph 5.1 of the CRC report contained in appendix A.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 As set out in the use of resources issues raised in section 6 of the CRC report contained in appendix A.

7. LEGAL ISSUES

- 7.1 As set out in the legal issues raised in section 7 of the CRC report contained in appendix A.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 The scope of Overview and Scrutiny Committees are contained within Part 2, Article 6 of the Constitution;
- 8.2 Overview and Scrutiny Procedure Rules (Part 4 of the Constitution). The Budget and Performance Overview and Scrutiny Committee has, amongst other duties, responsibility for scrutinising the overall performance, effectiveness and value for money of Council services, including the planning, implementation and outcomes of all corporate improvement strategies

9. BACKGROUND INFORMATION

- 10.1 Appendix A of this report contains the finance and resources report that went to Cabinet Resources Committee on 27 September. It contains information on revenue, capital, performance and projects.
- 10.2 Barnet's Corporate Plan 2012-13 sets out performance targets for the Council by corporate priority. Detailed progress against these targets and Improvement Initiatives for quarter 1 are contained in appendix B of this report.

Cleared by Finance MC
Cleared by Legal TE

This page is intentionally left blank

Meeting	Cabinet Resources Committee
Date	18 October 2012
Subject	Quarter 1 Monitoring 2012/13
Report of	Cabinet Member for Resources and Performance
Summary	To consider the Quarter 1 Monitoring 2012/13 report and instruct officers to take appropriate action.
Officer Contributors	Maria G. Christofi – Assistant Director, Financial Services Catherine Peters – Head of Finance, Closing & Monitoring Antony Russell – Finance Manager, Closing & Monitoring
Status (public or exempt)	Public
Wards affected	Not applicable
Enclosures	Appendix A – Performance Report Appendix B – Revenue Monitoring Directorate Appendix C – Capital Programme Adjustments Appendix D – Capital Monitoring Analysis Appendix E – Virements Requiring Member Approval Appendix F – One Barnet Budgeted Projections Appendix G – Corporate Risk Register
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in	Not applicable
Contact for further information:	Catherine Peters, Head of Finance, Closing & Monitoring, 020 8359 7142

1. RECOMMENDATIONS

- 1.1 That Directors take appropriate action to ensure costs are kept within budget and income targets are met. (Paragraph 9.1.2)**
- 1.2 That Directors take appropriate action to improve performance against those corporate performance, Human Resources (HR), project, and risk measures where quarter one performance remains a challenge (Sections 9.3, 9.14, and Appendix A).**
- 1.3 That the following virements for this financial year and on-going be approved:**
- **£0.023m is requested within the Environment, Planning & Regeneration Directorate to re-align the budget across Traffic Development to ensure the budgets reflect the costs and nature of this service provision. There is a nil impact on the service's budget. (Paragraph 9.4.1)**
 - **£0.005m is requested within the Environment, Planning & Regeneration Directorate to re-align the Highways income budget to ensure it reflects the costs and nature of this service provision. There is a nil impact on the service's budget. (Paragraph 9.4.1)**
 - **£0.654m is requested to re-align employee insurance budgets within the Environment, Planning & Regeneration Directorate to reflect current staffing structures. There is a nil impact on the service's budget. (Paragraph 9.4.1)**
 - **£0.631m is requested within the Environment, Planning & Regeneration Directorate to re-align the Highways Inspection/Maintenance budgets. There is a nil impact on the service's budget. (Paragraph 9.4.1)**
 - **£0.171m is requested within the Chief Executive Directorate for 2012/13 (£0.187m full year effect from 2013/14 onwards) to re-align the budget across Customer Services to ensure the budgets reflect the costs and nature of this service provision. There is a nil impact on the service's budget. (Paragraph 9.4.1)**
 - **£0.722m is requested as part of the customer services transformation programme for 2012/13 (£0.963 full year effect for 2013/14 onwards) to transfer a number of functions, and the associated budgets, from the Revenues & Benefits Service into the Customer Services team. (Paragraph 9.4.1)**
- 1.4 That the following transfer from contingency for this financial year and on-going be approved:**
- **£0.500m on-going transfer from Contingency to Environment, Planning and Regeneration for 2012/13 and future years to fund pressures on planning and building control income. (Paragraph 9.5.1)**
- 1.5 That the following transfers from contingency for inflation for this financial year and on-going be approved (Paragraph 9.5.2):**
- **£1.311m for Adult Social Care**
 - **£0.014 for Chief Executive**
 - **£0.502m for Children's Service**
 - **£0.329m for Commercial Services**
 - **£0.747m for Environment, Planning and Regeneration**
- 1.6 That the Agency Costs for the first quarter be noted. (Paragraph 9.6.1)**

- 1.7 That the write off of debts for:**
- **Council Tax of £0.206m; and**
 - **Business Rates debts of £0.839m approved under the Chief Finance Officer's authority be noted. (Paragraphs 9.7.2)**
- 1.8 That Directors ensure that those capital projects in their services are managed closely to ensure they are delivered within budget and in accordance with the agreed timeframe. (Paragraph 9.8.1)**
- 1.9 That the proposed 2012/13 capital additions/deletions totalling £1.423m and slippage of £1.970m as set out in Table 5 and Appendix C and the related funding implications summarised in table 6 be approved.**
- 1.10 That the proposed 2013/14 capital additions/deletions totalling £0.894m and related funding implications as set out in table 7 and appendix C be approved.**
- 1.11 That the Corporate Risk Register at Appendix G be noted.**
- 1.12 That the following proposed drawdowns from the Transformation Reserves are approved:**
- **£0.627m to fund the increased costs of Wave 1 Projects. (Paragraph 9.13.1)**
 - **£0.227m to fund the development of Strategic Outline Case for the Early Intervention Project. (Paragraph 9.13.3)**
 - **£0.232m to fund the development of Outline Business Case for the Strategic Review of Sports and Physical Activity. (Paragraph 9.13.4)**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Council, 6 March 2012 (Decision item 4.1.1) – approved the Council Budget and Council Tax 2012/2013.**
- 2.2 Cabinet Resources Committee, 20 June 2012 (Decision item 9) – approved the Outturn Report 2011/12.**

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Robust budget and performance monitoring are essential to ensuring that there are adequate and appropriately directed resources to support delivery and achievement of Council priorities and targets as set out in the Corporate Plan. In addition, adherence to the Prudential Framework ensures capital expenditure plans remain affordable in the longer term and that capital resources are maximised.**
- 3.2 Relevant Council strategies and policies include the following:**
- **Corporate Plan 2012-13;**
 - **Medium Term Financial Strategy;**
 - **Treasury Management Strategy;**
 - **Debt Management Strategy;**
 - **Insurance Strategy;**
 - **Risk Management Strategy; and**
 - **Capital, Assets and Property Strategy.**

4. RISK MANAGEMENT ISSUES

- 4.1 The revised forecast level of balances needs to be considered in light of the risk identified in 4.2 below.
- 4.2 Various projects within the Council's revenue budget and capital programme are supported by time-limited grants. Where there are delays to the implementation of these projects, there is the risk that the associated grants will be lost. If this occurs either the projects will be aborted or a decision to divert resources from other Council priorities will be required.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Financial monitoring is important in ensuring resources are used to deliver equitable services to all members of the community.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance and Value for Money, Staffing, ICT, Property, Sustainability)

- 6.1 Robust budget and performance monitoring plays an essential part in enabling an organisation to deliver its objectives efficiently and effectively.
- 6.2 Use of Resources implications are covered within Section 9 of the body of the report and in the attached appendices.
- 6.3 The projected overspend of £2.738m is forecast to reduce General Fund balances from £15.780m to £13.042m. The General Fund balances are therefore forecast to fall below the recommended target level of £15m. Service recovery plans should be aiming to ameliorate any significant budget variances and bring the forecast level of balances back up to the recommended level.

7. LEGAL ISSUES

- 7.1 Section 151 of the Local Government Act 1972 states that "every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs".
- 7.2 Section 28 of the Local Government Act 2003 imposes a statutory duty on the Council to monitor, during the financial year, its income and expenditure against the budget calculations. If the monitoring establishes that the budgetary situation has deteriorated, the Council must take such action as it considers necessary to deal with the situation.
- 7.3 Under the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to: a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; b) advance equality of opportunity between those with a protected characteristic and those without; c) promote good relations between those with a protected characteristic and those without. The 'protected characteristics' referred to are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation. With respect to a) the 'protected characteristics' also include marriage and civil partnership.

8. CONSTITUTIONAL POWERS

8.1 The Council's Constitution, in Part 3, Responsibility for Functions, states in paragraph 3.6 the functions of the Cabinet Resources Committee including:

- Monitor the trading position of appropriate Council services, carry out debt analysis and look at income sources and charging policies;
- To write off debt;
- To determine external or cross-boundary trading limit; and
- Approval of schemes not in performance management plans but not outside the Council's budget or policy framework.

8.2 The Council's Constitution, Part 4, Financial Regulations Part 1 section 4.17 states the Chief Finance Officer will report in detail to Cabinet Resources Committee at least four times a year on the revenue and capital budgets and wider financial standing in addition to two summary reports at the beginning and end of the financial year.

9. BACKGROUND INFORMATION

9.1 2012/13 Revenue Monitoring

9.1.1 Table 1 below provides a summary of the 2012/13 outturn analysis compared to the revised budget position. As at the end of Quarter 1 the actual net General Fund spend was £88.772m. This represents 32% of the revised budget. The position for the end of the year has been forecast and it is currently anticipated that this will be an overspend of £2.738m. A breakdown of revenue monitoring by each service directorate is set out in Appendix B.

Table 1: 2012/13 Revenue Quarter 1 Analysis – Summary

Description	Original Budget £'000	Revised Budget as at 30/06/12 £'000	Forecast Outturn as at 30/06/12 £'000	Forecast Outturn Variation as at 30/06/12 £'000	2011/12 Outturn £'000	Performance			
						Green	Green Amber	Red Amber	Red
Adult Social Care	95,815	95,733	95,734	1	98,896	5	1	-	-
Central Expenses	63,143	61,549	61,549	-	59,345	-	-	-	-
Chief Executive	16,131	16,949	17,299	350	10,819	2	-	1	2
Childrens Services (net of DSG)	57,701	57,614	57,616	2	56,423	1	3	-	1
Commercial Services	14,363	14,162	14,860	698	15,851	3	1	-	-
Corporate Governance	5,859	5,800	5,807	7	5,678	-	-	-	1
Deputy Chief Executive	5,505	6,130	6,130	-	12,987	1	2	-	4
Environment, Planning & Regeneration	22,472	23,011	24,691	1,680	25,601	5	-	1	3
Total 2010/11 General Fund Forecast	280,989	280,948	283,686	2,738	285,600	17	7	2	11
Allocations agreed from GF Balances	-	-	-	-	-	-	-	-	-
General Fund Balances as at 01/04/12	-	-	-	(15,780)	-	-	-	-	-
Projected General Fund Balances (excluding schools balances) at 31/03/13	-	-	-	(13,042)	-	-	-	-	-

Description	Original Budget £'000	Revised Budget as at 30/06/12 £'000	Forecast Outturn as at 30/06/12 £'000	Forecast Outturn Variation as at £'000
Housing Revenue Account	-	-	(3,172)	(3,172)

9.1.2 Directors are reminded that they are accountable for any budget variations within their services and the associated responsibility to ensure costs and income are managed within agreed budgets. To ensure this is successfully achieved, it is essential that

Directors develop action plans for all significant emerging variances, with the aim of ensuring that overall expenditure is kept within their total budget available.

9.2 Commentary about Revenue Outturn

9.2.1 The Council's overall position has declined since setting the Budget. The quarter 1 forecast has resulted in a projected overspend of £2.738m. The Council's forecast level of balances have fallen below the recommended level of £15m, and are currently projected to be £13.042m. Service recovery plans should be aiming to ameliorate any significant budget variances and bring the forecast level of balances back up to the recommended level.

9.2.2 Specific areas for concern are in the Chief Executive, Commercial Services, and Environment, Planning and Regeneration Directorates.

9.2.3 The Chief Executive Directorate is forecasting an overspend of £0.350m which includes the following movements:

- Assistant Chief Executive Service are forecasting an overspend of £0.073m as a result of less income than anticipated.
- Library Services are projecting an overspend of £0.100m due to higher than anticipated staffing costs.
- A Customer Services and Registration overspend of £0.150m due to some delays in programme implementation.

9.2.4 The forecast overspend in Commercial Services of £0.698m is primarily due to the following:

- Property services and asset management have forecast an overspend of £0.739m which is due to overspends on business rates (assessments are currently being reviewed); high security costs and also some shortfall in income.

9.2.5 The forecast overspend in Environment, Planning & Regeneration of £1.680m is due to the following:

- The Special Parking account has a projected overspend of £1.220m. Parking recovery plans are being developed and initial steps have been taken for the introduction of discounted parking vouchers for sale through retailers.
- Car park income has been affected by the impacts of the recession and this has resulted in a forecast overspend of £0.604m. Tariffs are being reduced in September to increase usage and credit card machines are to be introduced into car parks in the winter.
- A shortfall is projected on professional fee income and there is early pressure on responsive highways repairs resulting in a forecast overspend of £0.311m.
- Recycling income projection has been reduced due to lower prices being received for aluminium and plastics. In addition there is cost pressure from contract inflation. This has resulted in a forecast overspend of £0.268m
- A delay in the implementation of the Central Management System (CMS) has resulted in a forecast overspend of £0.225m.
- The overspends are being managed by higher than expected income of £0.313m, staff vacancies of £0.230m, a Street scene/waste vehicle leases forecast underspend of £0.154m and a Housing forecast underspend of £0.313m.

The figures above are as at the end of June 2012 position, they do not however reflect the anticipated impact of the Parking recovery plan, which has been put in place by the Directorate and is expected to improve the outturn position by approximately £1.02m.

9.2.6 Specific areas for concern (highlighted above) are high risk areas and it is important to ensure the budget and performance of the service is managed so it is not a continuing budget pressure into next year's budget.

9.2.7 Of the £13.301m of savings that the council needed to deliver as part of the 2012/13 budget setting process, £1.937m are still being identified as high risk. The remainder have been implemented or are on course to being implemented in line with original timescales. For the high risk savings, alternative proposals or action plans are being developed by services.

Table 2: Savings Monitor – key risks and remaining issues outstanding

Service	Service area	Savings Type	Description of saving	2012/13 £'000
Adult Social Care	Across Services	Efficiencies	Efficiencies through joint procurement with the NHS for Continuing Health Care.	(200)
Chief Executive	Libraries	Efficiencies	Implementation of RFID self-service in all sites (for book loans and issues).	(60)
Chief Executive	Libraries	Efficiencies	Shared services partnership. To consider options to work with another local authority, including a review of the home and mobile library service, schools library service, and provision of online resources.	(25)
Chief Executive	Libraries	Efficiencies	Delivery of library strategy - cessation of LBB run library within Hampstead Garden	(85)
Chief Executive	Libraries	Efficiencies	Creation of new landmark library in Arts Depot.	(100)
Chief Executive	Libraries	Income	Increasing fees and charges, using vending machines, selling merchandise.	(20)
Chief Executive	Revenues and Benefits	Efficiencies	R&B restructure for 2012/13.	(35)
Chief Executive	Revenues and Benefits	Efficiencies	R&B restructure for 2012/13 Reductions in staffing budget as a result of assorted initiatives re customer self service and other strategic proposals for new service delivery.	(265)
Commercial Services	IS	Efficiencies	Further review of contracts and supplier costs on consolidation (IS).	(20)
Commercial Services	IS	Efficiencies	IS Transformation - Reduced supplier costs.	(95)
Commercial Services	IS	Efficiencies	IS Transformation - Reduced software licensing costs.	(76)
Commercial Services	Procurement	Efficiencies	Review of Council contracts.	(440)
Commercial Services	Estates	Efficiencies	Reduction in costs of maintaining properties pending sale.	(120)
Commercial Services	Estates - Mill Hill depot	Efficiencies	Savings in Facilities Management and Security from relocation of depot.	(10)
Commercial Services	Estates - Property Services	Efficiencies	Property Services - increased charging to services and projects	(10)
Commercial Services	Estates - Public offices	Income	Office consolidation	(170)
Environment, Planning & Regeneration	Highways	Service Reductions	Reprofiling the new column installation programme for street lighting and investing the saving in new technology to include energy measures which will reduce energy consumption.	(200)
Environment, Planning & Regeneration	Revenue Income Optimisation	Income	Charging for parking in the boroughs 7 remaining free car parks.	(6)
Total				(1,937)

9.3 **Q1 performance against the 2011/13 Corporate Plan Indicators (CPIs)**

9.3.1 There are 50 CPIs in the 2011-13 Corporate Plan. In quarter 1, 38 of these reported data. Of these, 47.4% of targets were met (18 targets rated green) and 52.6% were missed (20 targets rated red, red-amber or green amber) in quarter 1. This is compared to quarter 4 where 44% were met and 56% were not met.

9.3.2 Key performance issues in quarter one are:

- There has been an increase in the amount of time spent by households in **emergency accommodation** from 25.8 to 26.8 weeks.
- Satisfaction with **face to face** customer services is low, with 63.1% of customers asked saying they are satisfied with the service they received.
- The corporate indicator for **complaints** is red, with 63.4% of all complaints responded to within policy guidelines against a target of 80%.
- 17.2% of staff have not had their individual end of year performance reviews completed against a target of 0%. Nearly 25% of staff have not had their objectives for 2012/13 completed and signed off against a corporate target of 0%.
- Overall **Staff absence** levels remain above the target of 6 days at 7.5 days over the last 12 months.
- Performance within **Customer Services** is below the target with 63.4% of calls answered in 20 seconds against a target of 75%.
- There was small reduction in the **recycling** rate from 34.8% to 33.6%, against a target of 36.7%.
- 76.7% of **FOIs** are responded to within the allocated timescale. This represents a small improvement in FOI performance since quarter 1, but performance remains below the corporate target of 90%.

9.3.3 A summary of performance against corporate priorities can be found in Appendix A. Detailed performance reports for each council directorate are published on the council's website: http://www.barnet.gov.uk/info/930240/service_performance/324/service_performance.

9.4 **Virements**

9.4.1 In accordance with the financial regulations the following virements require member approval (Recommendation 1.3) and are detailed further in Appendix E:

- £0.023m is requested within the Environment, Planning & Regeneration Directorate to re-align the budget across Traffic Development to ensure the budgets reflect the costs and nature of this service provision. There is a nil impact on the service's budget.
- £0.005m is requested within the Environment, Planning & Regeneration Directorate to re-align the Highways income budget to ensure it reflects the costs and nature of this service provision. There is a nil impact on the service's budget.
- £0.654m is requested to re-align employee insurance budgets within the Environment, Planning & Regeneration Directorate to reflect current staffing structures. There is a nil impact on the service's budget.
- £0.631m is requested within the Environment, Planning & Regeneration Directorate to re-align the Highways Inspection/Maintenance budgets. There is a nil impact on the service's budget.
- £0.171m is requested within the Chief Executive Directorate for 2012/13 (£0.187m full year effect from 2013/14 onwards) to re-align the budget across Customer Services to ensure the budgets reflect the costs and nature of this service provision. There is a nil impact on the service's budget.
- £0.722m is requested as part of the customer services transformation programme for 2012/13 (£0.963 full year effect for 2013/14 onwards) to transfer a number of functions, and the associated budgets, from the Revenues & Benefits Service into the Customer Services team.

9.5 Movements to and from Contingency

9.5.1 The Environment, Planning and Regeneration directorate are requesting a base budget transfer for 2012/13 and future years of £0.500m from contingency to fund pressures on planning and building control income due to the tough economic conditions currently experienced in the housing market (Recommendation 1.4).

9.5.2 Table 3 details the on-going inflation requests submitted by services (Recommendation 1.5). The inflation for Commercial Services relates to rates. Environment, Planning and Regeneration is due to the Street Lighting PFI contract, recycling, rates and highways responsive maintenance. Chief Executive's also relates to rates. Adults Social Services and Children's Services are due to contracts.

Table 3: Inflation per service area

Service	Inflation £'000
Adult Social Care	1,311
Chief Executives	14
Childrens Services	502
Commercial Services	329
Environment, Planning & Regeneration	747
Total	2,903

9.6 Agency Costs

9.6.1 The table below details all agency staff costs incurred for quarter 1 of 2012/13.

Table 4: Agency Costs to 30 June 2012

Service	2011/12	2012/13 Quarter 1		
	Total Agency & Consultants expenditure £'000	Agency Spend £'000	Consultants Spend £'000	Total Agency and Consultants Expenditure* £'000
Adult Social Care	1,980	584	41	625
Chief Executive	1,884	434	132	566
Childrens Services	10,542	669	662	1,331
Commercial Services**	4,294	526	453	979
Corporate Governance	423	100	1	101
Deputy Chief Executive	2,547	199	27	226
Environment, Planning & Regeneration	5,424	448	83	531
Totals	27,094	2,960	1,399	4,359

* Data as at 30th June 2012 includes revenue (£2.816m) and capital spend (£1.543m)

**Commercial includes "One Barnet" project expenditure £0.170m (Agency) and £0.446m (Consultants) for 12/13.

9.7 Write off of debt under Chief Finance officer's Authority

9.7.1 The constitution gives the Chief Finance Officer the authority, as an Executive function, to write-off individual debts up to £5,000, subject to discussion with the Assistant Director – Legal and through DPR. This action is then reported retrospectively to Cabinet Resources Committee.

9.7.2 The amount written off for Council Tax and Business Rates is £0.206m and £0.839m respectively.

9.8 2012/13 Capital Programme Monitoring

9.8.1 Directors are reminded they need to continue to ensure that capital projects are closely managed during 2012/13 to ensure that they are delivered within budget and in accordance with the agreed timeframe.

9.9 2012/13 Capital Monitoring Analysis

9.9.1 Table 5 gives a summary of the 2012/13 capital programme. The capital monitoring summary and scheme details by service directorate is set out in Appendix D.

Table 5: 2012/13 Capital Quarter 1 Analysis – Summary

Service	2012/13 Latest Approved Budget £'000	Additions/ Deletions recommended to Sept CRC £000	Slippage / Accelerated Spend recommended to Sept CRC £'000	2012/13 Budget (including Sept CRC) £'000	Forecast to year-end £'000	Variance from Revised Budget £'000
Adult Social Care	1,658	37	-	1,695	1,695	37
Central Expenses	2,178	-	-	2,178	2,178	-
Chief Executive	3,983	-	-	3,983	3,983	-
Childrens Services	51,010	1,337	-	52,347	52,347	1,337
Commercial Services	18,523	(75)	-	18,448	18,448	(75)
Corporate Governance	29	-	-	29	29	-
Deputy Chief Executive	-	-	-	-	-	-
Environment, Planning & Regeneration	24,321	124	(1,970)	22,475	22,475	(1,846)
General Fund Programme	101,702	1,423	(1,970)	101,155	101,155	(547)
HRA Capital	21,440	-	-	21,440	21,440	-
Total Capital Programme	123,142	1,423	(1,970)	122,595	122,595	(547)

9.10 Proposed changes to the 2012/13 Capital Programme

9.10.1 Appendix C gives details of the proposed changes to the Capital Programme. These include proposed additions and deletions as well as budget movements.

Table 6: 2012/13 Capital Funding Changes

Service	Grants £'000	S106 / Other £'000	Capital Receipts £'000	Revenue £'000	Borrowing £'000	Total £'000
Adult Social Care	-	-	37	-	-	37
Central Expenses	-	-	-	-	-	-
Chief Executive	-	-	-	-	-	-
Childrens Services	-	-	38	1,299	-	1,337
Commercial Services	-	-	(75)	-	-	(75)
Corporate Governance	-	-	-	-	-	-
Deputy Chief Executive	-	-	-	-	-	-
Environment, Planning & Regeneration	(1,411)	132	(190)	-	(377)	(1,846)
General Fund Programme	(1,411)	132	(190)	1,299	(377)	(547)
HRA Capital	-	-	-	-	-	-
Total Capital Programme	(1,411)	132	(190)	1,299	(377)	(547)

9.10.2 The main changes relate to:-

- Children’s service capital programme additions for the Dedicated Schools Grant (DSG) as agreed at the schools forum in Feb 2012 for Oakleigh 14 – 19 SEN (£0.880m), IS capital for Swift in Children’s service (£0.218m) and the Menorah Foundation primary places (£0.100m).
- Additions for Swift in Adults (£0.037m) and deletions in Commercial services (£0.075m)
- Additions to the Disabled Facilities Grant Mandatory (£1.243)m
- The programmes with slippage are; The Waste programme (£1.270m) and the General fund regeneration for Mill Hill (£0.700m). This spend is planned to be incurred in future years and has been re-profiled appropriately.

9.11 Proposed changes to the 2013/14 Capital Programme

9.11.1 Appendix C gives details of the proposed changes to the Capital Programme for 2013/14. These additions/deletions are within the Environment, Planning and Regeneration service for the Outer London Fund. Table 7 shows the related funding implications.

Table 7: 2013/14 Capital Funding Changes

Service	Grants £'000	S106 / Other £'000	Capital Receipts £'000	Revenue £'000	Borrowing £'000	Total £'000
Environment, Planning & Regeneration	655	26	-	-	213	894

9.12 Corporate Risk Register

9.12.1 The Corporate Risk Register is a summary of the main risks that the Council faces and describes the Control Actions put in place to mitigate these risks. The Corporate Risk Register can be found as Appendix G to this report.

9.13 One Barnet programme

9.13.1 Appendix F details the latest budgeted figures for each project currently in the One Barnet Programme. The total budget for Wave 1 Projects is £9.220m. To date, £7.275m has been spent, of which £0.914m has been spent in 2012/13 (the remainder was spent in 2010/11 and 2011/12). The total projected spend for the projects through to 2014/15 is £9.847m. This would result in an overspend of £0.627m. Cabinet Resources Committee are asked to approve an additional drawdown of £0.627m from the Transformation Reserve to fund the increased costs of the Wave 1 Projects (Recommendation 1.12).

9.13.2 The additional cost of the programme is driven by the timescales for the NSCSO and DRS projects, with contract start for these now expected to be in April and May 2013 respectively. Current projections show that there are combined savings over and above those in the Medium Term Financial Strategy (MTFS) from the NSCSO and DRS projects. The DRS procurement is an innovative contract that requires sufficient legal advice to ensure that the contract is robust and will deliver the best value for money for the Council.

9.13.3 Cabinet Resources Committee are asked to approve the drawdown of £0.227m from the Transformation Reserve, within 2012/13 to fund the development of Strategic Outline Case for the Early Intervention Project (Recommendation 1.12).

9.13.4 The forecasted funding required to fund the development of Outline Business Case for the Strategic Review of Sports and Physical Activity is £0.232m and Cabinet Resources Committee is asked to approve the drawdown of this from the Transformation Reserve within 2012/13 (Recommendation 1.12).

9.13.5 A key contract supporting the work of the One Barnet programme is the 'Implementation Partner' contract. This was awarded to Agilisys (working with iMPower) for a 3 year period through to November 2013.¹ This contract has provided the council with access to the wide range of specialisms required to run a complex organisational change programme, such as commercial and business case expertise.

9.13.6 The 'One Barnet Framework'² specified that *"the number and complexity of projects will evolve as benefits are realised and the scope of further work needed to deliver the programme objectives becomes clearer."* This has been the case, and this has been reflected in a broad range of work being commissioned through the Implementation Partner contract. Cabinet Resources Committee are advised that this has amounted to £3.9 million of work to date (figures as of 3rd August, 2012). To date, the Council has committed to £5.6m of further work as a result of future business cases.

9.13.7 Through this broad input into the One Barnet programme, the Implementation Partner has played a key role in the successful achievement of the programme's benefits. The programme is currently on track to deliver c.£111 million in savings, which exceeds the original forecast of £103 million. The programme is also on track to deliver the large majority of its non-financial benefits. As of July 2012, 93% of the programme's 115 identified benefits had either been delivered, were on track for delivery without requiring significant corrective action. On this basis, it can be clearly shown that the contract is delivering positive outcomes for the Council in line with expectations when it was awarded. Consequently, it is perceived to be providing good value for money.

9.14 Key projects, including One Barnet programme

9.14.1 In quarter 1 there are a total of 56 projects, five of which are reporting as red and in the case of one, no information has been submitted to Corporate Project Assurance. The projects rated as red are listed below:-

1. Depot Relocation – Commercial Service
2. SOC Eye Maps Replacement – Commercial Service (IS)
3. Blesses Dominic Temporary Accommodation – Children's Service
4. Summerside Primary FSU Refurbishment – Children's Service

10. LIST OF BACKGROUND PAPERS

10.1 None.

Cleared by Finance (Officer's initials)	MC / JH
Cleared by Legal (Officer's initials)	SS

¹ Delegated Powers Report serial no. 1134.

² Approved by Cabinet, 29 November 2010, Decision 6.

Performance Report: Quarter One 2012-13

Contents

1. Corporate performance overview 1

2. Whole council summary tables 3

3. Methodology for traffic light ratings 9

1. Corporate performance overview

1.1 Corporate performance dashboard

The methodology for calculating these health ratings is explained in section 3 of this report.

Directorate	Corporate Plan performance	Revenue budget actual variance £'000	Capital actual variance £'000	MTB	HR/People	Key project rating
Adult Social Care and Health	5.5	1	37	4.5	-3	1
Children's Service	1.5	2	1,337	0.5	-4	22
Environment, Planning & Regeneration	1.5	1,680	(1,846)	-3	-4	6.5
Commercial Services	3.5	698	(75)	-0.5	0	-2.5
Deputy Chief Executive's Service	-2	-	-	3.5	0	3.5
Chief Executive's Service (incl. Customer Services & Libraries)	-1	350	-	-3.5	-4.5	1
Corporate Governance	-1	7	-	4	0	n/a
Central Expenses	n/a	-	-	n/a	n/a	n/a
Totals²	1	2,738	(547)	1	-5.5	3

² Organisational totals are based on a simple sum of overall RAG ratings for each service, where each colour is given a number e.g. green equals 1, red equals -1 as set out in Section 3.

2. Whole council summary tables

2.1 Key finance indicators

Indicator	2012/13 (Position at 31/06/12)	2011/12 (Position at 31/03/12)	Achieved /Trend
1 Revenue Expenditure			
(a) Balances and Reserves:			
(i) General Fund Balance	£'m 13.042	15.78	
(ii) HRA Balances	£'m 10.982	7.81	
(iii) School Balances	£'m 15.09	15.09	
(b) Performance against Budget: Variations:			
(i) Overspends	£'m 4.76	9.39	
(ii) Underspends	£'m 2.02	10.03	
2 Capital Expenditure			
(i) Total Slippage	£'m 1.97	72.59	
3 Debt Management			
(i) Total Debt Outstanding over 30 days	£'m 7.5	4.97	
(i) Total Debt Outstanding over 12 months	£'m 1.51	1.54	
(iii) Council Tax - % paid	% 30.14	96	
4 Creditor Payment Performance			
(i) % of Creditors paid within 30 days	% 97.9	98.5	

2.2 Revenue budget – corporate overview

See Monitoring report

2.3 Capital budget – corporate overview

See Monitoring report

2.4 Corporate Plan performance - corporate overview

Directorate	Total no. of Corp Plan indicators	RAG ratings				Positive/neutral DoT	Negative DoT	No. of indicators expected to report data in Q1
		Green	Green amber	Red amber	Red			
Adult Social Care and Health	7	5	1	0	0	6	0	6
Children's Services	11	1	3	0	1	4	1	5
Environment , Planning & Regeneration	10	5	0	1	3	3	6	9
Commercial Service	4	3	1	0	0	2	0	4*
Deputy Chief Executive	10	2	2	0	4	3	1	8
Chief Executive's Service	7	2	0	2	1	2	1	5**
Corporate Governance	1	0	0	0	1	1	0	1
Total	50	18 (47.4%)	7 (18.4%)	3 (5.4%)	10 (26.3%)	21	9	38

2.5 Human Resource/People performance - corporate overview

Appendix A

Key corporate HR targets and indicators

Performance Indicator	Period covered	Target	Amber criteria	Q1 Actual (No.)	Q1 Actual % of total	Q1 (numerator/denominator)	Target Variance	Q1 DoT	Benchmarking
Attendance									
Average number of absence days per employee (Rolling year)	July 11 - June 12	6	6 - 6.5	7.5	N/A	19811.88/2657.29	-24.3%	▲ 3.2%	10.1 days (CIPFA, All Members & other Unitary Authorities 2011)
Average number of absence days per employee this quarter (target is seasonally adjusted)	April 12 - June 12	1.34	1.35 - 1.47	1.5	N/A	3771.83/2492.26	-12.9%	▲ 20.4%	2.25 days (CIPFA, All Members & other Unitary Authorities 2011)
% managers submitting a monthly absence return	April 12 - June 12	100%	>90%	377	89.1%	377/423	10.9%	▼ 3.0%	N/A : measure applicable to LBB only
Performance Review									
% performance reviews completed and agreed for eligible staff only	April 11 - March 12	100%	>90%	1972	82.8%	1972/2383	17.2%	▲ 30.1%	86% (CIPFA, All Members & other Unitary Authorities 2011)
% objectives set for eligible staff only	April 12 - March 13	100%	>90%	1688	74.6%	1688/2263	25.4%	▼ 7.7%	N/A : measure applicable to LBB only
Cost									
Variance of total payroll to budget	April 12 - June 12	29,349,454	+/-5%	29,222,544	-0.4%	29222544/29349454	-0.4%	▼ 233.1%	N/A : measure applicable to LBB only
Management Indicator	Period covered	Q1 Actual (No.)	Q1 Actual % of total	Q1 (numerator/denominator)	DoT Q1 %	Benchmarking			
Diversity Data									
Percentage of top 5% earners that are female	As at 30 June 2012	73	49.0%	73/143	▼ 4.6%	Women in leadership posts 49.9% (CIPFA, All Members & other Unitary Authorities 2011)			
Number of BME employees as % of total employees	As at 30 June 2012	842	32.1%	842/2623	▼ 1.8%	Black and Minority Ethnic local population 33.1% (State of the Borough June 2011)			

Appendix A

Number of declared disabled staff as % of total employees	As at 30 June 2012	78	2.8%	78/2748	▲ 5.2%	2.33% (CIPFA, All Members & other Unitary Authorities 2011)
Employee Relations						
High Risk - Employee Relations cases as % of total cases	As at 30 June 2012	10	11.5%	10/87	▲ 66.6%	N/A : measure applicable to LBB only

2.6 Staff numbers by service

As at 30 June 2012

	ESTABLISHED POSITIONS AS FTE		EMPLOYEES COVERING ESTABLISHED POSITIONS AS FTE			MSP RESOURCE AS HEADCOUNT		NON MSP RESOURCE AS Headcount			AVAILABLE CASUAL RESOURCE AS FTE	
	Total Established Positions (FTE)*	Occupied (FTE)	Permanent	Fixed Term, Temporary, Seasonal	TOTAL	TOTAL	Resource paid in the quarter	Consultants paid in the quarter	TOTAL	Total	Total	
Chief Executive	403.74	334.89	300.83	32.66	333.49	45	1	0	1	4.00		
Adult Social Services	405.87	290.78	261.80	19.54	281.34	64	2	8	10	11.00		
Children's Service	965.53	843.52	665.43	148.01	813.44	73	24	5	29	282.66		
Corporate Governance	88.69	71.94	62.96	10.00	72.96	6	3	1	4	1.00		
Deputy Chief Executive Service	221.20	171.28	128.00	39.24	167.24	37	5	4	9	7.00		
Commercial Services	166.08	137.49	111.49	22.00	133.49	29	6	1	7	0.00		
Environment, Planning & Regen.	949.05	665.88	619.22	50.86	670.07	160	1	16	17	82.00		
Total	3,200.16	2,515.78	2,149.71	322.31	2,472.02	414	42	35	77	387.66		

2.7 Key projects – corporate overview

Service Area	Red Status	Amber Status	Green Status	Nil Return/Not enough information provided
Adult Social Services	0	0	1	0
Chief Executive's Office	0	0	1	0
Children's Services	2	2	25	0
Commercial Services	2	1	0	0
Deputy Chief Executive including One Barnet	0	5	6	0
Environment, Planning & Regeneration	1	1	8	1
Totals	5	9	41	1

For Quarter, 1 projects will be reported against the service area responsible for delivery; previously they have been reported against the service of the Project Manager. The exception to this will be One Barnet Projects, which will all be reported against DCE.

This quarter there are a total of 56 projects, five of which are reporting as red and in the case of one, no information has been submitted to Corporate Project Assurance. The projects rated as red are listed below:-

1. Depot Relocation – Commercial Service
2. SOC Eye Maps Replacement – Commercial Service (IS)
3. Blesses Dominic Temporary Accommodation – Children's Service
4. Summerside Primary FSU Refurbishment – Children's Service

3. Methodology for traffic light ratings

3.1 Thresholds for awarding directorate-level health rating traffic lights

	Green	Green Amber	Red Amber	Red
Revenue & capital budget mgt - variance % (above and below)	Good performance 0%	Good, with some concerns < 0.5%	Some concerns 0.5 - 1%	Serious concerns More than 1%
Corporate Plan & HR performance scores	More than 2	0.5 to 2	-1 to 0.	Less than -1

3.2 Method for producing the Corporate Plan, HR/People and Project health ratings

Each individual performance indicator is traffic lighted according to the same four point traffic light scale: Green, Green Amber, Red Amber and Red. Points for each are awarded, as shown in the table below, and then added together to produce the overall health rating score for each directorate.

	Points for each indicator
Green	1
Green Amber	0.5
Red Amber	-0.5
Red	-1

For example, if there were four indicators in a particular directorate and each achieved one of the four traffic lights, the net result would be a score of 0 and this would produce a Red Amber overall health rating, based on the table above.

3.3 Method for producing individual performance indicator traffic light ratings

Any target that is met achieves a Green Amber traffic light. Targets that have not been met, but where 80% or more of the targeted improvement has been achieved, will be given a Green Amber traffic light.

Appendix A

If the targeted improvement is below 80% but above 65% the indicator will get a Red Amber rating.

For example, if the baseline is 80 people and the target is 100 people, the targeted improvement is 20. 80% of 20 is 16, so the outturn would need to be at least 96 people to achieve Green Amber and at least 93 people to achieve a Red Amber.

Whilst initial traffic lights will be based on this objective criterion, they may subsequently be changed through discussion between Directorates and the Performance team, based on the individual circumstances and prospects for each target. Where this has occurred it will be clearly stated in the report with the reasons given.

Traffic Light	% of targeted improvement achieved	Description
Green	100% or more	Meeting or exceeding target
Green Amber	>80% <100%	Near target with some concerns
Red Amber	>65% <80%	Problematic
Red	<65%	Serious concerns

The criteria for red and amber traffic lights for HR/People measures differ for each indicator; the amber criterion for each is shown alongside the indicator in the individual data tables.

In addition to the above criteria, Any performance indicator that is less than 10% off target and has a positive direction of travel will automatically qualify to be amber rated. Both of the following criteria need to be met if a service is to have a red-rated performance indicator amended to either a green-amber or a red-amber:

For an indicator to be rated as Green amber:

1. No more than 5% off target, and;
2. A positive direction of travel

For an indicator to be rated as Red amber:

1. Between >5% and no more than 10% off target, and;
2. Positive direction of travel or negative direction of travel not in excess of 2.5% (if the service has a clear story and improvement activity in place)

This page is intentionally left blank

ANNEX B – Corporate plan Indicator (CPI) performance for Quarter 1 2012/13

i. CPI performance summary table

Directorate	Total no. of Corp Plan indicators	RAG ratings				Positive/neutral DoT	Negative DoT	No. of indicators expected to report data in Q1
		Green	Green amber	Red amber	Red			
Adult Social Care and Health	7	5	1	0	0	6	0	6
Children's Services	11	1	3	0	1	4	1	5
Environment , Planning & Regeneration	10	5	0	1	3	3	6	9
Commercial Service	4	3	1	0	0	2	0	4*
Deputy Chief Executive	10	2	2	0	4	3	1	8
Chief Executive's Service	7	2	0	2	1	2	1	5*
Corporate Governance	1	0	0	0	1	1	0	1
Total	50	18 (47.4%)	7 (18.4%)	3 (5.4%)	10 (26.3%)	21	9	38

* Please note that where an indicator is reporting for the first time there will be direction of travel.

ii. CPI performance detail by directorate

1. *Adult Social Care and Health*
2. *Children's Services*
3. *Environment, Planning and Regeneration*
4. *Commercial Services*
5. *Deputy Chief Executive's*
6. *Chief Executive's Service*
7. *Corporate Governance*

1. Adult Social Care and Health

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
1001	% of people aged 65+ who are still at home 91 days after discharge into rehabilitation services	Oct 11 - Dec 11	88.5%	87%	399/451	88.5%	1.7%	0%	Quarter 4 London Average = 86.5% (Source: LAPS)
1002	Increase the number of smoking quitters in people aged 18 years and over to 2,200 (NHS four-week smoking quitter target)	Jan 12- Mar 12	495	617	N/A	736	19.3%	48.7%	Barnet rate per 100k aged 16+ = 560.28. London rate per 100 aged 16+ = 539.41, Apr 11 to Dec 11
1003	The proportion of service users who feel they have choice and control influencing decisions that affects them	Apr 12 - Jun 12	55.7%	56%	25/42	59.5%	6.3%	6.9%	Local indicator - no benchmarking available. N.B. survey based on relatively small sample of customers who have had service in the preceding 3 months. PI is used to track progress against <i>My Support, My Choice</i> .

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
1004	Service users taking their personal budget as a direct payment	Apr 12 - Jun 12	15%	18%	648/3325	19.5%	8.3%	▲ 29.9%	Local indicator - no benchmarking available.
1005	Decrease in younger adults of working age in residential care.	Apr 12 - Jun 12	345	328	N/A	330	0.6%	▲ 4.3%	Local indicator - no benchmarking available.
1006	The proportion of carers who report that they are supported to sustain their caring role.	Apr 12 - Jun 12	56%	56%	29/47	61.7%	10.2%	▲ 10.2%	Local indicator - no benchmarking available. N.B. survey based on relatively small sample of customers who have had service in the preceding 3 months. PI is used to track progress against new Provider contract for Carers.
1007	% of safeguarding adult cases where service users who are able and willing, report that they feel safer	This is a new indicator and will report for the first time in quarter 2. An end of year target will also be set in quarter 2.							

2. Children's Services

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
2001	Increase timeliness of placements for children in care who were placed for adoption within 12 months of the decision to be placed for adoption	Apr 12 - Jun 12	75.0%	75.0%	5/8	62.5%	16.7%	▼ 16.7%	10/11 Eng: 74% Lon: 71.5% - 11/12 data not yet published

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
2002	Increase the percentage of children in care under 16 that are in council (rather than agency) foster placements by 2%.	Rolling month	53.2%	55.2%	118/221	53.4%	3.3%	▲ 0.4%	NA - Local measure
2003	Achieve a 5% reduction in the number of children becoming the subject of a Child Protection Plan	Rolling month	259	246	N/A	250.0	1.6%	▲ 3.5%	per 10,000 population Bar-27 Eng: 38 10/11. 11/12 not yet published
2004	Reduce the number of children becoming the subject of a Child Protection Plan for the second or subsequent time to 12%	Apr 12 - Jun 12	13.8%	12.0%	9/74	12.2%	1.4%	▲ 11.7%	Eng: 13.3% Lon: 11.6% 10/11. 11/12 not yet published
2005	Achieve a 5% reduction in the number of first time entrants to the youth justice system.	This measure is due to report in quarter 4 2012/13, with a target of 405 (based on provisional baseline). The relevant previous outturn was 426 provisional in quarter 4 2011/12.							
2006 (A)	Reduce the achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 2 to 17.5%	This target is due to report in quarter 3 2012/13, with a target of 17.5%. The previous relevant outturn in quarter 4 2011/12 was 18%.							
2006 (B)	Reduce the achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 4 to 25%	This measure is due to report in quarter 2 2012/13, with a target of 25%. The relevant previous outturn was 25% in quarter 4 2011/12.							

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
2006 (C)	Increase the percentage of children with Special Educational Needs (SEN) achieving five A*- C GCSEs including English and Maths to 33%								This measure is due to report in quarter 2 2012/13, with a target of 33%. The relevant previous outturn was 49.9 in quarter 4 2011/12.
2006 (D)	Increase the percentage of children in care achieving five GCSEs at A* to C including English and Maths to 30%.								This measure is due to report in quarter 2 2012/13, with a target of 30%. The relevant previous outturn was 10% in quarter 4 2010/11.
2007	Ensure the proportion of young people who are not in education, employment or training in Barnet remains below the mean for statistical neighbours (4% in Barnet vs 5.3% in statistical neighbours in November 2011).	Rolling month	4.1%	4.70%	322/9670	3.3%	29.8%	▲ 19.5%	May benchmarking Mean for Statistical Neighbours 4.7% Lon Ave - 4.6% Eng Ave - 5.9
2008	Increase the achievement of five or more A* - C grades at GCSE or equivalent (including English and Maths) to 69% of pupils								This measure is due to report in quarter 2 2012/13, with a target of 69%. The relevant previous outturn was 69% quarter 4 2011/12.

3. Environment, Planning and Regeneration

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
4001	A reduction in adult reoffending for those under probation supervision	Jan 11- Dec 11	7.85%	7.85%	212/2628	8.07%	2.8%	▲ 2.8%	Ranked 13 th out of 32 London Boroughs (Ministry of Justice Statistics Bulletin 22/5/2011)
4002	Increase in community confidence in police and the local authority dealing with crime and anti-social behaviour.	Not reporting until quarter 2 2012/13. The end of year target is 53% and the previous outturn from 2011/12 was 50%.							
4003	Limit the residual average household waste to 710 kilograms per household	Jan 12 - Mar 12	704	730	N/A	692	5.2%	▲ 1.7%	Ranked 19 th out of 22 London Boroughs (Waste DataFlow as at 17/07/2012)
4004	Ensure that a minimum of 34% of household waste is recycled composted and reused.	Jan 12 - Mar 12	34.8%	36.7%	N/A	33.6%	8.6%	▲ 3.5%	Ranked 14 th out of 22 London Boroughs (Waste DataFlow as at 17/07/2012)
4005	Repair 75% of 'intervention-level' pot holes defects within 48 hours	Apr 12 - Jun 12	94.2%	75.0%	N/A	84.7%	12.9%	▲ 10.1%	Not suitable for benchmarking
4006	Repair 95% of 'intervention-level' pot holes within 28 days.	Apr 12 - Jun 12	98.3%	95.0%	252/252	100%	5.3%	▲ 1.7%	Not suitable for benchmarking
4007	65% of planning permissions granted for homes that are suitable for families	Apr 12 - Jun 12	73.1%	65.0%	57/93	61.3%	5.7%	▲ 16.2%	Not suitable for benchmarking
4008 (A)	264 new affordable homes completed	Apr 12 - Jun 12	178	49	N/A	49	0.0%	▲ 72.5	Not suitable for benchmarking

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
4008 (B)	402 new dwellings on regeneration estates completed by 31 March 2013	Apr 12 - Jun 12	65	168	N/A	168	0.0%	▲ 159%	Not suitable for benchmarking
4009	Reduce the average length of time spent by households in emergency accommodation to 26 weeks by 31 March 2013	Apr 12 - Jun 12	25.8	26	11461.94/428	26.8	3%	▼ 3.8%	Not suitable for benchmarking

4. Commercial Services

MTB NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT	Benchmarking
MTB14a	Percentage of compliant contracts in line with CPRs by volume	Apr 12 - Jun 12	80.0	85.0%	98/100	98%	14.8%	▲ 22.5%	To be supplied
MTB14b	Percentage of compliant contracts in line with CPRs by value	Apr 12 - Jun 12	80.0	85.0%	99/100	99%	15.9%	▲ 23.8%	To be supplied
MTB15	Savings achieved through renegotiation of contracts and new business ¹	Apr 12 - Jun 12	N/A	10.0%	N/A	9.7%	3.0%	N/A	To be supplied
MTB17	Maintain core council systems to be available	Apr 12 - Jun 12	N/A	95.0%	N/A	99.5%	4.7%	N/A	To be supplied

¹ This is based upon a small sample of renegotiated contracts in Q1

5. Deputy Chief Executive's Service

CPI NO	Indicator description	Period Covered	Numerator and Denominator	Previous relevant outturn	Target	Outturn	Target Variance	DoT Variance	Benchmarking
MTB1	Percentage of savings achieved	Apr 12 - Jun 12	11310/13301	To be supplied	100%	85%	15%	TBC	
MTB2	Percentage of the capital programme slipped	Apr 12 - Jun 12	1970/101701	74.5%	20%	1.9%	90.3%	TBC	
MTB3	Variation between revised budget and final outturn	To be reported in quarter 2 2012/13 with an end of year target of 0. The previous outturn for this indicator was 0.							
MTB4	Investments are in compliance with Treasury Management Strategy	Apr 12 - Jun 12	100/100	100%	100%	100%	0%	0%	
MTB5	Council debt recovery rates	Apr 12 - Jun 12	46476879/48687259	n/a	95%	95.5%	0.5%	n/a	Local indicator - non available
MTB7	Value for money (% of council services rated as high performance/low cost)	Jan 12 - Mar 12	6/12	72.3%	80%	50%	37.5%	30.8%	Ranked 4 th in London overall
MTB6	CIPFA value for money performance – support services	To be reported in quarter 4 2012/13							

CPI NO	Indicator description	Period Covered	Numerator and Denominator	Previous relevant outturn	Target	Outturn	Target Variance	DoT Variance	Benchmarking
MTB11	Reducing sickness absences to 6 days per employee (rolling 12 months)	Jul 11 – Jun 12	19812/2657	7.7	6	7.5	24.3%	▲ 3.2%	10.1 days (CIPFA, All Members & other Unitary Authorities 2011)
MTB12	Completion of individual performance reviews	Apr 11 – Mar 12	1972/2383	63.6%	100%	82.8%	17.2%	▲ 30.1%	86% (CIPFA, All Members & other Unitary Authorities 2011)
MTB13	Qualitative assessment of turnover in each directorate	Apr 12 - Jun 12	n/a	n/a	n/a	Green amber	n/a	n/a	Local indicator

6. Chief Executive's Service

CPI NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
3001	Ensure that 75% of all calls handled by the Customer Services Organisation will be answered within 20 seconds	Apr 12 - Jun 12	63.0	75%	125896/198610	63.4%	15.5%	▲ 0.6%	Richmond Upon Thames 79% Q4 2011/12
3002	Achieve 90% of customer satisfaction with the council's telephone service by the end of 2012 – 2013	Apr 12 - Jun 12	91.0%	90%	1015/1139	89.1%	1%	▼ 2.1%	Harrow 96% Q3 2011/12
3003	Achieve 90% of customer satisfaction with the council's website	This is a new indicator, baseline will be established in Q1 for reporting in Q2 against a target of 90%							

3004	Achieve 86% library user satisfaction with library services (CIPFA measure).	This is an annual indicator and will next be reported in quarter 4 2012/13. The previous outturn in 2010/11 was 86%									
MTB 6a	Collection of Council Tax	Apr 12 - Jun 12	N/A	30%	53135456/ 176282454.62	30.1%	0.5%	N/A	30.2 London Average Q1-11/12 sourced from LAPS		
MTB6b	Collection of Business Rates	Apr 12 - Jun 12	N/A	30%	36679740.06/ 116417116.27	31.5%	5%	N/A	31.6 London Average Q1-11/12 sourced from LAPS		
MTB10	Percentage of complaints responded to within policy guidelines	Apr 12 - Jun 12	52.5%	80%	189/298	74%	8.1%	▲ 41%	Unique to Barnet		

7. Corporate Governance

MTB NO	Indicator description	Period Covered	Previous outturn	Target	Numerator and Denominator	Outturn	Target Variance	DoT Variance	Benchmarking
MTB9	Percentage of FOI requests responded to within 20 working days	Apr 12 - Jun 12	75.3%	90.0%	297/387	76.7%	14.7%	▲ 1.9%	Legislation requires 100% within 20 working days

Meeting	Budget and Performance Overview & Scrutiny Committee
Date	25 October 2012
Subject	Advanced Notification of Executive Decisions
Report of	Scrutiny Office
Officer Contributors	Andrew Charlwood, Overview and Scrutiny Officer
Status (public or exempt)	Public
Wards affected	All
Enclosures	Appendix – Advanced Notification of Executive Decisions
Reason for urgency / exemption from call-in	N/A

Contact for further information:

Andrew Charlwood Overview & Scrutiny Officer, 020 8359 2014,
andrew.charlwood@barnet.gov.uk

1. RECOMMENDATION

- 1.1 That the Committee comment on and consider the Advanced Notification of Executive Decisions when identifying areas of future scrutiny work.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Overview and Scrutiny Committees must ensure that the work of Scrutiny is reflective of the Council's priorities.
- 3.2 The three priority outcomes set out in the 2012-13 Corporate Plan are:
- Better services with less money
 - Sharing opportunities, sharing responsibilities
 - A successful London suburb

4. RISK MANAGEMENT ISSUES

- 4.1 None.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Pursuant to the Equality Act 2010, the Council has a legislative duty to have 'due regard' to eliminating unlawful discrimination, advancing equality and fostering good relations in the contexts of age, disability, gender reassignment, pregnancy, and maternity, religion or belief and sexual orientation.
- 5.2 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
- The Council's leadership role in relation to diversity and inclusiveness; and
 - The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 None in the context of this report.

7. LEGAL ISSUES

- 7.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 removes the requirement for local authorities to public a Forward Plan of Key Decisions. This has been replaced with a requirement to publish an Advance Notification of Executive decisions which the Council has been compliant with since the regulations came into force on 10 September 2012.

8. CONSTITUTIONAL POWERS

- 8.1 The scope of the Overview and Scrutiny Committees are contained within Part 2, Article 6 of the Council's Constitution
- 8.2 The Terms of Reference of the Scrutiny Committees are included in the Overview and Scrutiny Procedure Rules (Part 4 of the Council's Constitution).

9. BACKGROUND INFORMATION

- 9.1 Under the current overview and scrutiny arrangements, the Budget and Performance Overview & Scrutiny Committee will ensure that the work of scrutiny is reflective of Council priorities, as evidenced by the Corporate Plan and the programme being followed by the Executive.
- 9.2 The Advanced Notification of Executive Decisions will be included on the agenda at each meeting of the Budget and Performance Overview & Scrutiny Committee as a standing item.
- 9.3 The Committee is encouraged to comment on the Notification.
- 9.4 The Committee is asked to consider items contained within the Advanced Notification of Executive Decisions to assist in identifying areas of future scrutiny work, particularly focussing on areas where scrutiny can add value in the decision making process (pre-decision scrutiny).
- 9.5 When identifying items for pre-decision scrutiny, the Committee are requested to provide specific information on the rationale behind the pre-decision scrutiny request and the expected outcome to enable Cabinet Members and officers to prepare appropriately.

10. LIST OF BACKGROUND PAPERS

- 10.1 None

This page is intentionally left blank

London Borough of Barnet Decisions Taken Under Executive Functions – Advance Notice of Proposed Items for Decision and Parts of Meetings which will not be held in public session ('subject to exempt report').

This notice gives details of proposed decisions due to be taken under Executive functions, together with information as to whether any proposed decisions are subject to an exempt report, consideration of which will not be in public session. The document below is also indicative of the decisions which at this stage are intended to be classified as 'key'. For the purposes of complying with the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 however, all prospective decisions listed below are to be regarded as potentially key or potentially subject to a separate exempt report (not held in public session).

Please note: this plan lists prospective decisions. The final agenda for each meeting, which may not include all prospective decisions listed for that meeting on this document, will be published five clear working days prior to the meeting on the authority's website:

<http://barnet.moderngov.co.uk>

Title	Description of proposed decision	Cabinet Member	Key Decision (Y/N).	Subject to Exempt Report (Y/N).
Cabinet Member Delegated Powers Report - Mental Health Day Opportunities Contract Award	To award a contract to Richmond Fellowship, for the provision of Mental Health Day Opportunities, following competitive tender.	Adults	Yes	Yes

Notice published: 15 October 2012

This page is intentionally left blank

Meeting	Budget and Performance Overview & Scrutiny Committee
Date	25th October 2012
Subject	Budget and Performance Overview and Scrutiny Committee Forward Work Programme 2012/13
Report of	Overview and Scrutiny Office
Summary	This report outlines the Committee's work programme during 2012/13

Officer Contributors	John Murphy, Overview and Scrutiny Officer
Status (public or exempt)	Public
Wards affected	All
Enclosures	Appendix – Budget and Performance Overview and Scrutiny Committee Forward Work Programme 2012/13
Reason for urgency / exemption from call-in	N/A

Contact for further information: John Murphy, Overview & Scrutiny Officer, 020 8359 2368

1. RECOMMENDATION

- 1.1 That the Committee consider and comment on the items included in the 2012/13 work programme of the Budget and Performance Overview & Scrutiny Committee, as set out in the Appendix.**
- 1.2 That the Committee identify items to be taken forward for the inclusion in the 2012/13 Forward Work Programme.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Annual Council, 15 May 2012 – Council agreed the scope and terms of reference of the Overview and Scrutiny Committees.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Overview and Scrutiny Committees must ensure that the work of Scrutiny is reflective of the Council's priorities.
- 3.2 The three priority outcomes set out in the 2012-13 Corporate Plan are: –
 - Better services with less money
 - Sharing opportunities, sharing responsibilities
 - A successful London suburb

4. RISK MANAGEMENT ISSUES

- 4.1 None in the context of this report.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
 - The Council's leadership role in relation to diversity and inclusiveness; and
 - The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 None in the context of this report.

7. LEGAL ISSUES

7.1 None in the context of this report.

8. CONSTITUTIONAL POWERS

8.1 The scope of the Overview and Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution; the Terms of Reference of the Scrutiny Committees are included in the Overview and Scrutiny Procedure Rules (Part 4 of the Council's Constitution).

9. BACKGROUND INFORMATION

9.1 The Budget and Performance Overview & Scrutiny Committee's Work Programme 2012/13 indicates forthcoming items of business for consideration by the Committee.

9.2 The work programme of this Committee is intended to be a responsive tool, which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.

9.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

10. LIST OF BACKGROUND PAPERS

10.1 None

This page is intentionally left blank

**London Borough of Barnet
Budget and Performance
Overview and Scrutiny
Committee
October 2012**

Contact: John Murphy 020 8359 2368 john.murphy@barnet.gov.uk

Subject	Decision requested	Cabinet Member	Author
25 October 2012			
Quarter One Corporate Performance and Finance	The Budget and Performance Overview and Scrutiny to receive and comment upon Quarter One Corporate Performance and Financial Monitoring.	Deputy Leader and Cabinet Member for Resources and Performance	Assistant Chief Executive
Property Services	The Committee to consider a report on commercial property with a particular reference to the costs of maintaining vacant commercial properties.	Deputy Leader and Cabinet Member for Resources and Performance	Director Commercial Services
29 November (Special Meeting)			
NCSO	The Budget and Performance Overview and Scrutiny Committee to consider the final delivery of the NSCSO/DRS programmes	Customer Access and Partnerships, Deputy Leader and Cabinet Member for Resources and Performance	Director Commercial Services
6 December, 2012			
Libraries - Outline Proposals for Childs Hill & Grahame Park Libraries	The Budget and Performance overview and Scrutiny committee to consider outline proposals for Childs Hill and Graham Park libraries.	Cabinet Member for Customer Access and Partnerships	Assistant Director Customer Services
Quarter Two Corporate Performance and Finance	The Committee to review Quarter Two Corporate Performance and Finance	Deputy Leader of the Council and Cabinet Member for Resources and Performance	Assistant Chief Executive

Subject	Decision requested	Cabinet Member	Author
The Barnet Group Mid-Year Performance Report	The Committee to review the Barnet Group's Mid-Year Performance Report	Cabinet Member for Housing	Barnet Homes
7 March, 2013			
Quarter Three Corporate Performance and Finance	The Budget and Performance Overview and Scrutiny Committee to consider Quarter Three Corporate Performance and Finance.	Deputy Leader of the Council and Cabinet Member for Resources and Performance	Assistant Chief Executive
20 June, 2013			
The Barnet Group Annual Report	The Committee to review the Barnet Group Annual Report.	Cabinet Member for Housing	Barnet Homes
Quarter Four Corporate Performance and Finance	The Committee to review Quarter Four Corporate Performance and Finance	Deputy Leader and Cabinet Member for Resources and Performance	Assistant Chief Executive
24 October, 2013			
Legal Services - Update on Shared Services	The Budget and Performance Committee to consider a report updating the committee on the transition to a shared legal service.	Leader of the Council	tbc
TBC - Long List			
Review of Parking Services	For any future reports relating to reviewing the parking services prepared for CRC to be presented to the Committee for consideration.		tbc

This page is intentionally left blank