

Public Document Pack

Gareth Owens LL.B Barrister/Bargyfreithiwr
Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: Cllr Richard Jones (Chairman)

CS/NG

Councillors: Haydn Bateman, Marion Bateman,
Clive Carver, Peter Curtis, Ian Dunbar,
Ron Hampson, Patrick Heesom, Trefor Howorth,
Richard Lloyd, Mike Lowe, Paul Shotton,
Ian Smith, Nigel Steele-Mortimer and
Arnold Woolley

5 October 2012

Tracy Waters 01352 702331
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Dear Sir / Madam

A meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **THURSDAY, 11TH OCTOBER, 2012** at **10.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

A G E N D A

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**
- 3 **MINUTES** (Pages 1 - 10)

To confirm as a correct record the minutes of the meeting held on 13th September 2012.

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The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

- 4 **REVENUE BUDGET MONITORING 2012/13(MONTH 4) AND CAPITAL PROGRAMME 2012/13 (QUARTER 1)** (Pages 11 - 54)
Report of Head of Finance
- 5 **FLINTSHIRE FUTURES MID YEAR REVIEW** (Pages 55 - 70)
Report of Head of ICT and Customer Services
- 6 **WORKFORCE INFORMATION QUARTER 1** (Pages 71 - 78)
Report of Head of Human Resources and Organisational Development
- 7 **FORWARD WORK PROGRAMME** (Pages 79 - 84)
Report of Member Engagement Manager

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE **13 SEPTEMBER 2012**

Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee of the Flintshire County Council held at County Hall, Mold on Thursday, 13 September, 2012

PRESENT: Councillor R.B. Jones (Chairman)

Councillors: G.H. Bateman, M. Bateman, C.S. Carver, P.J. Curtis, I. Dunbar, R. Lloyd, P. Shotton, I.R. Smith and N.R. Steele-Mortimer

APOLOGIES:

Councillors R.G. Hampson, M. Lowe and A. Woolley. Head of ICT and Customer Services

ALSO PRESENT:

Councillor J.B. Attridge attended as an observer

CONTRIBUTORS:

Leader of the Council, Cabinet Member for Corporate Management, Chief Executive, Head of Finance, Head of Human Resources and Organisational Development, Head of Legal and Democratic Services, Corporate Finance Manager and Operational Services Manager,
For minute number 25 - Director of Lifelong Learning and Head of Leisure and Culture

IN ATTENDANCE:

Member Engagement Manager and Committee Officer

21. DECLARATIONS OF INTEREST

No declarations of interest were made.

22. MINUTES

The minutes of the meetings of the Committee held on 5 July 2012 and 12 July 2012 had been circulated to Members with the agenda.

Matters Arising

5 July 2012 meeting

Councillor C.S. Carver asked whether a date had been arranged for the next meeting of the Single Status Project Board. The Chief Executive confirmed that he would make enquiries and advise Councillor Carver outside of the meeting.

Councillor P.J. Curtis indicated that a written response had not yet been received on further details on car parks; the Member Engagement Manager circulated a response.

12 July 2012 meeting

The Member Engagement Manager advised that the end time for the meeting would be amended to read 11.44 a.m.

RESOLVED:

That subject to the foregoing, the minutes be approved as a correct record and signed by the Chairman.

23. VARIATION IN ORDER OF BUSINESS

The Chairman indicated that there would be a slight change in the order of business to bring forward the Quarter 1 Service Performance reports for Legal and Democratic Services and Finance. The remainder of the agenda would then be considered in the order as shown.

24. QUARTER 1 SERVICE PERFORMANCE REPORT

Legal and Democratic Services

The Head of Legal and Democratic Services introduced a report to request that the Committee consider the 2012/13 Quarter 1 service performance reports, note the position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports and note progress made against the Improvement Targets contained within the performance reports. He gave a short presentation on the performance within Legal and Democratic Services, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

The Chairman asked if an estimate could be provided of when the risk for data protection could be reported as green in the SARC document. The Chief Executive explained that it was a specific risk but should be amber or green next year.

Councillor C.S. Carver commented on the small number of Members who attended the Code of Conduct training sessions. He also asked if letters which did not specifically refer to being a Freedom of Information request were included in the figures reported as being received and determined. The Chief Executive and Head of Legal and Democratic Services confirmed that the figures were indicative of the number of questions which specifically mentioned being a Freedom of Information request.

In response to a question from Councillor P. Curtis, the Head of Legal and Democratic Services said that the 51 new parking prosecutions were those which had been taken to Court and not just the number of people who had been given parking tickets. He added that the figures did not include prosecutions undertaken by North Wales Police.

Councillor R. Lloyd asked if the turnout for voting could be increased. The Chief Executive said that the Authority did all it could to encourage voters and the Chairman said that candidates could also remind the public about voting when they were visiting areas in the run up to the elections.

Finance

The Head of Finance introduced a report to request that the Committee consider the 2012/13 Quarter 1 service performance reports, note the position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports and note progress made against the Improvement Targets contained within the performance reports. She gave a short presentation on the performance within Finance, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

The Leader of the Council explained that a substantial risk to the Council was the introduction of the Welfare Reform and that an early estimate for the new Council Tax Support Scheme was that it could cost £2m in 2013/14. An announcement was awaited on the amount of funding which would be available from Welsh Government. The Welfare Reform Board, which was open to all Cabinet Members and Group Leaders and other partner organisations, had recently been established with the risk of costs being identified as a key priority for those on the Board. The Head of Finance said that the Council currently budgeted on the basis that 99% of Council Tax was collected but that it was anticipated that this could reduce to 97.5% following the introduction of the changes to Council Tax benefits. Should this be the case it would be at a cost of approximately £0.900m for the Council. The Chief Executive and the Chairman commented on the potential impact to precepts set by North Wales Police and Town & Community Councils. The Head of Finance said that a letter was being prepared to send to Town and Community Councils to assist them with their early budget planning. The Leader suggested that a report on the financial impact of the Welfare Reform be considered by the Committee at a future meeting due to it being such a significant issue.

The Cabinet Member for Corporate Management advised that the Authority should ensure that the public were aware of the situation and Councillor Curtis asked whether prosecutions would increase due to non-payment of Council Tax. The Chief Executive responded that the enforcement policy had not changed but there may need to be sensitivity around applying the policy depending on individual circumstances. He went on to explain that the public would be provided with information to ensure that they were aware of the changes due to Welfare Reform but added that the scope of the Council to help was limited due to the Authority not being responsible for the rules around Welfare Reform. He added that the Department of Work and Pensions were due to undertake a publicity campaign shortly.

Councillor I. Dunbar felt that the Council Tax collection rate being set at 97.5% was too high. He was also concerned that the changes in benefits would be detrimental to a significant number of people. The Chairman said the rate could be considered by Members at the budget setting stage when more information was available.

RESOLVED:

- (a) That the reports be received; and
- (b) That a report on the financial impact of Welfare Reform be considered by the Committee at a future date.

25. REVENUE BUDGET MONITORING 2012/13 (MONTH 3)

The Corporate Finance Manager introduced the report to provide Members with the latest Revenue Budget Monitoring information for 2012/13 as at Month 3 which would be submitted to Cabinet on 18 September 2012.

The projected in-year overspend of £1.053m was mainly due to a currently forecast overspend of £1.303m within Lifelong Learning, comprising of Leisure £0.399m, School Improvement Service £0.073m, Schools related £0.345m, Service units £0.245m and Facilities £0.274m, offset by minor savings of £0.033m. The significant in-year projected variances to date were detailed in appendices 1 to 5 for Council Fund and appendix 7 for Housing Revenue Account (HRA). Within Leisure Services, the £8m refurbishment of Leisure Centre Provision in Flint and Deeside had been completed on time and on budget. The business plans for each centre highlighted the need for the Council to invest revenue funding to support the new facilities in their first year of operation. It was now being recommended to Cabinet that £0.361m be allocated from contingency as a one-off investment for this purpose. It was the intention of Management to contain the currently projected variation within the overall agreed Council budget for the year. As part of the ongoing work to develop the Medium Term Financial Plan, opportunities to generate efficiencies were being explored, including those that may have a positive impact on the 2012/13 projected outturn.

The Corporate Finance Manager also highlighted the risks/assumptions and non standard inflation of £0.078m in respect of Energy for Street Lighting, Energy, Fuel and Food. Appendix 6 detailed the movements to date on unearmarked reserves and the level of contingency sum remaining. As a result of these movements, the current projected level of the contingency reserve at the end of March 2013 was an overdrawn amount of £0.422m.

The HRA reported an overall projected overspend of £0.030m at Month 3 and a projected closing balance of £1.590m, which at 6% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%. Appendix 7 provided details of the variance for the HRA. It was recommended that delegated authority be granted to the Head of Housing to

allocate additional CERA contributions from HRA balances over and above the required level of 3% of total expenditure.

The Chief Executive explained that the projected outturn for Central & Corporate Finance reflected additional corporate “windfall” income of £0.081m, arising from payment of a claim against Welsh Government for costs in respect of staff time incurred in supporting the recent Housing stock transfer tenants consultation and ballot. A total of £0.100m was claimed for staff time, which had been apportioned as appropriate between the Council Fund (£0.081m) and the HRA (£0.019m). The Chief Executive added that the overspend in the Lifelong Learning Directorate was being taken seriously and he introduced the Director of Lifelong Learning and the Head of Culture and Leisure to provide details and answer questions on the issue.

The Leader of the Council felt that it was important that a detailed discussion was undertaken by the Lifelong Learning Overview & Scrutiny Committee about the Lifelong Learning overspend as he felt that a projected overspend at Month 3 was a concern. He referred to the loss of revenue due to the leisure refurbishment programme and the early trading of new facilities and hoped that as this was a one-off investment it could be treated as a priority.

The Chief Executive said that it important to note that the Leisure overspend was a significant amount in relation to the total budget for the service and added that the overspend had been partly due to the income loss and partly because it had been highlighted in the business plan but not followed through. A significant amount of work was required to rectify the issue and it was important that it be dealt with as soon as possible to reduce the overspend identified at Month 3.

The Director of Lifelong Learning explained that even though the £8m refurbishment of Flint and Deeside Leisure Centres had been completed on time and on budget, the business plan profiled a gradual build-up of usage by customers, requiring £0.361m support from the contingency reserves. The refurbishment was part of a larger programme within Leisure Services which also included other projects which the Director detailed such as new booking system and catering offers. A more flexible staff structure was also being considered to ensure that employees were operational when and where they were needed. He added that there was also a need to ensure that the fees and charges for service provision were competitive with neighbouring authorities. The Director also commented on other changes within the Lifelong Learning portfolio which included school improvements and significant changes to the facilities management portfolio. He drew Member’s attention to earlier comments about the Welfare Reform which would also have an impact on the Lifelong Learning portfolio due to the continuing need for free school meal requests which was anticipated to rise further following the implementation of the reforms.

The Chief Executive said that the fault appeared to be the mismatch between the business plan and the core budget, which had not been

corrected. He shared the concerns on transparency but said that work to rectify the problem had been undertaken quickly once the problem had been identified. Councillor P. Curtis felt that the business plan had not worked. It was also noted that as new facilities the business plan projections would need to be carefully monitored over the early months of trading. The Head of Finance advised that the £0.361m was included in the overspend of £0.700m, not in addition to it.

Councillor Curtis queried whether the projected overspend would have an impact on work on other leisure centres. The Leader of the Council said that this was a challenge for the Authority and re-emphasised that the projected overspend was significant and if it was left unchallenged could result in service cuts. He said that urgent action had been taken to suggest use of £0.361m from contingency reserves but added that it was important to harness interest and footfall on the back of the Olympic legacy and rise to the challenge. The Chief Executive said that it was important to find a remedy for the overspend and reminded Members that the overspend was 10% of the total budget for Leisure Services. The Director of Lifelong Learning said that the mismatch between service delivery expectations and budget was of a longstanding nature and that a further separate piece of work which would be submitted to Cabinet and Overview & Scrutiny was being undertaken on the need to generate footfall for all of the leisure facilities run by the Council. The Chairman asked how it could be ensured that this did not happen again in the future as there had been opportunities to identify the budget error which had been missed.

Councillor P. Shotton asked about marketing of the facilities and whether concessions were given to Council employees which would encourage them to take family and friends to the centres, which he felt would make the leisure centres successful. The Director said that a range of marketing strategies were in place via leaflets and social networks and work was ongoing with partners to renew these strategies. He felt that it was appropriate for all users of the leisure centres to be able to receive the same offers whether they were employees of the Council or members of the public so did not feel that concessions to the workforce were appropriate. He added that positive comments on experiences in the new facilities had been received both from employees and the public which he welcomed.

Councillor M. Bateman asked whether any funding was available to upgrade the all-weather pitch in Sychdyn which she said was in urgent need of repair, rather than concentrating all of the work on the leisure centres at Flint and Deeside. The Director responded that the funding for Flint and Deeside had been from a commercial company and had not been funded up front by the Council. A renewal fund was not in place for the all-purpose pitches which he felt was a risk but reminded Members that the works undertaken at Flint and Deeside had meant that these sites had been removed from the list of risks which had been identified which could free up funding for other areas.

The Leader of the Council said that there were other areas which required funding for improvements/renewal but added that the Welfare Reform could also have an impact on the funding and use of the centres by customers. He felt that further reports to future meetings of the Committee were appropriate. The Chief Executive spoke of service growth and the need to be more creative in the budget process.

Councillor Curtis welcomed the decision to look at other facilities but queried why the slide and café had been removed from Holywell Leisure Centre and why the centre closed on bank holidays. The Head of Culture and Leisure said that the slide had reached the end of its useful life and the capital funding had not been available to replace it. The café provision was being reconsidered and the site was closed on bank holidays due to it not being cost effective to open them due to the cost of employee bank holiday payments.

Councillor N.R. Steele-Mortimer referred to the variance overspend of £0.073m for the School Improvement Service and asked if this was a one-off or recurring charge. The Director responded that this was an ongoing pressure to pay for the software and licence costs.

The Chairman referred back to the £0.361m requested to be taken from the contingency reserve to reduce the overspend in Leisure Services and felt that it should have been included in the table showing total expenditure and income; this would allow the need to use reserves to be quantified and the risk included in the Risk/assumptions section of the report. The Leader of the Council felt that the narrative could also be amended to reflect what had taken place. He felt that it was important that this was not a risk to the Council for future years. The Chief Executive said that this was not a normal circumstance and lessons had been learned and amendments made for future reports.

The Chairman suggested that variances on Locality Teams (Localities), Vacancy Management (Development & Resources), Family Placement (Children's Services) and Professional Support (Children's Services) reported in appendix 1 be referred to Social and Health Care Overview & Scrutiny Committee for detailed consideration.

RESOLVED:

- (a) That the report be noted; and
- (b) That variances on Locality Teams (Localities), Vacancy Management (Development & Resources), Family Placement (Children's Services) and Professional Support (Children's Services) reported in appendix 1 be referred to Social and Health Care Overview & Scrutiny Committee for detailed consideration.

26. QUARTER 1 SERVICE PERFORMANCE REPORT

ICT and Customer Services

The Operational Services Manager introduced a report to request that the Committee consider the 2012/132 Quarter 1 service performance reports, note the position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports and note progress made against the Improvement Targets contained within the performance reports. He gave a short presentation on the performance within ICT and Customer Services, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

In response to a question from Councillor I. Dunbar on the Procurement – General Update and the national pilot scheme being undertaken by the Authority alongside Swansea and Merthyr, the Operational Services Manager provide further detail on how the scheme worked.

Councillor C.S. Carver commented on the problems which he had experienced when using the Guest wireless system. The Operational Services Manager explained that he would look at the issues raised and try and identify a solution.

Human Resources and Organisational Development

The Head of Human Resources and Organisational Development introduced a report to request that the Committee consider the 2012/132 Quarter 1 service performance reports, note the position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports and note progress made against the Improvement Targets contained within the performance reports. She gave a short presentation on the performance within Human Resources and Organisational Development, outlining work which had been undertaken to improve performance and areas where improvement was needed, as outlined within the report.

Councillor P.J. Curtis welcomed the pilot scheme in Streetscene for physiotherapy but raised concern about the sickness levels and asked whether enough was being done on enforcement of the policy. The Head of Human Resources and Organisational Development said that she would provide further information on the pilot scheme to a future meeting of the Committee. There had been a slow but steady improvement in the reduction in sickness levels and she added that the policy was enforced and had led to some employees being dismissed due to their sickness record. Councillor Curtis felt that the sickness levels would have reduced because of the flexi scheme operated by the Council but this had not been the case, however he welcomed the work that was ongoing.

The Head of Human Resources and Organisational Development provided an update on progress made on implementing the self service modules on iTrent. She explained that the Expenses module for claiming mileage and subsistence was being rolled out across Corporate Services

currently. In response to a question from Councillor M. Bateman, the Head of Human Resources and Organisational Development said that the guidance on subsistence was being reviewed and explained that only a small number of the workforce were eligible to receive subsistence payments. She added that she would provide further information on the policy. The Leader of the Council welcomed the offer to provide further information but said that one example may be where an employee was representing the Council on an overnight stay.

RESOLVED:

- (a) That the reports be received;
- (b) That the Head of Human Resources and Organisational Development provide further details on the policy on subsistence claims.

27. FORWARD WORK PROGRAMME

The Member Engagement Manager introduced the report to advise on the Forward Work Programme for the Committee.

During earlier discussions it had been agreed that reports on the following be submitted to future Committee meetings:-

1. Workforce Information Report
2. People Strategy update
3. Financial risk developing from the Welfare Reform project

The Member Engagement Manager added that as the Cabinet developed its Forward Work Programme, topics would be fed into the programme for this Committee but reminded Members that they could also suggest topics for inclusion. He suggested that the Chairman, Vice-chairman and Member Engagement Manager populate the Forward Work Programme for the future meetings.

RESOLVED:

That the Member Engagement Manager, Chairman and Vice-Chairman populate the Forward Work Programme for the future meetings.

28. DURATION OF MEETING

The meeting commenced at 10.00 a.m. and ended at 12.50 p.m.

29. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There was 1 member of the public or press in attendance.

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Chairman

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: CORPORATE RESOURCES OVERVIEW & SCRUTINY
COMMITTEE
DATE: THURSDAY, 11 OCTOBER 2012
REPORT BY: HEAD OF FINANCE
SUBJECT: REVENUE BUDGET MONITORING 2012/13(MONTH
4) AND CAPITAL PROGRAMME 2012/13 (QUARTER
1)

1.00 PURPOSE OF REPORT

1.01 To provide Members with the Revenue Budget Monitoring 2012/13 (Month 4) report and Capital Programme 2012/13 (Quarter 1) report.

2.00 BACKGROUND

2.01 Revenue Budget Monitoring 2012/13 (Month 4)

The Revenue Budget Monitoring 2012/13 (Month 4) report will be presented to Cabinet on 16th October 2012. A copy of the report is attached as Appendix A to this report.

2.02 Capital Programme 2012/13 (Quarter 1)

The Capital Programme 2012/13 (Quarter 1) report will be presented to Cabinet on 16th October 2012. A copy of the report is attached as Appendix B to this report.

3.00 RECOMMENDATIONS

3.01 Members are asked to note the report.

4.00 FINANCIAL IMPLICATIONS

4.01 As set out in the report.

5.00 ANTI POVERTY IMPACT

5.01 None.

6.00 ENVIRONMENTAL IMPACT

6.01 None.

7.00 EQUALITIES IMPACT

7.01 None.

8.00 PERSONNEL IMPLICATIONS

8.01 None.

9.00 CONSULTATION REQUIRED

9.01 None.

10.00 CONSULTATION UNDERTAKEN

10.01 None.

11.00 APPENDICES

- 11.01 (A) Revenue Budget Monitoring 2011/12 (Month 4)
(B) Capital Programme 2012/13 (Quarter 1)

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Contact Officer: Gary Ferguson
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **REVENUE BUDGET MONITORING 2012/13**
(MONTH 4)

1.00 **PURPOSE OF REPORT**

1.01 To provide members with the most up to date revenue budget monitoring information (Month 4) for the Council Fund and the Housing Revenue Account in 2012/13.

1.02 **INDEX OF CONTENTS**

Section 2	Executive Summary
Paragraph 3.01	Council Fund Summary Table
Paragraph 3.07	Risks and Assumptions
Section 4	Non Standard Inflation / Central Contingencies
Section 5	Unearmarked Reserves
Section 6	Housing Revenue Account
Appendix 1	Council Fund - Movement in Variances from Month 3
Appendix 2	Community Services -Variances Summary
Appendix 3	Environment -Variances Summary
Appendix 4	Lifelong Learning -Variances Summary
Appendix 5	Corporate Services -Variances Summary
Appendix 6	Central & Corporate Finance -Variances Summary
Appendix 7	Council Fund Unearmarked Reserves Summary
Appendix 8	Housing Revenue Account -Variances Summary

EXECUTIVE SUMMARY

2.01 Members are requested to note the projected year end position as estimated at Month 4 which is :

- Council Fund - Net overspend of £1.028m
- Housing Revenue Account - Net underspend of £0.052m

3.00 **CONSIDERATIONS**

COUNCIL FUND

3.01 The table below shows a projected in-year overspend of £1.028m.

Appendix A

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	In-Year Over / (Under) spend		Non Ring-fenced		Ring-fenced	
			Month 3	Month 4	Month 3	Month 4	Month 3	Month 4
	£m	£m	£m	£m	£m	£m	£m	£m
Directorates								
Community Services	58.437	58.422	(0.221)	(0.210)	(0.138)	(0.169)	(0.083)	(0.041)
Environment	31.794	31.785	(0.123)	(0.129)	(0.123)	(0.129)	-	-
Lifelong Learning	109.219	109.213	1.303	1.318	1.324	1.299	(0.021)	0.019
Corporate Services	17.469	17.375	(0.002)	0.090	(0.002)	0.090		
Total Directorates	216.919	216.795	0.957	1.069	1.061	1.091	(0.104)	(0.022)
Central and Corporate Finance	25.759	25.883	0.096	(0.041)	0.096	(0.041)		
Total	242.678	242.678	1.053	1.028	1.157	1.050	(0.104)	(0.022)

- 3.02 The Original Budget column reflects the budget approved by Council on the 1st March 2012. The Revised Budget column reflects in-year virements which have been approved in compliance with Financial Procedure Rules.
- 3.03 The significant in-year projected variances to date are detailed in Appendices 2 - 6 (Council Fund) and Appendix 8 (HRA), and in addition to giving the reasons for the variances, the actions required to address each variance is provided. The significant changes for the Council Fund from Month 3 are detailed in Appendix 1.
- 3.04 It is the intention of Management to contain the currently projected variation within the overall agreed Council budget for the year. As part of the ongoing work to develop the MTFP, opportunities to generate efficiencies are being explored including those that may have a positive impact on the 2012/13 projected outturn.

RISKS / ASSUMPTIONS

- 3.05 The in-year over / (under) spends shown in the table at paragraph 3.01 reflect the following risks and assumptions :-
1. Community Services
 - Social Services for Adults
 - Occupational Therapy service - increased demand
 - Social Services for Children
 - Out of county placements - demand led with volatility influenced by numbers and high values of individual placements
 - Family Placement - increases in foster care places / court orders for Residence and Specific Guardianship

Appendix A

- Housing Services
 - Homelessness - projected high demand influenced by current economic climate and recent welfare reform
- 2. Environment
 - Streetscene
 - Projected outturn reflects overtime payments to operatives (pre. Part 3 agreement) plus additional vehicle costs as a result of the phased roll out of the full Saturday collection service
 - Planning
 - A number of planning decisions are the subject of ongoing appeals which may have the potential for costs to be awarded against the Council
- 3. Lifelong Learning
 - Facilities
 - Catering - overspend projected but possible mitigation from project plans following APSE review
 - Development & Resources
 - Free school meals and remissions - influenced by economic factors
 - Ringfenced budgets
 - Out of county placements - demand led with volatility influenced by numbers and high values of individual placements
 - Leisure Income
 - Income levels for the new leisure facilities are being monitored carefully on a weekly basis. Any variation, either positive or negative, could have a material effect on the projected outturn.
- 4. Corporate Services
 - Welfare Reform
 - Welfare Reform preparation is starting to impact on the projected outturn for 12/13 (see Appendix 1 and 5 for details). The impacts are continuously being assessed and will be reported to Cabinet as soon as any further pressures are identified.
- 5. Housing Revenue Account
 - Single Status
 - Possible impact of Single Status agreement - any impact will need to be funded within HRA as it is a ringfenced account

4.00 NON STANDARD INFLATION

4.01 Included in the budget is an amount of £0.078m in respect of Energy for Street Lighting, £0.300m in respect of Energy, £0.196m in respect of Fuel and £0.133m in respect of Food. These budgets are being monitored closely and the funds will be released when a full assessment of the need has been completed. The current projected outturn assumes that these amounts will be required in full.

5.00 UNEARMARKED RESERVES

5.01 The 2011/12 final outturn reported to Cabinet on 10th July showed unearmarked reserves at 31st March 2012 (above the base level of £5.476m) of £0.992m, after taking into account commitments in 2012/13 :

- Use of £0.973m to meet one-off / time limited costs
- Ringfencing of £1.500m to support Organisational Change costs

5.02 Month 3 report contained a recommendation to approve the allocation of £0.361m from contingency as a one-off investment to support the new Leisure facilities in their first year of operation. This recommendation was approved.

5.03 Appendix 6 details the movements to date on unearmarked reserves and the level of contingency sum available. As a result of the movements the current projected level of the contingency reserve at the end of March 2013 is an overdrawn amount of £0.397m. However as noted in section 3.04 it is the intention of Management to contain the currently projected variation within the overall agreed Council budget for the year which will also have a positive effect on the contingency reserve.

6.00 HOUSING REVENUE ACCOUNT

6.01 On 21st February 2012, the Council approved a Housing Revenue Account (HRA) budget for 2012/13 of £26.671m. The budget provided for a closing balance of £0.867m, which at 3.25 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.02 The 2011/12 final outturn reported to Cabinet on 10th July 2012 showed a closing balance at the end of 2011/12 of £1.857m (subject to audit) which was £0.753m more than when the 2012/13 budget was set. This had the effect of increasing the closing balance for 2011/12 by the same amount.

6.03 There is an overall projected underspend of £0.052m and a projected closing balance at Month 4 of £1.621m, which at 6 % of total expenditure satisfies the prudent approach of ensuring a minimum level of 3 %.

6.04 The projected outturn reflects an additional allocation of £0.250m from

Appendix A

balances to fund additional CERA contribution towards funding of the HRA Capital Programme. The Head of Housing has consulted on this action with the Cabinet member for Housing in accordance with the recommendation within the Month 3 Budget Monitoring report approved by Cabinet on 18th September 2012.

6.05 Appendix 8 details the reasons for significant variances occurring to date and the actions planned to deal with them.

7.00 RECOMMENDATIONS

7.01 Members are recommended to :-

- a) Note the overall report and the management actions being taken to address the projected overspend
- b) Note the Council Fund contingency sum (overdrawn balance) as at 31st March 2013 (paragraph 5.03)
- c) Note the projected final level of balances on the Housing Revenue Account (paragraph 6.03)

8.00 FINANCIAL IMPLICATIONS

8.01 The financial implications are as set out in Sections 3.00 - 6.00 of the report.

9.00 ANTI POVERTY IMPACT

9.01 None

10.00 ENVIRONMENTAL IMPACT

10.01 None

11.00 EQUALITIES IMPACT

11.01 None

12.00 PERSONNEL IMPLICATIONS

12.01 None

13.00 CONSULTATION REQUIRED

13.01 None

14.00 CONSULTATION UNDERTAKEN

14.01 None

15.00 APPENDICES

15.01 Council Fund - Movement in Variances from Month 3 - Appendix 1
Council Fund Variances - Appendices 2 - 6
Council Fund - Movements on unearmarked reserves - Appendix 7
Housing Revenue Account Variances - Appendix 8

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS

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COUNCIL FUND - REVENUE BUDGET 2012/13
FLINTSHIRE COUNTY COUNCIL

Budget Monitoring (Month 4)
Summary of Movement from Month 3

	£m	£m
Month 3		
Out of County Ringfenced Budget	(0.175)	
Service Directorates	1.132	
Central and Corporate Finance	0.096	
Variance as per Executive Report		1.053
Month 4		
Out of County Ringfenced Budget	(0.079)	
Service Directorates	1.148	
Central and Corporate Finance	(0.041)	
Variance as per Directorate Returns		1.028
Change Requiring Explanation		<u>(0.025)</u>
<u>Community Services</u>		
<ul style="list-style-type: none"> • Resources & Regulated Services (Intake and Reablement) - the movement relates to work yet to be undertaken to realign the budgets following the transport review. This will be undertaken once the full financial impact of the review are known. • Transition & Disability Service (Disability Services) - this reflects the costs of the newly formed transition team. Further work is required to realign budgets from other services. • Support Services (Mental Health Service and Substance Misuse Service) - this reflects a reduction in the cost of residential care packages due to movements of clients in and out of the service and a reduced cost projection for direct payments. These are offset by an increase in staff costs required to provide maternity cover. • Professional Support (Children's Services) - the reduction from month 3, reflects the revised costs of temporary staff where end dates are now known. • Out of County Pooled Budget (Ringfenced Budgets) - the movement since month 3 reflects a new sibling group together with a joint placement with the Lifelong Learning Directorate. • Good Health (Development & Resources) - movement since month 3 due to projected changes in staff costs. • Management & Support (Development & Resources) - the movement is made up of further advertising costs for the Head of Social Services Adults (£0.007m), an increase to projected postage costs for the Directorate (£0.020m) and an increase in supplies and services costs (£0.007m). • Family Placement (Children's Services) - the increase since month 3 reflects additional boarded out family placement costs. • Other minor changes of less than £0.035m 	(0.067) 0.063 (0.070) (0.076) 0.056 0.036 0.037 0.038 (0.006)	
		0.011
<u>Environment</u>		
<ul style="list-style-type: none"> • Minor changes of less than £25k 	(0.006)	
		<u>(0.006)</u>

Lifelong Learning

- Minor changes of less than £25k 0.015

0.015
Corporate Services

- Finance - a pressure of £0.091m has been identified relating to workforce costs within Revenues and Benefits due to additional work required in preparation for, and in response to, Welfare Reform. The additional costs will be reduced where possible. This pressure has been partly offset by increased vacancy savings relating to the Finance Function Review (-£0.024m) and other minor variances (-£0.006m). 0.061
- Minor changes of less than £25k 0.031

0.092
Central and Corporate

- Financing & Funding (insurance, banking etc.) - Additional windfall income of £0.090m is now anticipated in respect of the settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere. An overspend on additional superannuation costs of £0.043m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation. The net effect of other minor variances amount to an overspend of £0.010m. (0.037)
- Corporate (Other) - An overspend of £0.033m against the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation plus minor variances of £0.002m. 0.035
- Central Loans & Investment Account - Increased interest received on temporary investments £0.060m, increased internal interest received on prudential borrowing £0.025m. Reduction in interest payable on variable rate market loans and internal interest payable £0.036m, reduction in Minimum Revenue provision (MRP) £0.013m. (0.134)
- Minor changes of less than £25k (0.001)

(0.137)
Total changes

(0.025)

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Resources and Regulated Services (Intake and Reablement)	6.175	5.826	(0.349)	(0.282)	Extra Care projected underspend on new scheme of £0.100m due to timeframe for completion. In-house Domiciliary Care underspend (£0.153m) due to reduced pay costs from changes to service delivery and greater use of reablement and independent sector care providers. The additional variance relates to work which is yet to be undertaken to realign the budgets following the transport review.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme and realign budgets as appropriate.
Reablement Service (Intake and Reablement)	0.330	0.210	(0.120)	(0.120)	Pay costs being suppressed due to the use of Homecare staff, vacant post and part year appointments (£0.107m) together with additional Health income (£0.020m) offset by various small overspends.	Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Locality Teams (Localities)	16.497	16.599	0.102	0.108	The significant variances lie within Physical Disability Services Independent Sector Homecare with a projected overspend of (£0.155m) due to the net impact of various care packages. This has reduced from period 3 due to the withdrawal of one care package. This is partially offset by a projected underspend in independent sector residential care underspend (£0.298m) which reflects current clients.	This is a complex case and will be kept under review. Keep under review pending completion of Transforming Social Services for Adults (TSSA) programme.
Reviewing (Localities)	0.198	0.174	(0.024)	(0.042)	This is a result of a vacant post yet to be filled.	Unlikely to be recurring.
Transition and Disability Services (Disability Services)	0.592	0.691	0.099	0.036	The movement from period 3 reflects the cost of the newly formed transition team. Further work is required to realign budgets from other services.	Identify budgets and realign.
Resources and Regulated Services (Disability Services)	12.558	12.630	0.072	0.093	The main cause of the variance relates to work yet to be undertaken to realign the budgets following the transport review.	A review of transport budgets across adults services is currently being undertaken as part of the ongoing work of TSSA.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Vulnerable Adults and Disability Services (Disability Services)	2.156	2.091	(0.065)	(0.057)	This mainly relates to vacant posts , staff travelling, and supplies and services which are currently projected to underspend.	Keep under review.
Support Services (Mental Health & Substance Misuse Service)	1.931	1.851	(0.080)	(0.009)	This reflects a reduction in the cost of residential care packages due to movements of clients in and out of the service, a reduced cost projection for direct payments both offset by an increase in staff costs required to provide maternity cover.	Keep under review.
Ringfenced Budgets (Mental Health)	0.301	0.181	(0.120)	(0.118)	Reflects current client packages for 2012/13.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts. Reduced budget in 12/13.
Ringfenced Budgets (Learning Disability)	0.465	0.676	0.211	0.213	This reflects the full year impact of a new service user that commenced during December 2011 together with some other changes to care packages.	Keep under review and consider a budget realignment from the Ringfenced Budgets (Learning Disability) to reflect current clients within the
Commissioning & (Development & Resources)	0.902	0.861	(0.041)	(0.041)	This variance relates to vacancies not yet filled.	Unlikely to be recurring.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Vacancy Management (Development & Resources)	(0.100)	0.000	0.100	0.100	This will be allocated against vacant posts.	Monitor in year vacancy savings to apply.
Family Placement (Children's Services)	1.833	2.160	0.327	0.289	The overspend is mainly as a result of an increase in the number of foster care places within the service. It is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has commenced the outcome of which will inform future planning and possible efficiencies.
Family Support (Children's Services)	0.341	0.270	(0.071)	(0.078)	The underspend in this service is mostly due to a reduction in the use of sessional staff following an embargo and a review of thresholds. The use of sessional staff can fluctuate monthly depending on caseloads, especially for child protection and court ordered supervised contact.	Continue to keep under review.
Grants (Children's Services)	0.117	0.064	(0.053)	(0.053)	Awaiting finalisation of initiatives coming on stream this financial year.	Continue to keep under review.
Other Residential (Children Services)	0.526	0.472	(0.054)	(0.050)	The projected underspend relates to the opening of Arosfa being later than anticipated.	Keep under review due to the potential for additional costs relating to transport charges.

COMMUNITY SERVICES

APPENDIX 2

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Professional Support (Children's Services)	5.320	5.411	0.091	0.167	This is a complex part of Children Services and there are a number of areas overspending which are offset by areas underspending. However the main reason for the overspend is the transfer of responsibility for two service users from the Out of County ringfenced budget (£0.150m). The reduction from period 3, reflects the revised costs of temporary staff where end dates are now known.	Keep under review. The Head of Service (Children) has instigated a review into the specifics around these two service users.
Out of County Pooled Budget (Children's Services)	3.711	3.613	(0.098)	(0.154)	Costs reflect existing placements up until March 2013. This reflects known reductions in payments to providers following re-negotiation of contracts. The movement since month 3 reflects a new sibling group together with a joint placement with the Lifelong Learning Directorate.	The focus of high cost placements is now a North Wales project and will continued to be reviewed. The in house project requires sign off by the two directors at the next meeting.
Resident Wardens (Housing Services)	1.236	1.161	(0.075)	(0.067)	Budget based on restructure. Salaries carry vacancies for the new structure yet to be implemented.	Restructure approval required.
Other variances (aggregate)	3.333	3.271	(0.062)	(0.089)	Various minor variances.	Continue to review but not expected to be recurrent.
Total :	58.422	58.212	(0.210)	(0.221)		

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Industrial Units	(1.482)	(1.433)	0.049	0.054	Shortfall of Industrial Unit Rental Income, due in the main to Gaz de France decommissioning the Shotton Power Station site. Income shortfalls are partly mitigated by savings in vacant posts at Deeside Enterprise Centre	Keep Unit rental income closely monitored throughout the year
Property Holdings	0.088	0.065	(0.023)	(0.023)	Ty'r Binwydden has budget provision for £21k but is no longer an active site. However, there is the potential for additional expenditure on vacant schools in Connah's Quay which could offset this underspend.	Review of site budgets necessary in line with asset management programme
Agricultural Estates	(0.157)	(0.179)	(0.022)	(0.020)	Land Agent Vacancy	
Administration Buildings	1.228	1.228	0.000	(0.023)	Energy Efficiency Measure in place. Projected expenditure currently based on 2011/12 actuals	
Corporate Property & Design	1.922	1.892	(0.030)	(0.037)	Net Vacancy Savings	
Property Asset & Development	0.530	0.489	(0.041)	(0.025)	Net Vacancy Savings	
Car Parks	0.025	0.060	0.035	0.034	Car Park income shortfall at Holywell and Mold partially offset by a reduced maintenance programme	

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Highways Policy and Development Control	0.413	0.405	(0.008)	0.007	Additional IT costs for the CAMS System	
Transportation	1.646	1.616	(0.030)	(0.024)	Net Vacancy Savings	
Business & Strategy	1.405	1.465	0.060	0.060	Additional costs associated with pay protection following the Streetscene Service Review	
Waste Disposal & Waste Collection	9.201	9.343	0.142	0.133	Cost of overtime payments to operatives (pre part 3 agreement) totalling £300k plus additional vehicle requirements as a result of the phased roll out of the full Saturday collection service of £140k. This is partly mitigated by £300k due to the increased recycling levels from the implementation of Managed Weekly Collections which not only reduces landfill and tipping charges but increases the level of recycling income.	Keep tonnage levels closely monitored to establish if further savings can be achieved to fully mitigate the costs.
Fleet Services	(0.222)	(0.225)	(0.003)	(0.010)	Outturn based on estimated figures and assumes NSI Fuel budget being allocated for £196,000	
Planning Control	0.367	0.445	0.078	0.074	Planning fee income has reduced against projections due to the ongoing economic climate and it is at this early stage anticipated to be short of target.	Partially offset by salary savings within the Planning service

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Development & Support	0.236	0.215	(0.021)	(0.021)	Part time salary savings	
Management Support & Performance	1.147	0.997	(0.150)	(0.170)	Vacancy Savings totalling £147k (5 posts 2 x Sc4, Sc6, SO1 & M6) ahead of Service Review implementation. This variance is affected marginally at P4 by the anticipated Modern Apprentice intake from September 2012.	
Public Protection	3.513	3.346	(0.167)	(0.159)	Vacancy Savings totalling £204k (3 x EHO 2 x EO 1 x Admin) ahead of the Service Review being implemented, offset by income shortfalls in Pollution Control	
Markets	(0.101)	(0.063)	0.038	0.037	Anticipated income shortfalls from Mold Indoor Market of £39k, which is partially offset by increased income at Flint	This overspend will be met from anticipated underspends in other areas of the Regeneration service.
Other variances (aggregate)	12.026	11.990	(0.037)	(0.010)	A number of variances of no more than £0.012m individually.	
Total :	31.785	31.656	(0.129)	(0.123)		

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Leisure Services	3.657	4.075	0.418	0.399	<p>There are a number of historic budget issues which also adversely effected the Leisure outturn position in 11/12.</p> <p>In line with the national picture, income from ice skating at Deeside Leisure Centre has reduced by £173k over the last 4 years, this is despite inflationary increases in admission prices and promotions.</p> <p>Three posts within Leisure Services are unbudgeted for due to timing delays caused between the Leisure Services Restructure and the JEQ results, this amounts to £120k including on-costs.</p>	<p>A tariff review is being undertaken across the whole of Leisure Services.</p> <p>Work is being conducted to review operational efficiency and performance at all facilities.</p> <p>Following receipt of JEQ results: 1) Analysis of affordability of proposed new staffing structures. 2) Revisit organisational design principles.</p>
					<p>The following pressures have been identified during the first 3 months of 2012/13:</p> <p>1) The relocation of Leisure Services Staff to Deeside has assisted in making a significant saving from relocation (vacating Connah's Quay offices). However, this has increased occupancy costs for Leisure Services for cleaning, maintenance, mileage, telephones etc by £25k which is unfunded.</p> <p>2) A review of music licensing has identified additional liabilities resulting in a cost increase of £37k.</p>	<p>The in year recharges for these services are to be revisited and recharged accordingly.</p> <p>A budget pressure bid for this has been submitted for 2013/14.</p>

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
School Improvement Service	1.403	1.471	0.068	0.073	The income figures were £20k less than expected over the summer months, this is thought to be due to the effect of customers staying away from facilities to watch the Olympics. A new pressure has been identified relating to software and licence costs of £70k. These costs are required to underpin the Regional School Effectiveness and Improvement Service.	A budget pressure bid for this has been put forward for 2013/14.
Schools Related	(1.711)	(1.366)	0.345	0.345	Changes within Service Level Agreements (SLA's) with schools of £243k have been included. A budget pressure bid is currently lodged for this which may be mitigated if all parties can take corrective action by April 2013. Music Services are forecasting an overspend of £102k based on current levels of income and expenditure. A project group has been established to review the music service.	Budget holders are to take decisions where required to reduce expenditure accordingly, and to begin charging schools which haven't signed up for SLAs with a particular agreement for any services they subsequently require. The Music Services project group has recently been established with a key aim of minimising the in-year overspend and developing a sustainable financial and operational model for the service moving forward into 2013/14.

LIFELONG LEARNING

APPENDIX 4

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Service Units	1.650	1.891	0.241	0.245	A budget pressure bid of £0.144k has been submitted for the current overspend within free school meals as the claims for this continue to increase in the same trend as the previous financial year. A similar pattern exists for School remissions (£0.085k) where a pressure bid has also been submitted.	Both of these elements of the budget are being carefully monitored and the pressure bids can be altered accordingly as the year proceeds in order to keep pace with changes within the wider economic climate.
Facilities Services	1.159	1.422	0.263	0.274	The Catering Service (£217k) is developing radical proposals in order to modernise via projects such as on-line payments for parents, rebranding, targeting increased take-up strategies, improved/themed menu's, cost reduction/procurement. The draft APSE review has been used to form the basis of this strategy. Any efficiencies generated from this aren't likely to be realised until the next financial year.	Service needs to continue to implement the agreed strategy for efficiencies.
					The Cleaning Service (£0.057) is unable to recover the surplus generated from the Law Courts contract and some other smaller sites. A large income target still exists which is unattainable with a lower level of cleaning activity taking place.	This is the subject of management action and service redesign and a budget pressure bid for 2013/14.
					£10k was approved to be spent in year on cleaning equipment in order to release efficiencies which may reach £25k per annum	
Other variances (aggregate)	103.055	103.038	(0.017)	(0.033)	Multiple variances under £0.050m.	
Total :	109.213	110.531	1.318	1.303		

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Chief Executive	2.262	2.252	(0.010)	(0.026)	-£0.025m vacancy savings. £0.014m pressure relating to a voluntary sector contribution towards Dangerpoint. £0.001m other minor variances.	
Finance	4.365	4.421	0.056	(0.005)	£0.028m pressure relating to the Royal Mail price increases of 39% in April 2012. £0.091m pressure relating to workforce costs in Revenues & Benefits because of additional work in preparation for, and response to, Welfare Reform. -£0.057m vacancy savings relating to the Corporate Finance Review. -£0.006m other minor variances.	A budget pressure for postage has been submitted as part of the 2013/14 budget process. Finance to investigate alternatives to Royal Mail. The additional workforce costs relating to welfare reform will be reduced where possible.
Legal & Democratic Services	3.397	3.395	(0.002)	0.000		
Human Resources & Organisational Development	2.228	2.290	0.062	0.054	£0.052m pressure CRB checks £0.010m other minor variances	A budget pressure for CRB checks has been submitted as part of the 2013/14 budget process.

CORPORATE SERVICES

APPENDIX 5

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
ICT & Customer Services	5.123	5.107	(0.016)	(0.025)	£0.005m pressure relating to the final Design & Print costs. -£0.030m vacancy savings relating to ongoing service reviews. £0.015m pressure relating to internal admin support recharges. -£0.006 other minor variances.	
Total :	17.375	17.465	0.090	(0.002)		

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Financing & Funding (insurance, banking etc.)	2.440	2.228	(0.212)	(0.175)	<p>There is additional windfall income of £0.081m, which takes account of the recent settlement by Welsh Government of the Council's claim for additional costs for staff time incurred on the Housing stock transfer consultation/ballot project. Windfall income levels will be monitored closely and reported on in future monitoring reports.</p> <p>A saving of £0.061m has been identified due to a budget provision within an insurance fund (relating to a potential liability for historic asbestos issues) which is now not required</p> <p>Additional windfall income of £0.090m is anticipated in respect of settlement of an outstanding claim re. overpayment of VAT due to the impact of legal challenges to custom and practice elsewhere.</p> <p>An overspend on additional superannuation costs of £0.043m in respect of added years granted to former employees early retirements prior to the 1996 Local Government reorganisation.</p> <p>A decrease in other miscellaneous Expenditure of £0.023m.</p>	<p>Levels of unbudgeted income will continue to be monitored closely and reported on in future monitoring reports.</p> <p>A number of outstanding VAT claims which may result in "windfall" income will be kept under review pending legal determinations and possible appeals.</p> <p>All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.</p>

CENTRAL CORPORATE FINANCE

APPENDIX 6

Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Corporate - other	3.981	4.095	0.114	0.079	An overspend of £0.079m against the regional transformation fund following external audit requirements of the lead authority (Conwy CBC) on accounting treatment of balances.	This is a one-off budget pressure in 12/13. Notification by Conwy of the change in treatment was not received until after the 12/13 budget was approved.
					An overspend of £0.033m against the phased funding strategy to address the Council's share of the Clwyd Pension Fund deficit following the 2010 actuarial valuation.	All significant overspends will be monitored monthly. Opportunities for budget realignment within the Central & Corporate Finance budgets will be explored and actioned where possible.
Central Loans & Investment Account	14.200	14.066	(0.134)	0.000	Other minor variances amounting to a net overspend of £0.002m. Increased interest received on temporary investments £0.060m, increased internal interest received on prudential borrowing £0.025m. Reduction in interest payable on variable rate market loans and internal interest payable £0.036m, reduction in Minimum Revenue provision (MRP) £0.013m.	
Central Service Recharges	(1.968)	(1.776)	0.192	0.192	Shortfall of internal income recovered from trading accounts and the HRA.	Support Service basis and allocations are currently being reviewed as part of the Finance Workstream of Flintshire Futures.
Other variances - aggregate	7.230	7.229	(0.001)	0.000		
Total :	25.883	25.842	(0.041)	0.096		

APPENDIX 7

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2012	9.029	
Less - Base Level (inclusive of increase of £0.088m agreed as part of the 2012/13 budget)	<u>(5.564)</u>	
Total Reserves above base level		3.465
Less amount approved in 2011/12 as being ringfenced for Investment in Change	(1.500)	
Less allocation from contingency reserve to meet one-off / time limited costs in 2012/13 (approved in 2012/13 budget and allowed for in calculation of 2011/12 final outturn on contingency reserve)	(0.973)	
Less allocation from contingency reserve as a one-off investment to support the new Leisure facilities in their first year of operation (approved in Month 3 report)	<u>(0.361)</u>	
Amount available for delegation to Cabinet		0.631
Less Projected overspend as at 31 st March 2013	<u>(1.028)</u>	
Projected Level of Total Contingency Reserve as at 31st March 2013 (Overdrawn)		(0.397)

Note :-

See paragraph 3.04 of the report which sets out Management's intention to contain the projected variation within the overall agreed budget.

HRA Budget Monitoring 2012/13 (Month 4)

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Rent Income	-25,560	-25,623	-63	-44	More properties than anticipated still on rent debit due to delays to demolitions of maisonettes	
Finance and Support	2,506	2,287	-219	-170	Redundancy costs - Delays experienced in completing the restructures in 11/12 mean costs now anticipated in 12/13. Support recharges revised downwards to reflect 2011/12 actuals.	
Capital Financing	2,349	2,281	-68	-44	Reduction in costs of temporary loans	
CERA	3,937	4,187	250	250	An additional £0.250m is required for CERA works in accordance with the approval of a recommendation by Cabinet 18th September (within the Month 3 budget monitoring report) for delegated powers to be given to the Head of Housing in consultation with the Cabinet Member for Housing to allocate surplus funds within the HRA balances to fund additional CERA contributions to financing of the HRA capital programme.	
Other variances (aggregate)	17,055	17,103	48	38		

Appendix 8

HIRA

Total :		287	235	-52	30	
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FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 16 OCTOBER 2012**

REPORT BY: **HEAD OF FINANCE**

SUBJECT: **CAPITAL PROGRAMME 2012/13 (QUARTER 1)**

1.00 PURPOSE OF REPORT

1.01 To provide Members with the first quarter's capital programme information for 2012/13.

2.00 BACKGROUND

2.01 The Council approved a Housing Revenue Account capital programme for 2012/13 of £9.398m at its meeting of 21st February 2012, and a Council Fund capital programme of £23.825m at its meeting of 1st March 2012.

3.00 CONSIDERATIONS

3.01 Programme - Movements

3.01.1 The table below sets out how the programme has changed during 2012/13.

	Council Fund	Housing Revenue Account	Total
	£m	£m	£m
Council 21.02.12. (HRA) and 01.03.12. (Council Fund)			
Original Capital Programme	23.825	9.398	33.223
	23.825	9.398	33.223
Latest Monitoring			
As Previously Reported	23.825	9.398	33.223
Rollover from 2011/12	6.272	1.490	7.762
Change this Period	(0.207)	0.000	(0.207)
	29.890	10.888	40.778
Identified Savings	(0.008)	0.000	(0.008)
Revised Programme	29.882	10.888	40.770

3.01.2 From the table it can be seen that the original programme total of £33.223m has increased to £40.770m by way rollover (from 2011/12) of £7.762m (Council Fund £6.272m and HRA £1.490m), which is offset by net decreased Council

Appendix B

Fund schemes of £0.207m, and identified savings of £0.008m.

3.01.3 Detailed cumulative information relating to each programme area is provided in Appendix A, and summarised below –

REVISED PROGRAMME	Original Budget 2012/13	Rollover from 2011/12	Changes	Not Yet Committed	Rollover to 2013/14	Savings	Revised Budget
	£m	£m	£m	£m	£m	£m	£m
Corporate Services	3.458	0.697	(0.127)	0	0	0	4.028
Clwyd Theatr Cymru	0.025	0.050	0	0	0	0	0.075
Community Services	3.669	0.321	0	0	0	0	3.990
Environment	9.124	1.404	(0.200)	0	0	(0.008)	10.320
Lifelong Learning	7.549	3.800	0.120	0	0	0	11.469
Council Fund Total	23.825	6.272	(0.207)	0.000	0	(0.008)	29.882
Housing Revenue Account	9.398	1.490	0	0	0	0	10.888
Programme Total	33.223	7.762	(0.207)	0.000	0.000	(0.008)	40.770

3.02 Changes During This Period

3.02.1 A summary of those programme changes recorded during the reporting period (together with supporting narrative), is provided in Appendix B.

3.03 Not Yet Committed (Generally Financed) Budgets

3.03.1 Work continues in 'Stage profiling' all programme schemes i.e. assessing at what stage each scheme is at in terms of readiness for letting contracts and commencing works. This information together with the 'time profiling' of all anticipated funding resources assists the capital monitoring/management and reporting processes.

3.03.2 At this point in time, no programme budgets have been identified as not yet committed (and thereby available for release), but work continues in this respect (as part of the process identified in 3.03.1 above).

3.04 Identified Savings

3.04.1 A small saving of £0.008m has been identified within the Environment (Sustainable Waste) Programme area.

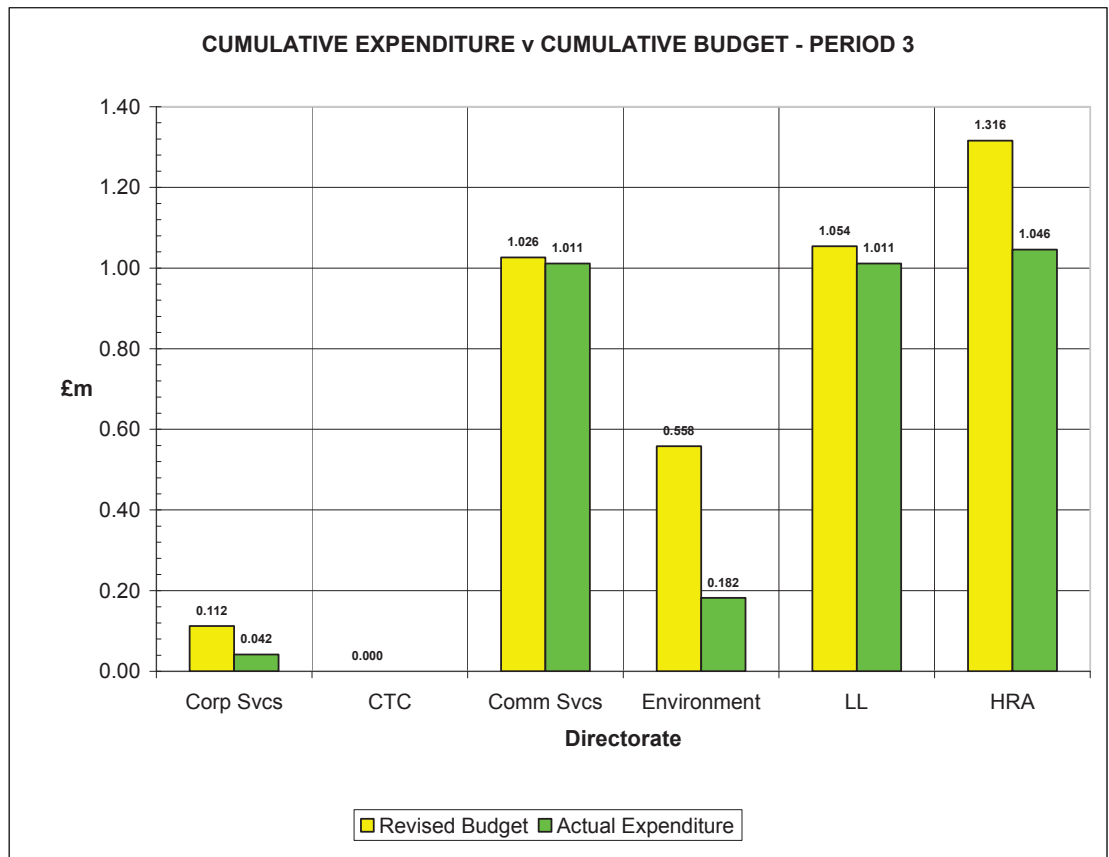
3.05 Capital Expenditure v Profiled Budget

3.05.1 Recorded capital expenditure across the whole programme stands at £3.292m at Quarter 1 (as detailed in the table below), representing 8.07% of the revised budget total of £40.770m.

Appendix B

EXPENDITURE	Revised Budget	Cumulative Profiled Budget Month 3	Cumulative Expenditure Month 3	Variance Expenditure v Profiled (Under)/Over
	£m	£m	£m	£m
Corporate Services	4.028	0.112	0.042	(0.070)
Clwyd Theatr Cymru	0.075	0	0	0
Community Services	3.990	1.026	1.011	(0.015)
Environment	10.320	0.558	0.182	(0.376)
Lifelong Learning	11.469	1.054	1.011	(0.043)
Council Fund Total	29.882	2.750	2.246	(0.504)
Housing Revenue Account	10.888	1.316	1.046	(0.270)
ProgrammeTotal	40.770	4.066	3.292	(0.774)

- 3.05.2 More specifically, the table also provides details of the cumulative expenditure against cumulative profiled budget; the profiled budget total (i.e. that part of the total budget forecast to be spent during the reporting period) stands at £4.066m; recorded expenditure represents 80.96% of the profiled budget total, a net variance (underspend) of £0.774m. The cumulative position (by directorate) is displayed in the chart over page.
- 3.05.3 The significant variances (those greater than £0.025m) are individually listed in Appendix C, together with the reasons for such, and the required remedial action.
- 3.05.4 All other variances (those less than £0.025m), are aggregated within Appendix C, for each directorate. The aggregated figures include nil variances in some cases (such as Corporate Services), which are listed in order to account for the total budget element (£0.828m in the case of Corporate Services) which forms part of the overall budget total of £40.770m, as recorded in the table above (and throughout the report).
- 3.05.5 Quarterly capital programme management meetings form part of the ongoing capital monitoring procedures which have been established in order to provide tight project management and discipline, and to ensure a continuing reduction in the level of year-end rollover.



3.06 Financing

3.06.1 The capital programme is financed as summarised below –

FINANCING RESOURCES			
	General Financing	Specific Financing	
	Supported Borrowing / General Capital Grant / Capital Receipts	Grants & Contributions / CERA /Reserves/ Prudential Borrowing	Total Financing
	£m	£m	£m
Latest Monitoring			
Council Fund	20.509	9.381	29.890
Housing Revenue Account	1.752	9.136	10.888
	22.261	18.517	40.778
Savings			
Council Fund	(0.008)	0	(0.008)
Housing Revenue Account	0	0	0
	(0.008)	0.000	(0.008)
Total Financing Resources	22.253	18.517	40.770

3.06.2 That element of the Council Fund total financed from general (non-specific) financing resources, relies in part on the generation of capital receipts from

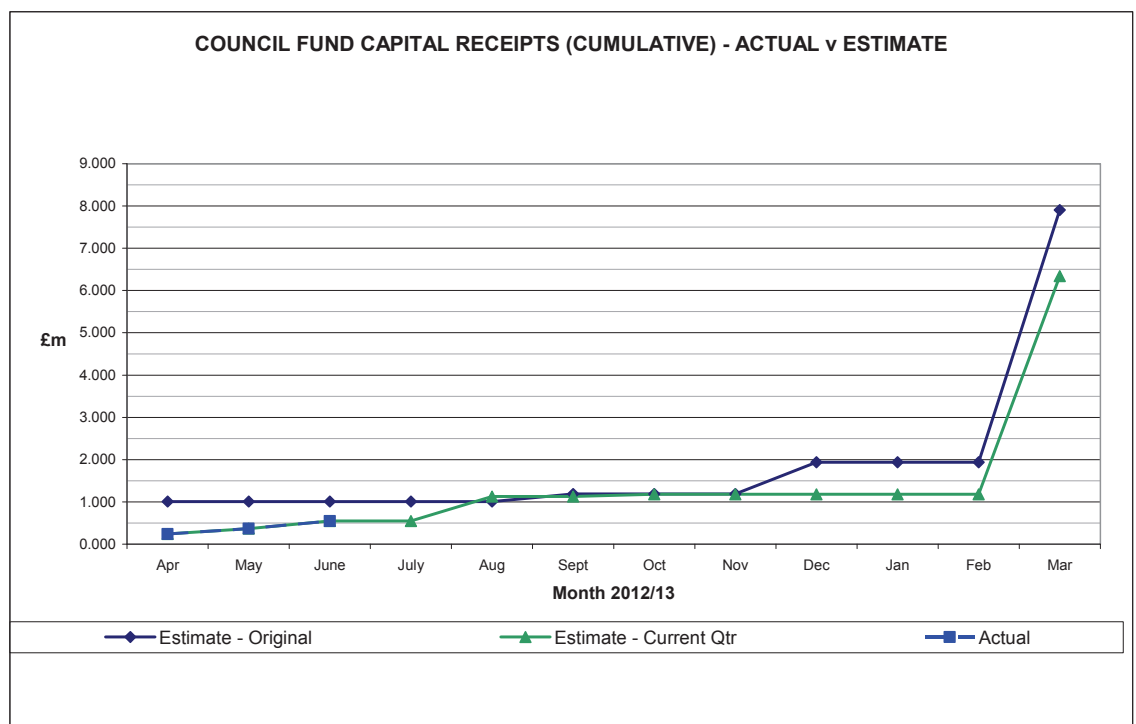
asset disposals. The continuing harsh economic climate is impacting on the ability to achieve the budgeted level of anticipated capital receipts, a situation that is likely to continue until the economy picks up at some future point. The capital receipts situation is being closely monitored as part of overall capital monitoring arrangements.

3.06.3 The chart below provides details of the moving (cumulative) capital receipts position – 3 line graphs, 2 of which record the moving estimate and 1 recording actual receipts. The positions are summarised as –

Estimate (Original) – The opening anticipated capital receipts total (£7.903m including the rolled over requirement from 2011/12), with anticipated receipts due in April, September, December, and more significantly so in March 2013.

Estimate (Current Quarter) – The latest reviewed position (reflecting the economic conditions referred to in 3.06.2 above), indicating an altered profile and a reduced total (£6.339m), with the major part of the receipts total anticipated in March 2013.

Actual – The value of actual receipts received as at month 3 (£0.550m).



3.06.4 The HRA resources are ring-fenced and used only for HRA purposes.

4.00 RECOMMENDATIONS

4.01 Cabinet is requested to note and approve the report.

5.00 FINANCIAL IMPLICATIONS

5.01 As set out in sections 2 and 3 of the report.

6.00 ANTI POVERTY IMPACT

6.01 None.

7.00 ENVIRONMENTAL IMPACT

7.01 Many of the schemes in the programme are designed to improve the environment, infrastructure and assets of the Authority.

8.00 EQUALITIES IMPACT

8.01 None.

9.00 PERSONNEL IMPLICATIONS

9.01 None.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None.

12.00 APPENDICES

12.01 Appendix A : Capital Programme – Changes During 2012/13
Appendix B : Changes During This Period
Appendix C : Variances

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Capital Programme Monitoring Papers 2012/13

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CAPITAL PROGRAMME - CHANGES DURING 2012/13

Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Council Fund :									
Corporate Services									
	2.918	0	0.000	3.200	0	0	0	0	3.200
	0.250	0	0	0.521	0	0	0	0	0.521
	0.290	0	(0.127)	0.307	0	0	0	0	0.307
	3.458	0.000	(0.127)	4.028	0.000	0.000	0.000	0.000	4.028
Theatre									
	0.025	0	0	0.075	0	0	0	0	0.075
	0.025	0.000	0.000	0.075	0.000	0.000	0.000	0.000	0.075
Community Services									
	3.619	0.319	0	3.938	0	0	0	0	3.938
	0	(0.001)	0	(0.001)	0	0	0	0	(0.001)
	0	(0.001)	0	(0.001)	0	0	0	0	(0.001)
	0.050	0	0	0.050	0	0	0	0	0.050
	0	0.004	0	0.004	0	0	0	0	0.004
	0	0	0	0.000	0	0	0	0	0.000
	3.669	0.321	0.000	3.990	0.000	0.000	0.000	0.000	3.990

Council Fund :

Corporate Services

Information Technology
Flintshire Connects
Corporate Finance

Theatre

Ciwyd Theatr Cymru

Community Services

Private Sector Renewal/Improvement
Depot (Housing)
Learning Disability
Children's Services
Physical & Sensory Disability
Travellers' Sites

Changes :	Previous = Cumulative as at previous quarter
	Current = As at this quarter (See Appendix B)
Key to Headings {	Cumulative (See Section 3.03)
(Cumulative (See 3.04)
(

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed to 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Environment										
Administrative Buildings	2.975	0.200	0	0	3.175	0	0	0	0	3.175
Cemeteries	0	0	0	0	0.000	0	0	0	0	0.000
Industrial Units	0	0.027	0	0.003	0.030	0	0	0	0	0.030
Public Conveniences	0	0	0	0	0.000	0	0	0	0	0.000
Sustainable Waste Management	0	0.008	0	0.075	0.083	0	0	0	(0.008)	0.075
Engineering	1.735	0.403	0	0	2.138	0	0	0	0	2.138
General Environmental Enhancement	0.300	0.008	0	(0.300)	0.008	0	0	0	0	0.008
Highways	1.925	0.229	0	0.007	2.161	0	0	0	0	2.161
Planning Grant Schemes	0	0	0	0.011	0.011	0	0	0	0	0.011
Ranger Services	0	0.010	0	0.004	0.014	0	0	0	0	0.014
Regeneration	0.489	0.519	0	0	1.008	0	0	0	0	1.008
Transportation	1.700	0	0	0	1.700	0	0	0	0	1.700
	9.124	1.404	0.000	(0.200)	10.328	0.000	0.000	0.000	(0.008)	10.320

APPENDIX A (Cont'd .)

CAPITAL PROGRAMME - CHANGES DURING 2012/13

	Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Lifelong Learning										
Leisure Centres	0	0	0	0.025	0.025	0	0	0	0	0.025
Swimming Pools	0.150	0	0	0	0.150	0	0	0	0	0.150
Community Centres	0.045	0	0	0	0.045	0	0	0	0	0.045
Countryside and Heritage	0	0.009	0	0	0.009	0	0	0	0	0.009
Recreation - Other	0.060	0.000	0	0	0.060	0	0	0	0	0.060
Recreation Grounds	0	0.001	0	0	0.001	0	0	0	0	0.001
Play Areas	0	0.004	0	0	0.004	0	0	0	0	0.004
Libraries	0	0	0	0	0.000	0	0	0	0	0.000
Education - General	3.700	0.002	0	(3.105)	0.597	0	0	0	0	0.597
Primary Schools	0.080	0.582	0	1.599	2.261	0	0	0	0	2.261
Schools Modernisation	3.444	1.221	0	0	4.665	0	0	0	0	4.665
Community Youth Clubs	0	0	0	0	0.000	0	0	0	0	0.000
Secondary Schools	0	0.915	0	0.835	1.750	0	0	0	0	1.750
Special Education	0	1.030	0	0.766	1.796	0	0	0	0	1.796
School Improvement	0	0	0	0	0.000	0	0	0	0	0.000
Minor Works, Furniture & Equipment	0.070	0.001	0	0	0.071	0	0	0	0	0.071
Schools - Additional Funding	0	0.035	0	0	0.035	0	0	0	0	0.035
	7.549	3.800	0.000	0.120	11.469	0.000	0.000	0.000	0.000	11.469

CAPITAL PROGRAMME - CHANGES DURING 2012/13

Original Budget 2012/13	Rollover from 2011/12	Changes (Previous)	Changes (Current)	Revised Budget	Not Yet Committed 2012/13	Rollover to 2013/14 (Previous)	Rollover to 2013/14 (Current)	Savings	Projected Outturn 2012/13
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
9.398	1.490	0	0	10.888	0	0	0	0	10.888
9.398	1.490	0.000	0.000	10.888	0.000	0.000	0.000	0.000	10.888

Housing Revenue Account :

Housing Revenue Account Programme

Totals :

23.825	6.272	0	(0.207)	29.890	0	0	0	(0.008)	29.882
9.398	1.490	0	0	10.888	0	0	0	0	10.888
33.223	7.762	0.000	(0.207)	40.778	0.000	0.000	0.000	(0.008)	40.770

Council Fund

Housing Revenue Account

Grand Total

CHANGES DURING THIS PERIOD					
	Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
		£m	£m	£m	£m
Council Fund :					
Corporate Services					
Corporate Finance	Movement of budget to Lifelong Learning (Leisure Centres £0.025m, Primary Schools £0.033m, Secondary Schools £0.025m and Education - General £0.010m) - Health & Safety related works		(0.093)	(0.093)	
	Movement of budget to Lifelong Learning (Primary Schools £0.022m and Secondary Schools £0.005m) and Environment (Industrial Units £0.003m and Ranger Services £0.004m) for Feasibility studies		(0.034)	(0.034)	
		0.000	(0.127)	(0.127)	(0.127)
Clwyd Theatr Cymru		0.000	0.000	0.000	0.000
Community Services		0.000	0.000	0.000	0.000
Environment		0.000	0.000	0.000	0.000
Industrial Units	Infrastructure improvements, Feasibility Study, funded from corporate provision	0.003		0.003	
Sustainable Waste Management	Capping - Brookhill landfill site	0.075		0.075	
General Environmental Enhancement	Withdrawn Welsh Government Contaminated Land Grant		(0.300)	(0.300)	
Highways	Street Lighting - Salix funding adjustment	0.007		0.007	
Planning Grant Schemes	Tree planting works funded by way of Section 106 monies - Castle Cement	0.011		0.011	
Ranger Services	Wepre Park improvements, Feasibility Study, funded from corporate provision	0.004		0.004	
		0.100	(0.300)	(0.200)	(0.200)

CHANGES DURING THIS PERIOD (continued)

		Detail (With General Funding Unless Specified)	Increase *	Decrease	Net	Total
			£m	£m	£m	£m
Council Fund :						
	Lifelong Learning					
	Leisure Centres	Deeside Leisure Centre - Health and Safety related works funded from corporate provision	0.025		0.025	
	Education - General	School kitchens - Health and Safety related works funded from corporate provision	0.010		0.010	
	Primary Schools	Drury (£0.003m), Hawarden, Infants and Juniors (£0.007m), Ysgol Gwenffrwd, Holywell (£0.002m), Bryn Coch, Mold (£0.002m), Nercwys V.C. (£0.002m), Pentrobin (£0.003m), Sealand (£0.003m) - Feasibility studies, funded from corporate provision; Health and Safety Works at Bagillt (£0.025m), and Bryn Coch, Mold (£0.008m) funded from corporate provision	0.055		0.055	
	Secondary Schools	Hawarden High (£0.002m), Mold Alun (£0.003m) - Feasibility studies, funded from corporate provision ; Health and Safety Works at Mold Alun (£0.025m), funded from corporate provision	0.030		0.030	
			0.120	0.000	0.120	0.120
	Total - Council Fund					(0.207)
Housing Revenue Account :						
	Housing Revenue Account				0.000	
			0.000	0.000	0.000	0.000
						(0.207)
	Grand Total					(0.207)

* Increases reflect new funding

CORPORATE SERVICES

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
ICT & Customer Services	3.200	0.112	0.042	(0.070)	0.000	£0.070m has been charged to revenue codes and has not been transferred at month 3.	Journal required.
Other Variances (Aggregate) *	0.828	0.000	0.000	0.000	0.000		
Total:	4.028	0.112	0.042	(0.070)	0.000		

CLWYD THEATR CYMRU

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Other Variances (Aggregate) *	0.075	0.000	0.000	0.000	0.000		
Total:	0.075	0.000	0.000	0.000	0.000		

* See Section 3.05.4 of the report

Variance = Expenditure v Profiled Budget

COMMUNITY SERVICES

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Private Sector Renewal and Improvement :							
Other Variances (Aggregate)	3.938	0.998	0.981	(0.017)	0.000		
Other Programme Areas :							
Other Variances (Aggregate)	0.052	0.028	0.030	0.002	0.000		
Total :	3.990	1.026	1.011	(0.015)	0.000		

LIFELONG LEARNING

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Schools Modernisation	4.665	0.859	0.823	(0.036)	0.000	Uncleared accrual	Finance to investigate.
Other Variances (Aggregate)	6.804	0.195	0.188	(0.007)	0.000	Uncleared accruals (Cumulative)	Finance to investigate.
Total:	11.469	1.054	1.011	(0.043)	0.000		

Variance = Expenditure v Profiled Budget

ENVIRONMENT

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Highways	0.226	0.002	(0.042)	(0.044)	0.000	Accrual outstanding for Bridge works at Padeswood	Ensure accruals are cleared as soon as possible in the 2012/13 financial year.
Transportation	1.700	0.129	(0.033)	(0.162)	0.000	Accruals totalling £0.190m for work undertaken during 2011/12 were still outstanding at Quarter 1.	These accruals have now cleared in Quarter 2.
Regeneration	1.008	0.011	0.048	0.037	0.000	Payments for Flint THI slightly ahead of schedule	
Neighbourhood Services	2.385	0.210	0.032	(0.178)	0.000	Cost of works totalling £0.142m at Alltami Depot have not yet been transferred in from revenue.	Transfer costs into capital in Quarter 2.
Other Variances (Aggregate)	5.001	0.206	0.177	(0.029)	0.000	Cumulative variances over the remaining capital programme within the Environment Directorate	
Total:	10.320	0.558	0.182	(0.376)	0.000		

Variance = Expenditure v Profiled Budget

HOUSING REVENUE ACCOUNT (HRA)

Capital Budget Monitoring 2012/13 (Quarter 1)

Programme Area	Total Budget (£m)	Profiled Budget (£m)	Actual Exp. (£m)	Variance (Under)/Over (£m)	Variance Previous Quarter (£m)	Cause of Variance	Action Required
Major Works	5.439	0.371	0.185	(0.186)	0.000	Pre-tender technical preparation and extended consultation has slowed the progress on Heating Replacement Programme.	Monitor closely – to bring programme in line for year end.
WHQS Improvements	5.415	0.886	0.802	(0.084)	0.000	Delay in recharging Capitalised Salaries in Quarter 1.	Will be recharged in Quarter 2.
Other Variances (Aggregate)	0.034	0.059	0.059	0.000	0.000		
Total:	10.888	1.316	1.046	(0.270)	0.000		

Variance = Expenditure v Profiled Budget
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Report to Corporate Resources Overview and Scrutiny Committee

DATE : 11th October, 2012

REPORT BY: HEAD OF ICT AND CUSTOMER SERVICES

SUBJECT : FLINTSHIRE FUTURES MID YEAR REVIEW

1. Purpose

- 1.1 To provide members with an overview of the Flintshire Futures programme and a mid year progress report.

2. Background

- 2.1 The Council has developed the Flintshire Futures Programme as its corporate programme for modernising and transforming the organisation and to make best use of its resources and secure efficiencies.
- 2.2 The previous Executive agreed to half yearly reporting on the progress of the programme and its projects twice yearly to both Cabinet and Overview and Scrutiny - once at the mid stage of the year and once as part of the annual budget setting process as part of our efficiency forecasting work. This is the mid year report which reports on progress generally with the programme, a further report will be provided as part of the committee's scrutiny of the 2013/14 budget and MTFP focussing on efficiencies

3. Considerations

The Programme

- 3.1 The Flintshire Futures programme is a "whole" council approach to transformation. Whilst delivering efficiencies is the primary aim as part of our Medium Term Financial Strategy; the programme will ensure that our customers are firmly at the heart of our plans.
- 3.2 Successful delivery of the programme will depend on a collective will to embrace change, challenge and re-engineer our processes and ways of working and deal with difficult decisions and choices. Above all, success will depend on robust leadership at all levels to deliver and embed radical change within the organisation.
- 3.3 The Flintshire Futures programme has been structured to include a mixture of short (up to 12 months), medium (up to 3 years) and longer (up to 5 years) term projects focusing on 4 themes, that we have called

the Flintshire Futures Quadrants. A diagram depicting the 4 quadrants and showing the current portfolio of projects is attached at Appendix 1. This is the programme as it currently stands but the content can change, we have to be agile and decisive; to stop projects if they are unlikely to deliver our objectives and take opportunities when they present themselves to initiate new projects.

3.4 The four Flintshire Futures Quadrants are:-

- **Corporate Change** – a range of projects that focus upon whole organisation change. These projects will focus especially on improving the way the council works, improving customer service and delivering efficiency savings.
- **Service Change** – these projects are more service specific and include our third phase of service reviews e.g. Transforming Social Services for Adults alongside a range of “choice” projects relating to non-statutory front-line services e.g. Car Parking
- **Regional Collaboration** – the North Wales Leadership Board portfolio of collaborative projects and other sub-regional collaboration projects and opportunities
- **Local County Collaboration** – projects within Flintshire involving other partners including the Local Service Board projects.

Programme Governance

- 3.5 Revised governance arrangements have recently been introduced, strengthening member and CMT involvement in overseeing the programme.
- 3.6 The main Flintshire Futures Programme Board now has Member representation and agreed terms of reference (see Appendix 2). Members on the board are the Leader (chair), Deputy Leader, Cabinet Member for Corporate Management and the Chair of Corporate Resources Overview and Scrutiny Committee.
- 3.7 In addition there are 5 specific officer boards for the major Corporate Change programmes Assets, Customer, Finance, Procurement and Workforce.
- 3.8 **Corporate Change**
Recent work has been very much focussed on the Corporate Change projects. which this report covers. Service change projects are reported individually to Executive and Scrutiny and there are regular reports on the regional collaboration portfolio and local partnership projects.
- 3.9 All the Corporate Change projects are underway with project sponsors and management arrangements established. The scale of projects

varies in terms of scope, change potential and efficiencies. Below we have summarised the “large” projects; those which are likely to have the greatest change impact across the council as a whole. In appendix 1 there are more details regarding the full range of projects.

Customer Workstream

- 3.10 Within the Customer Workstream we are ensuring that whatever changes we make we will put our customers at the heart of everything we do. There will be improvements in the way customers contact us face to face through Flintshire Connects, by phone via the Contact Centre and electronically via a new website with a wider range of on-line services.
- 3.11 Our plans for our buildings and the way we work in terms of opening times and locations will ensure the customer always comes first. We will ensure we listen to our customers and engage with them better. Staff will have more time to spend with our customers because our processes will be simpler and easier for everyone.
- 3.12 As part of the Flintshire Futures programme we have two closely linked projects; “Flintshire Connects” focussing on face to face contact and the Channel Shift project focussing on self service particularly via the council’s website.
- 3.13 The vision for “Flintshire Connects” is *“Delivering improved customer facing services to the residents of Flintshire in partnership with others and through the provision of accessible, modern and community based facilities”*
- 3.14 The central aim of the of the project is to improve customer service by providing more “joined up” and improved access to council and other public-facing services in local towns, and at the same time enabling the decentralisation of council staff and services to locations which best meet our customer’s needs. Efficiencies will be driven by developing generic job roles for customer facing staff, reducing journey times (and cost), and sharing office premises costs with partner agencies.
- 3.15 Whilst the primary focus of the project is about improving the customer experience it will also play a key role in regenerating our town centres. Flintshire Connects offers a clear opportunity to use a Council programme to act as both a catalyst for, and support to regenerating our town centres. Many of our town centres are struggling to find a new role; in some cases this has left a significant number of void units in town centre areas. Flintshire Connects centres providing access to Council and other partner services will be a new presence within our towns, they will create both a demand for space and additional new footfall which will help the wider approaches towards bringing life back to our town centres.

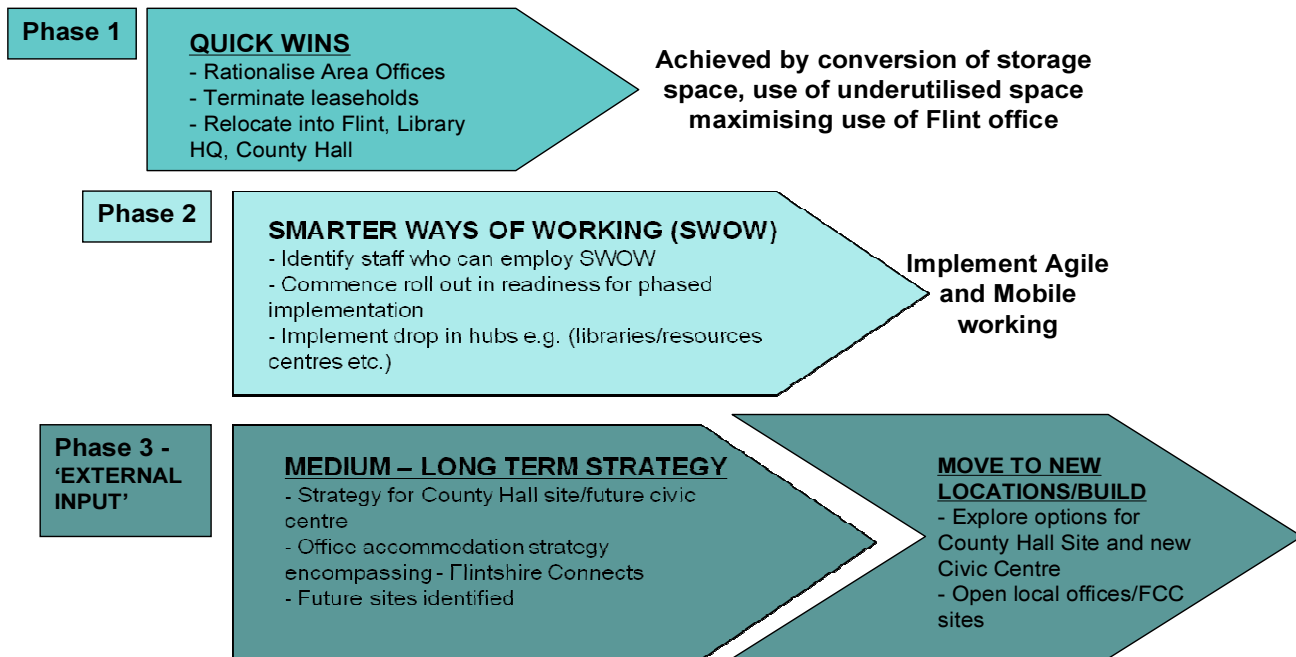
- 3.16 There is also a strong linkage with the Assets workstream to ensure we make the best use of our town centre premises and identify opportunities for sharing accommodation assets with partners.
- 3.17 The first Flintshire Connects facility opens later this month in Holywell and a plan for Future Connect sites will be presented to Cabinet later in the year.
- 3.18 The Channel Shift project is also about improving the customer experience; however it also offers significant opportunities for efficiency savings. The latest figures published by the Society of IT Management (Socitm) show that the average cost to service a web transaction is 29p, with telephone £2.22 and face-to-face £6.72.
- 3.19 The Channel Shift project has moved forward with plans for additional electronic services and improved information available from the Council's website.
- 3.20 Earlier this month the Council's first downloadable App was published, an innovative facility which allows reporting by customers directly via Smartphones and Tablet devices. The initial App is focussed on reporting of dog fouling and provided advice and help to dog owners, in the first few days of it being available there had been 1000 downloads and a substantial number of reports using the App received at our Contact Centre.
- 3.21 The Streetscene contact centre is now fully operational. The volume of calls that has been received since March has outstripped expectations especially during the major operational changes to the waste collection service. The situation has been closely monitored and measures put in place to improve call answer times and quality and timeliness of information available to the contact centre team. As a result improvements have been made in call answering times and in reducing abandoned calls. However, there is still considerable work to improve back office procedures and communication between the Streetscene operational staff and the Contact Centre advisors.3.22

Assets Workstream

- 3.22 We have approximately £1000m worth of assets in a large and varied estate. We aim to rationalise by disposing of properties which are under-utilised, inefficient or poorly located. This could deliver capital receipts for reinvestment and reduce running costs. Our office accommodation currently costs us £1.75m per annum. We will ensure our properties are fit for purpose, meet our customer needs and are efficient to run. The majority of our corporate property portfolio is offices and staff accommodation. We will change the way we work and reduce our office space by 50% and at the same time improve services to our customers e.g. Flintshire Connects.

We will encourage local community groups to use our assets to build sustainable social enterprises (Community Asset Transfers), and promote public and third sector co-location where appropriate.

FCC Assets - The Approach: 3 Phases



3.23 The Assets Workstream is crucial to the delivery of other related activities and is the critical path activity that will drive change. The current inflexible working practices which see too many employees out in the field adopting out dated and ineffective work practices and employee performance judged on physical presence at a desk must change. Employees are dissatisfied with the inflexibility of their roles and this has an impact on recruitment and the retention of staff.

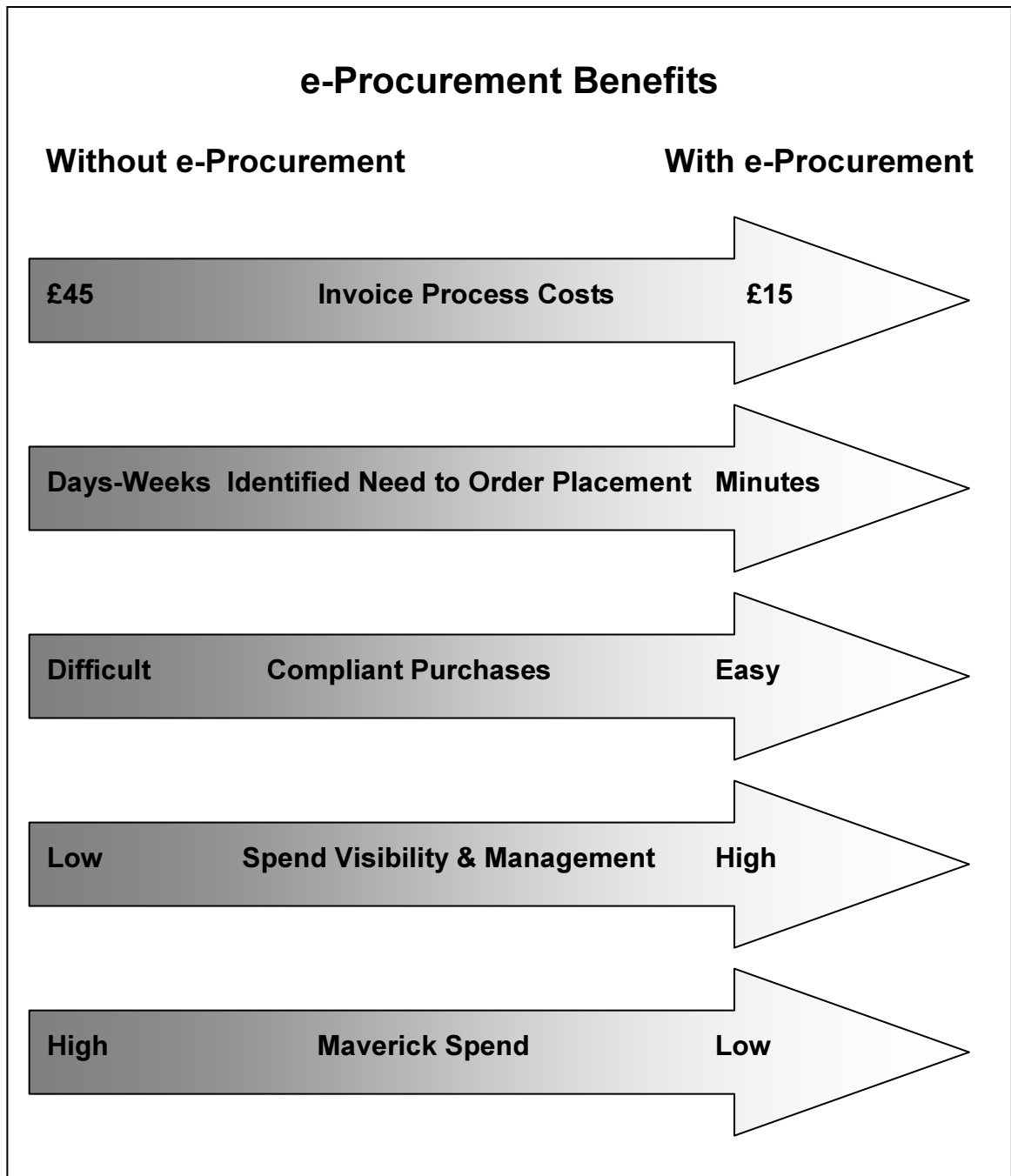
3.24 Progress to date on this workstream includes:-

- Rationalisation of leaseholds started with significant efficiencies already within 2012/13 budget.
- Leisure staff relocated from County Hall to Deeside Leisure Centre in modern agile environment using latest technologies.
- Reconfiguration of office accommodation in Flint County Offices to accommodate closure of Canton and relocation of staff.
- Development and publication of Agile Working Toolkit.

- Agile working pilots and evaluations undertaken in several services e.g. Revenues and Benefits
- Report to Cabinet in October for agreement on Community Asset Transfer policy
- Review of facilities management arrangements started with new working arrangements currently being piloted.

Procurement Workstream

- 3.25 We spend around £150m on goods and services each year. Every 1% less spent could save £1.5m, that's £7.5m over 5 years. We currently have 44,000 suppliers, place 40,000 orders and process approximately 135,000 manual invoices per year; the process costs involved with handling and maintaining these volumes are huge. We need to make buying goods and services simple and streamlined with easy to use electronic systems. We need to ensure we buy as one Council, not as individual services; a single Flintshire contract as a minimum, or even better in partnership with others.
- 3.26 Transforming procurement and ensuring a robust procurement model and infrastructure is a priority. The Flintshire Futures procurement project is looking at procurement from all angles:-
- how we can reduce what we actually spend,
 - how we reduce procurement processing costs; and
 - how we ensure consistent professional procurement practices are implemented.
- 3.27 To enable these changes to be made we are introducing a modern suite of computer systems that will automate the end to end process of order placement through to payment, simplify existing processes and introduce controls to enforce consistency and adherence to financial procedure rules.



3.28 This system consists of an electronic procurement hub which holds supplier catalogues in the same way internet based suppliers such as Amazon.com do. Orders are placed and authorised electronically and sent to the supplier over the internet, the expenditure is committed to our ledgers providing improved budget control, goods are receipted and electronic invoices authorised and paid and posted to our ledgers all using the new e-procurement solution.

3.29 Rollout of the electronic Purchase to Pay (P2P) system is complete across Corporate Services, rollout in Environment and Community Services is underway. We are also participating in a Welsh

Government electronic invoicing project alongside two South Wales councils.

- 3.30 Alongside the new IT systems we are reviewing the central procurement support and service based procurement activities, to ensure that we have robust professional procurement practice across the organisation.
- 3.31 We currently have an arrangement with Denbighshire County Council for their Head of Strategic Procurement to provide strategic procurement advice and management support within Flintshire. This arrangement has now been in place for almost 12 months and is working very well.
- 3.32 We have been participants in the development of regional and national procurement service business cases. Decisions on both collaborations to be made by March 2013.

Finance Workstream

- 3.33 The Medium Term Financial Plan (MTFP) shows that we are facing major financial challenges. By 2014 our funding from the Welsh Government will be 0.4% less in cash terms than it was in 2010. At the same time we are seeing huge service pressures, inflation continues to increase and we have seen an unsustainable pay freeze for staff for the past 3 years.
- 3.34 To meet these challenges we have to look at ways of doing more with less by:-
- Maximising our income.
 - reducing the amount of money we are owed
 - reducing debt recovery costs
 - modernising internal processes
- We are also looking at:-
- new ways of funding our priorities such as Local Asset Backed Vehicles
 - maximising prudential borrowing, and
 - consider our options for joint ventures
- 3.35 The Finance workstream encompasses four projects which together, examine all non direct employee expenditure and income maximisation opportunities through fees and charges.
- 3.36 In addition to the opportunities for efficiency which are being examined through individual service reviews and collaborative projects, the opportunity exists to challenge spending across all services on particular budget heads and to determine whether, for the future, those

budgets are needed at their current levels or possibly even at all, taking account of current external funding levels and Council priorities.

- 3.37 In relation to income, there are three projects which are being dealt with Fees and Charges, Corporate Debt and Methods of Payment. Essentially, together, the projects will identify opportunities to increase or introduce fees and charges for services, introduce a corporate policy and standards for the collection of monies owed to the Council and review the methods by which customers can pay not only fees and charges but also council tax, rent or any other payments to the Council. The Methods of Payment project is part of the Channel Shift project under the Customer workstream.
- 3.38 Value for Money (VFM) is central to the Council's objectives of modernising and reshaping service delivery and responding to the challenging financial environment
- 3.39 There is a piece of work within the Finance Workstream to produce a VFM strategy and process which can be used across the organisation. This strategy will be applied across all elements of the Flintshire Futures programme.

Workforce Workstream

- 3.40 We have already made major changes to the organisation with major changes to the senior management structure and a large number of service reviews. To date this has delivered in excess of £4m in savings.
- 3.41 We now need to take an organisational wide view in terms of organisational layers and spans of control, reducing management costs to reinvest in frontline services. There is potential for major savings without the need for a major redundancy programme using effective approaches to vacancy management. Service reviews to date have looked at services vertically we now need to look horizontally across the organisation at support functions and eliminate duplication. The administration review in Corporate Services reduced costs by 29% delivering £138,000 p.a. savings with only 1 redundancy.
- 3.42 The Workforce workstream consists of 4 areas of work:-
- Organisational Design and Development
 - Readiness for Change
 - Manager and Employee Self Service
 - Consultants and Interims – Procurement and Expenditure
- 3.43 The first area of work Organisational Design and Development is one of the largest projects within the Flintshire Futures programme as a whole. It will have a major impact across the organisation requiring

effective project and change management. The focus of this work is covered in 3.47 above and will challenge structures in terms of hierarchies and management responsibilities. At the same time existing workings practice will be challenged and transformed focussing on what the customer needs and ensuring Value for Money. Work has already begun on developing guidance for managers and OD principles for adoption across the organisation.

- 3.44 The Flintshire Futures programme is a massive programme for change and we need to ensure we develop and support our managers who will be responsible for delivering and leading change. The Readiness for Change project is about the design of development programmes and desired organisation competencies equipping managers with the skills and competencies they need.
- 3.45 Considerable progress has been made in implementing self service facilities for employees and managers allowing changes to personal details, on-line access to pay information, electronic expenses and electronic establishment changes. We need to promote these facilities and ensure their use consistently across the organisation to streamline the process, improve the quality and timeliness of information and deliver the associated efficiencies.
- 3.46 The Consultants and Interims projects within this work stream will aim to reduce the use, dependency and costs of consultants and interims through more effective resourcing and procurement arrangements. The work is aligned to a review of the Council's Contract Procedure Rules and is aiming to have recommendations in relation to future arrangements and controls on the procurement of consultants and interims early next year.

4.00 RECOMMENDATIONS

- 4.01 That Members note the report, the scope and scale of change within the programme and progress to date.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None directly from this report. A further report will be provided as part of the committee's scrutiny of the 2013/14 budget and MTFP focussing on efficiencies arising from the programme.

6.00 ANTI POVERTY IMPACT

- 6.01 None directly from this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None directly from this report.

8.00 EQUALITIES IMPACT

8.01 None directly from this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly from this report.

10.00 CONSULTATION REQUIRED

10.01 None.

11.00 CONSULTATION UNDERTAKEN

11.01 None

12.00 Appendices

Appendix 1 The Flintshire Futures Programme

Appendix 2 Board terms of Reference

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 BACKGROUND DOCUMENTS

Flintshire Futures Programme Documentation

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**Flintshire Futures Quadrants and Portfolio of Projects
May 2012**

<p style="text-align: center;"><u>CORPORATE CHANGE</u></p> <p>Ongoing Projects</p> <p>CUSTOMER ACCESS</p> <ul style="list-style-type: none"> • Contact Centre • Face to Face Customer Contact • Channel Shift (incl. Methods of Payment) • Standards • Customer Engagement <p>ASSETS</p> <ul style="list-style-type: none"> • Property Rationalisation • Agile and Mobile Working • Facilities Management <p>PROCUREMENT</p> <ul style="list-style-type: none"> • e-Procurement • Procurement Excellence • Collaboration <p>FINANCE</p> <ul style="list-style-type: none"> • Funding Key Capital Priorities • Internal Processes • Stretching Existing Finance Programmes (including Fees & Charges) • Developing a Value for Money approach <p>WORKFORCE</p> <ul style="list-style-type: none"> • Single Status • Readiness for Change • Agile Working • Phase III of iTrent – Manager and Employee Self Service • Consultants and Interims <p>New Projects</p> <ul style="list-style-type: none"> • Organisational Administration • Organisational Design 	<p style="text-align: center;"><u>REGIONAL / SUB REGIONAL COLLABORATION</u></p> <ul style="list-style-type: none"> • School Improvement • Supporting People • Social Services Commissioning • Youth Justice • Safeguarding • Community Safety • Waste • Transport • Capital Programme Management • Legal • ICT • Procurement • Emergency Planning / Local Resilience
<p style="text-align: center;"><u>SERVICE CHANGE</u></p> <p>Community Services</p> <ul style="list-style-type: none"> • Transforming Social Services for Adults <p>Lifelong Learning</p> <ul style="list-style-type: none"> • Education Funding Formula Review • Inclusion Services <p>Environment</p> <ul style="list-style-type: none"> • Public Car Parks/Civil Parking Enforcement • Fleet Services <p>Corporate</p> <ul style="list-style-type: none"> • Clwyd Theatr Cymru 	<p style="text-align: center;"><u>LOCAL COUNTY COLLABORATION</u></p> <ul style="list-style-type: none"> • Carbon Reduction (LSB) • Maximising Opportunities (LSB) • Training and Development • Voluntary Sector alternative provision • Locality working with Health • Asset sharing

NB. Current version shows slight changes to Workforce Workstream than those presented in the 'Developing the MTFS/MTFP' Final April 2012

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ITEM 2

Flintshire Futures Program Board Terms of Reference

- Setting the vision, aims and objectives for the Flintshire Futures Organisational Transformation Programme
- Programme management of the Flintshire Futures Programme including resourcing, risk management and communications
- Specific Programme Management of the Corporate Change sub-programme which has less developed reporting and accountability arrangements
- Programme Management of the remaining three sub-programmes by exception
- Guidance and decision-making on priorities, problem-solving solutions and programme resourcing
- Tracking and reporting of planned and actual efficiencies generated through the programme
- Integration of the investments in and the efficiencies from the Programme with the Medium Term Financial Strategy and Plan

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Agenda Item 6

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

DATE: **THURSDAY, 11 OCTOBER 2012**

REPORT BY: **HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

SUBJECT: **WORKFORCE INFORMATION QUARTER 1**

1.00 PURPOSE OF REPORT

1.01 To provide Members with an update for the first quarter of 2012/13. This report provides details of the following:

Establishment
Headcount
Agency
Early Retirements (Bi-annually)
Turnover
Diversity
Absence

2.00 BACKGROUND

2.01 The format of the detailed Workforce Information report was approved by Scrutiny on 9 March 2009 and agreed by Corporate Management Team on 26 March 2009.

2.02 This report now includes additional details on agency workers including number of placements, level of spend and the savings which have been achieved through the Matrix Contract and information on Early Retirements, the latter being reported bi-annually.

2.03 The format of this accompanying report has been adapted to provide commentary on changes and trends that have occurred during the quarter on an exceptional basis.

3.00 CONSIDERATIONS

Establishment

3.01 As referred to last quarter, work has been undertaken on cleansing the establishment data and there are now no **Not Recorded** positions on the Establishment Report.

As reported at the end of year 2011/12 further reductions have taken place in the number of vacancies. The number of vacancies reported has reduced by 33% with the largest group being in Schools. This reduction has come about because of the removal of supply positions not paid in the previous twelve months.

A number of vacancies will remain on the structure where, for example, a Service Review is taking place or in the case of Clwyd Theatr Cymru which operates with a number of vacancies due to the seasonal nature of some of the work.

Headcount

3.02 There are no major changes in trends to report.

Agency

3.03 The statistics below provide a breakdown of the average number of agency workers per month and the associated expenditure. As predicted in the report last quarter, the number of workers has reduced month on month following recent recruitment activity within Environment.

Month	Spend £	Net Savings £	Net Savings %	Average number of agency workers (placements)
April	£203,644.49	£25,073.22	12.31%	180
May	£181,055.39	£22,143.94	12.23%	109
June	£147,020.03	£18,770.78	12.77%	103

Please note: the number of placements within this section refers to the average number of active placements over a given month compared to the Headcount report which shows the number of active placements on a given day, i.e. 30 June.

3.04 The number of temporary placements within Environment which exceed 12 weeks dropped dramatically by 63% compared to the last quarter. Figures taken from Matrix at the end of June 2012 illustrate an overall trend across the whole council. When compared to the previous quarter, there has been a reduction of 78% in the number of placements over 12 weeks.

3.05 The Agency net savings for the first quarter for the financial year 2012/13 are £52,203.94, compared to £89,504.41 savings for the first quarter for the financial year 2011/12. This is due to a 34% reduction in the use of agency workers in quarter 1 this year, when compared to the same period in the previous year.

Early Retirements

3.06 There were 21 Early Retirements for the period January to June 2012. All of these Early Retirements were on the grounds of redundancy, with a total cost of £844,514

Turnover

3.07 The turnover this quarter has increased by 24% when compared to the same period last year. This is largely as a result of leavers at the Theatre as referred to in section 3.01.

Diversity

3.08 There are no major changes in trends to report

Absence

3.09 With regards to the first quarter's absence the number of days lost has increased when comparing it to the same period last year. When looking across previous years there is still a downward trend. The late return of paperwork from the Directorates, to confirm that employees have returned back to work, usually leads to this figure reducing as we move through year.

Average FTE Days Lost

	2008/ 09 Actual FCC	All Wales Avg Whole Year 2008/09	2009/ 10 Actual FCC	All Wales Avg Whole Year 2009/10	2010/ 11 Actual FCC	All Wales Avg Whole Year 2010/11	2011/ 12 Actual FCC	All Wales Avg Whole Year 2011/12	2012/ 13 Actual FCC	2012/ 13 Target FCC
Qtr 1	2.63		2.42		2.27		2.27		2.64	2.30
Qtr 2	2.37		2.33		2.19		2.17			2.00
Qtr 3	3.28		3.03		2.87		2.89			2.50
Qtr 4	3.32		3.04		3.03		3.21			3.00
Whole Year	11.61	11.5	10.83	10.9	10.36	10.34	10.54	10.9	2.64	9.80

3.10 Within the Council there continues to be a focus on managing attendance levels through the Attendance Management Policy. Monthly absence reports are issued highlighting long term sickness and triggers for short, frequent absences.

These reports assist management teams to act quickly with the aim of reducing the number of cases which are not managed in the early days of absence, or to identify any underlying causes for the absences.

Where necessary some of the long term cases are proceeding to the formal level of the Attendance Management Policy at which time consideration is given to ceasing employment where there is no likelihood of a return to work.

In addition, specific actions and initiatives are being identified, and planned, for service areas where absence is high.

100 % Attendance - Flintshire

3.11 When looking at the first quarter 75% of all employees have had 100% attendance. This is only slightly down on the same quarter last year. Overall this means that over 6,300 employees did not have any sickness absence during the first quarter of 2012/13.

	2010/11 Actual	2011/12 Actual	2012/13 Actual
Quarter 1	78	77	75
Quarter 2	78	84	
Quarter 3	65	75	
Quarter 4	69	67	
Whole Year	40	42	

100 % Attendance by Directorate

3.12 When looking at each Directorate, Corporate Services and Lifelong Learning have the highest rates of 100% attendance at 81% and 78% respectively. These figures are between 6% and 3% higher than the rate for the Council.

	2011/12					2012/13				
	Q1	Q2	Q3	Q4	Whole Year	Q1	Q2	Q3	Q4	Whole Year
Community Services	74	78	70	65	34	69				
Corporate Services	79	86	80	73	44	81				
Environment	76	78	77	70	45	76				
Lifelong Learning	76	82	77	70	43	78				
Schools	77	89	74	65	45	76				

Community Services

3.13 Within the Community Services the figures for absence this quarter have increased by over one day per full time equivalent employee when compared to the same period last year. This is the highest absence rate across the Council.

	2009/10 Dir	2009/10 FCC	2010/11 Dir	2010/11 FCC	2011/12 Dir	2011/12 FCC	2012/13 Dir	2012/13 FCC
Quarter 1	3.84	2.42	3.39	2.27	3.02	2.27	4.09	2.64
Quarter 2	3.77	2.33	3.88	2.19	3.6	2.17		
Quarter 3	4.39	3.03	3.89	2.87	4.49	2.89		
Quarter 4	4.42	3.04	3.94	3.03	4.11	3.21		
Whole Year	16.4	10.8	15.10	10.36	15.2	10.54		

Social Services for Adults currently accounts for 49% of this absence. The management team will be focussing on both long and short term absence to identify if there is anything more which can be done to improve attendance levels, for example through Occupational Health involvement in individual cases.

Corporate Services

- 3.14 Within Corporate Services, the figures for absence, at the end of the first quarter for 2012/13, are the lowest for the Council at 1.49 days lost. This compares very favourably to the overall figure for the Council.

	2009/ 10 Dir	2009/ 10 FCC	2010/ 11 Dir	2010/ 11 FCC	2011/ 12 Dir	2011/ 12 FCC	2012/ 13 Dir	2012/ 13 FCC
Quarter 1	1.98	2.42	1.37	2.27	1.44	2.27	1.49	2.64
Quarter 2	2.32	2.33	1.88	2.19	1.63	2.17		
Quarter 3	2.30	3.03	1.84	2.87	1.64	2.89		
Quarter 4	2.00	3.04	1.60	3.03	2.05	3.21		
Whole Year	8.61	10.8	6.69	10.36	6.75	10.54		

There are relatively few employees within Corporate Services whose absence hits the short and long term sickness absence triggers. Although Corporate Service continues to meet the Council's attendance target, absence is pro-actively managed under the Attendance Management Policy.

Environment

- 3.15 Within Environment, the levels of absence have increased when compared with the same quarter last year. This increase is from 2.45 days lost per full time equivalent to 2.93. Environment has the second highest rate of absence in the Council.

	2009/ 10 Dir	2009/ 10 FCC	2010/ 11 Dir	2010/ 11 FCC	2011/ 12 Dir	2011/ 12 FCC	2012/ 13 Dir	2012/ 13 FCC
Quarter 1	1.76	2.42	2.27	2.27	2.45	2.27	2.93	2.64
Quarter 2	2.33	2.33	2.27	2.19	2.86	2.17		
Quarter 3	2.87	3.03	2.69	2.87	3.27	2.89		
Quarter 4	3.16	3.04	3.24	3.03	3.77	3.21		
Whole Year	10.2	10.8	10.5	10.36	12.4	10.54		

Streetscene continues to be a priority for the Directorate and the targeted approach being undertaken with HR supporting Supervisors to progress cases to the formal stages of the Attendance Management Policy will continue and. it is hoped, will soon be making a positive impact.

Discussions have taken place with Occupational Health colleagues about exploring a multi-disciplinary case management approach, with a pilot planned for Waste Services (collection and disposal) to commence on 1st October 2012.

Lifelong Learning

- 3.16 Within Lifelong Learning the figures for absence have decreased this quarter when compared to the same period last year.

	2009/ 10 Dir	2009/ 10 FCC	2010/ 11 Dir	2010/ 11 FCC	2011/ 12 Dir	2011/ 12 FCC	2012/ 13 Dir	2012/ 13 FCC
Quarter 1	2.58	2.42	2.51	2.27	2.76	2.27	2.61	2.64
Quarter 2	2.93	2.33	2.50	2.19	2.33	2.17		
Quarter 3	3.40	3.03	3.26	2.87	2.78	2.89		
Quarter 4	3.06	3.04	3.02	3.03	3.25	3.21		
Whole Year	11.9	10.8	11.3	10.36	11.1	10.54		

The Development and Resourcing section has the highest number of days lost at 3.54. A closer look at long term absence in this area has highlighted a need to focus on Catering and Cleaning which accounts for 75% of this figure. The management team for these areas will, during the next quarter, focus on these long term sickness cases to identify if there is anything more which can be done through pro-active intervention.

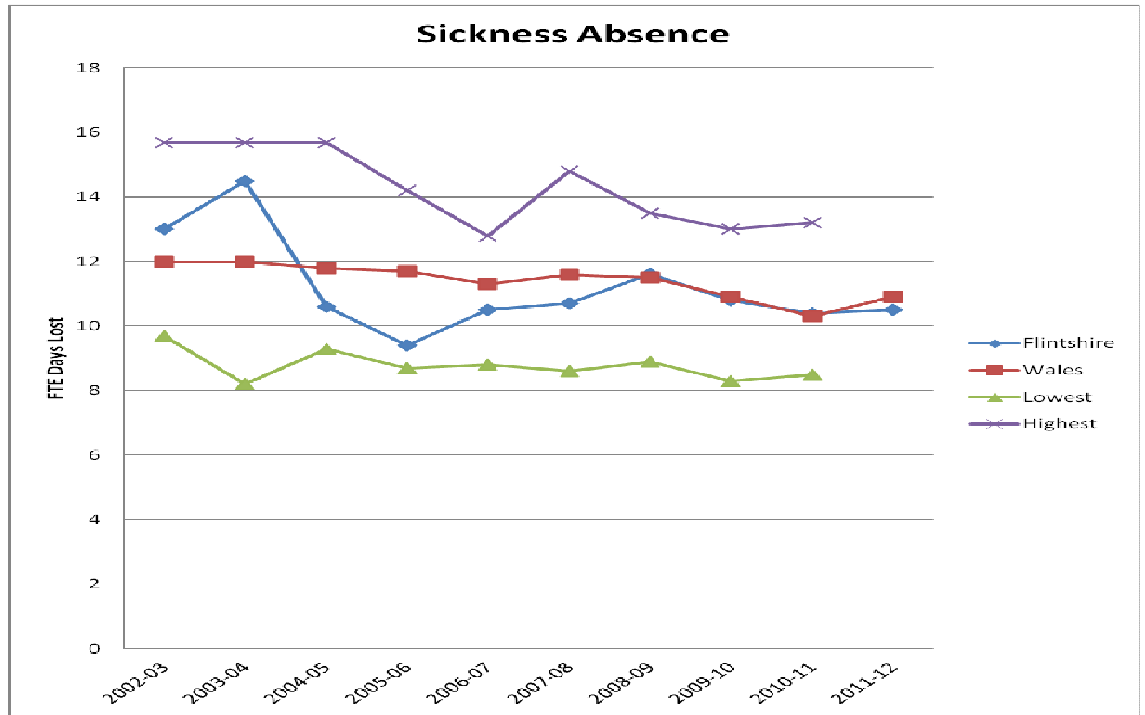
Schools

- 3.17 Within Schools, the levels of absence have increased slightly with 2 days lost per full time equivalent employee. This is an increase when compared with the same period last year. Nevertheless, Schools remain the second lowest in sickness absence for the Council as a whole.

	2009/ 10 Dir	2009/ 10 FCC	2010/ 11 Dir	2010/ 11 FCC	2011/ 12 Dir	2011/ 12 FCC	2012/ 13 Dir	2012/ 13 FCC
Quarter 1	1.92	2.42	1.76	2.27	1.8	2.27	2.00	2.64
Quarter 2	1.35	2.33	1.19	2.19	1.22	2.17		
Quarter 3	2.38	3.03	2.44	2.87	2.2	2.89		
Quarter 4	2.46	3.04	2.74	3.03	2.75	3.21		
Whole Year	8.10	10.83	8.17	10.36	7.96	10.54		

Across Wales

3.18 Looking across Wales, over recent years as a Council we have been sitting at or below the Welsh average. The overall figures for Wales including the Councils with the highest number of days lost are showing a downward trend. These figures are supplied by the Local Government Data Unit.



4.00 RECOMMENDATIONS

4.01 Members note Workforce Information Report for the first quarter 2012/13.

5.00 FINANCIAL IMPLICATIONS

5.01 Increased accuracy of reporting of the employed workforce and agency workers will allow the Council to better understand and therefore both plan and manage the largest single cost of service delivery.

6.00 ANTI POVERTY IMPACT

6.01 None

7.00 ENVIRONMENTAL IMPACT

7.01 None

8.00 EQUALITIES IMPACT

8.01 None

9.00 PERSONNEL IMPLICATIONS

9.01 None

10.00 CONSULTATION REQUIRED

10.01 None

11.00 CONSULTATION UNDERTAKEN

11.01 Already undertaken with Corporate Management Team and Equalities Unit

12.00 APPENDICES

12.01 Available in Members' Services

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Contact Officer: Helen Stappleton
Telephone: 01352 702720
Email: helen_stappleton@flintshire.gov.uk

FLINTSHIRE COUNTY COUNCIL

REPORT TO: CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE
DATE: THURSDAY, 11 OCTOBER 2012
REPORT BY: MEMBER ENGAGEMENT MANAGER
SUBJECT: FORWARD WORK PROGRAMME

1.00 PURPOSE OF REPORT

To advise on the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

2.00 BACKGROUND

2.01 Members will be aware that items can feed into a committee's Forward Work Programme from a number of sources. Individual Members can suggest topics for review by Overview & Scrutiny committees; members of the public can suggest topics; items can be referred by the Cabinet for consultation purposes; items can be referred by the County Council, or Directors can request that a committee gives a view on a particular topic.

2.02 In identifying topics for future consideration, it is useful to apply a 'test of significance'. This can be achieved by asking a range of questions, some of which could come from the following list, which is not intended to be exhaustive:

1. Will the review contribute to the Council's priorities and/or objectives?
2. Are there issues of weak or poor performance?
3. How, where and why were the issues identified?
4. Is there any evidence that local communities think the issues are important and is there any evidence of public dissatisfaction with a particular service?
5. Has there been new Government guidance or legislation?
6. Have inspections been carried out by an Overview & Scrutiny committee or by one of the Council's regulators?
7. Is this area already the subject of an ongoing review of any form?

3.00 CONSIDERATIONS

3.01 Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work Programme of the committees of which they are members.

- 3.02 A copy of the provisional programme is attached at Appendix 1 for Members' consideration.
- 4.00 RECOMMENDATIONS**
That the committee considers the attached Forward Work Programme (see Appendix 1).
- 5.00 FINANCIAL IMPLICATIONS**
None arising directly from this report.
- 6.00 ANTI POVERTY IMPACT**
None arising directly from this report.
- 7.00 ENVIRONMENTAL IMPACT**
None arising directly from this report.
- 8.00 EQUALITIES IMPACT**
None arising directly from this report.
- 9.00 PERSONNEL IMPLICATIONS**
None arising directly from this report.
- 10.00 CONSULTATION REQUIRED**
Not applicable.
- 11.00 CONSULTATION UNDERTAKEN**
Publication of this report constitutes consultation.
- 12.00 APPENDICES**
Current Forward Work Programme (Appendix 1)

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

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Corporate Resources Overview & Scrutiny Committee
FORWARD WORK PROGRAMME 2012/13

Appendix 1

	SUBJECT	O&S FOCUS	REPORT FROM
Wednesday 31 st October 14.00	Welfare reform Member Briefing for all members, to be held in the Council Chamber from 2pm to 4pm	Information	
Monday 19 th November 10.00	Revenue Budget Monitoring 2012/13 Month 5 Annual Performance Report 2011/12 Procurement Update		HF
End of November (date and venue to be determined)	Capital programme briefing	Information and contribution	
Thursday 13 th December 10.00	Q2 performance reporting Revenue Budget Monitoring 2012/13 and Capital Programme 2012/13 Month 6 Strategic Assessment of risks and Challenges (SARC) mid year report Improvement Priorities mid year report	Monitoring and development	MEM HF CE/PPPM CE/PPPM
Thursday 17 th January 2013 10.00	Revenue Budget Monitoring 2012/13 Month 7	Monitoring and development	HF

Corporate Resources Overview & Scrutiny Committee
FORWARD WORK PROGRAMME 2012/13

Appendix 1

21 st – 28 th January 2013	Tuesday 22nd January PM Housing (GF and HRA) Thursday 24th January AM Environment Friday 25th January AM Lifelong Learning Monday 28th January AM Social & Healthcare Monday 28th January PM Corporate Resources (for central and Corporate Services budgets) Thursday 31st January AM Corporate Resources capital and 'mop up' meeting		CE/HF/MEM
Thursday 14 th February 2013 10.00	Revenue Budget Monitoring 2012/13 Month 8 Annual Improvement Report 2012 by the Auditor General for Wales	Monitoring and development	HF CE/PPPM
Thursday 14 th March 2013 10.00	Q3 performance reporting Revenue Budget Monitoring 2012/13 Month 9 Capital Programme 2012/13 Month 9	Monitoring and development	MEM HF
Thursday 18 th April 2013 10.00	Revenue Budget Monitoring 2012/13 Month 10	Monitoring and development	HF

Page 82

Items to be scheduled as they become available

People Strategy, Asset Strategy, Customer Services Strategy, IT Strategy, the Compact, Procurement, Flintshire Futures.

Corporate Resources Overview & Scrutiny Committee
FORWARD WORK PROGRAMME 2012/13

Appendix 1

Key to officer acronyms:

CE	Chief Executive,
DE	Director of Environment,
HF	Head of Finance,
HLD	Head of Legal & Democratic Services,
HICT	Head of ICT & Customer Services,
HHROD	Head of H& & OD,
CFM	Corporate Finance Manager,
PPPM	Policy Performance & Partnerships Manager
MEM	Member Engagement Manager

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