



## Policy and Performance Co-ordinating Committee

<b>Date:</b>	<b>Wednesday, 3 September 2014</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Committee Room 1 - Wallasey Town Hall</b>

**Contact Officer:** Shirley Hudspeth  
**Tel:** 0151 6918559  
**e-mail:** shirleyhudspeth@wirral.gov.uk  
**Website:** www.wirral.gov.uk

---

### AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

Members are reminded that they should also declare whether they are subject to a party whip in connection with any item(s) to be considered at this meeting and, if so, to declare it and state the nature of the whipping arrangement.

3. **MINUTES (Pages 1 - 16)**

To approve the accuracy of the Minutes of the meeting of the Committee held on 2 July 2014 and the Minutes of the Special meeting of the Committee held on 7 August 2014. **(Attached)**

4. **FUTURE COUNCIL UPDATE**

To receive an oral update from the Chair.

**5. INDIVIDUAL ELECTORAL REGISTRATION PROGRESS REPORT (Pages 17 - 20)**

Report of the Head of Legal and Member Services.

**6. DECISION MAKING BY CONSTITUENCY COMMITTEES - A REPORT ON PROGRESS (Pages 21 - 26)**

Report of the Head of Neighbourhoods and Engagement.

**7. CORPORATE PERFORMANCE MANAGEMENT REPORT (Pages 27 - 38)**

Report of the Director of Public Health and Head of Policy and Performance.

**8. FINANCIAL MONITORING UPDATE (Pages 39 - 78)**

The Report of the Director of Resources which was considered by the Cabinet at its meeting on 7 July 2014 is attached for Members' information.

**9. WORK PROGRAMME REPORT (Pages 79 - 82)**

Report of the Chair of the Policy and Performance Co-ordinating Committee.

**10. URGENT BUSINESS APPROVED BY THE CHAIR - PART 1**

**11. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC**

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDED:

That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

**12. URGENT BUSINESS APPROVED BY THE CHAIR - PART 2**

## **POLICY AND PERFORMANCE CO-ORDINATING COMMITTEE**

Wednesday, 2 July 2014

Present: Councillor M McLaughlin (Chair)

Councillors P Doughty C Blakeley  
A Leech T Anderson  
C Muspratt W Clements  
W Smith M Hornby  
M Sullivan S Williams  
I Williams P Gilchrist  
J Williamson

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P Brightmore.

### **2 CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS**

No declarations of interest were received.

### **3 MINUTES**

#### **RESOLVED:**

**That the Minutes of the meeting of the Committee held on 1 April 2014 be confirmed as a correct record.**

### **4 FUTURE COUNCIL POSITION PAPERS**

A report by the Chief Executive updated the Committee on progress in respect of the Future Council Project and provided an opportunity for Members to engage with and influence the emerging options which were being developed in order to transform the Council and achieve the savings required.

The Committee noted that the emerging options would be further developed and then published by the Chief Executive, as Officer's budget options, for full public, staff and service user consultation in September 2014.

Appended to the Chief Executive's report for Members' information were details of:

- Enabling Services (Appendix 1)
- Community and Neighbourhood Services (Appendix 2)
- Specialist and Targeted Services (Appendix 3)

The Strategic Director – Transformation and Resources was in attendance at the meeting and made a presentation on the Future Council Project with the assistance of the Marketing and Engagement Manager. They set the context by reminding Members of the major financial challenges that lay ahead and informing of the systematic, equitable, detailed review of all 81 Council Services, the information gathered to inform restructures and develop options to make savings and the whole Council approach that was linked to outcomes.

In terms of finance Members noted that:

- Significant savings (£57million) already agreed with phased impact during 2014-2017.
- A minimum of £45 million of new savings were required over the next two years to 2017.
- Current projections indicated a further £25 million in savings were required in 2018.
- Savings so far had been broadly equal across service areas on a pro-rata basis.

The Strategic Director made reference to the Corporate Plan and the three key priorities that the Council's budget would be set around:

1. Tackle health inequalities, poverty and disadvantage – narrow the gap between our richest and poorest communities
2. Protect the vulnerable, making sure people are safe and feel safe – and can remain independent as long as possible
3. Driving economic growth – investing in Wirral's future

The Strategic Director set out the budget principles, the future direction of Council Services, the Council's options and key project milestones. He then invited Members to consider their responses to the following questions:

- What are Members' views of the principles for the future direction of services, and the emerging budget options?
- Is anything missing? Are there key outcomes and areas of need that are not being addressed?
- Should anything be removed? Are there areas of Council activity that are not delivering valuable outcomes, or being delivered more effectively elsewhere?

- Members will see full budget options in September. Would the Committee prefer to consider these options via formal meetings or in workshop sessions?
- Would the committee like to invite other organisations or people to the detailed session to offer additional expertise?

The Chair informed the Committee that she considered the Future Council Project to be an important piece of work that required detailed scrutiny. It would completely redesign the Council ensuring it was able to achieve the outcomes residents needed with the resources available to it. The Chair asked Members to consider how this should be taken forward by all four Policy and Performance Committees.

Members thanked the Strategic Director and the Marketing and Engagement Manager for their informative presentation and asked a number of questions which were responded to appropriately. Matters raised included the following:

- The Corporate Plan was going to require some investment to achieve a return over time as long term gains were important. Officers had made no assumptions and set no targets for reductions across the 81 Service Areas. Political decisions would have to be made. The views of Members on this would be sought at the next Committee meeting scheduled for 3 September 2014.
- The Council was clearly facing major financial challenges; by 2017 the level of Government funding which it received would have been cut by over 50% and a further £25 million of savings would be required in 2018. In the light of the significant savings the Council had to make in future years, Members queried how much funding would be left for investment. They noted that this would depend on how the Council delivered its statutory responsibilities. It was not about whole scale reductions but about meeting the challenge of reductions. The Council was in difficult circumstances and facing the budget challenge head on. It wanted to be fair and equitable. Members would make the decisions. The difficulties would be acknowledged and dealt with in an appropriate and managed way.
- The Council had been complimented on its strategic approach to the delivery of its Services by a number of organisations over the last few weeks. Other local authorities were taking different approaches to the need to make savings but Wirral Council was taking a very sophisticated approach and Members were please to see this.
- A strategy to consult all stakeholders had been formulated. There would be two stages: a formal statutory staff consultation; and a Borough wide public consultation considering all budget options. This would be a detailed process and the Committee would receive a presentation on it in September 2014.
- The previous year's Budget consultation booklets were very general and would require considerable revision to bring them to an appropriate

standard for this year's exercise. They needed to be simplified but at the same time they needed to contain much more detail.

- The information provided needed to be accessible and easy to navigate. The right balance must be struck and enough detail included so that it was very clear on implications and impacts.
- Officers were advised to have regard to the Committee Calendar so that all the Constituency Committees who were meeting in October, this Committee that would meet in September and the other three Policy and Performance Committees who would meet in October were able to input into the consultation process before the Cabinet considered its report. The Strategic Director agreed to ensure that the sequencing of the Committee meetings was appropriate and that it assisted the decision-making process.
- Factoring timescales in was important particularly in respect of Council buildings and asset management. It was acknowledged that asset management had been slow in the past and the Council had made some small sales. It required some investment as the changing Council required less of some of its assets and more of others.
- It was noted that the rules changed in respect of capital assets next year and the Council would be able to invest capital raised through selling off its assets elsewhere. The Strategic Director informed that progress had been slow but in terms of sales the Council would be able to make best use of receipts from asset sales next year.
- It was important to encourage businesses to move to Wirral as this would increase the Business Rate base. The Strategic Director agreed that in terms of business development, improving business rate opportunities was critical to the Council.
- Members had regard to Economic Regeneration and Tourism noting that foreign tourism in Liverpool injected large amounts of money into the local economy. The Strategic Director agreed that Wirral's Tourism and Heritage possibilities would be taken into account.
- Some Members considered that the Council should not act like a bank and lend money to other Councils. They queried how much was tied up in investments and asked if the Council was going to continue to cut services whilst lending money to other local authorities. They wanted to know how much the Council paid out and how much it got in. The Strategic Director informed that budget management and treasury management would be carried out effectively and would involve short term loans and investments to offset cuts elsewhere. The Council needed to maximise its opportunities.

The Chair requested that Officers provide the Committee with a summary of the discussion just held in more detail than what would be in the Minutes, as a starting point. She proposed that a meeting of Policy and Performance Committee Chairs, Vice-Chairs and Spokespersons or their nominees be convened before September 2014 to discuss how to deal with the Future Council scrutiny process and to determine the way

forward/mechanism to be used to best scrutinise the Project. Members agreed that this was a good idea and that it was crucial that good scrutiny was seen to be carried out this year. The Committee wanted to be as inclusive as possible so it was also proposed that those best placed to assist in different areas of scrutiny be called upon to do so.

**RESOLVED:**

**That the scrutiny of the Future Council Project be taken forward as proposed in the paragraph above.**

**5 BRIEFING PACK**

A report by the Strategic Director – Transformation and Resources informed of the Briefing Pack for Members of the Committee for the new Municipal Year. The Pack was intended to ensure continuity as the Committee moved forward into the new year and highlighted some of the key policy drivers. It was also intended to provide new Committee Members with an understanding of the role of the Committee and the Scrutiny Function.

Briefing Packs had been produced at the beginning of the last municipal year for each of the four Policy and Performance Committee and had been well received by Members.

Appended to the Strategic Director's report was a copy of the Briefing Pack. It set out the responsibilities of the Committee, outstanding Work Programme items from the previous year and the key policy drivers going forward. Members noted that it was the intention for policy updates to be provided throughout the year at Committee meetings.

**RESOLVED:**

**That the content of the Briefing Pack be noted.**

**6 CORPORATE PERFORMANCE 2013/14 OUTTURN**

A report by the Director of Public Health and Head of Policy and Performance served to update the Committee on the current performance of the Council against the delivery of the Corporate Plan (as at 31 March 2014). The report translated the priorities set out in the Corporate Plan into a coherent and measurable set of performance outcome measures and targets. Members were requested to consider the details of the report and highlight any issues.

The Strategic Director – Transformation and Resources informed the Committee that the Council's Corporate Plan outlined its business planning processes that ensured its vision, priorities and resource allocation were based on sound evidence and an understanding of the communities' needs.

The Council's 'gold thread' approach would ensure that all its activities were suitably aligned to the achievement of its stated priorities and outcomes.

As part of the development of the Corporate Plan, a set of SMART (Specific, Measurable, Achievable, Realistic and Time related) outcome measures had been developed. The Council's Senior Management Team had determined the outcome indicators contained within the report and signed off the following parameters which underpinned its on-going performance management:

- 2013/14 Plan
- 2013/14 Plan trajectory
- 2013/14 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
- Head of Service responsible for delivery of target

The Committee noted that monthly Corporate Plan Performance Reports were produced and made available to support corporate challenge via:

- Monthly DMTs
- Monthly Portfolio Lead briefings
- Quarterly Audit, Risk, Governance and Performance meetings
- Quarterly Policy and Performance Committees

Attached to the Director's report at Appendix 1 was the Corporate Plan Performance Report that set out performance against 29 outcome measures. Of these there were five measures where the outcome metric was under design or due to report at the end of the year. A commentary was provided against these.

The Committee also noted that of the 24 measures that were RAG rated, 19 were rated green, one was rated amber and four were rated red. The four measures rated red had action plans (appended to the report as Appendix 2, 3, 4 and 5) which referred to:

- Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population
- Apprenticeships supported (Wirral Apprentice Programme)
- % Adult care packages supported by direct debit
- Smoking quitters (4 weeks)

The Chair informed that in order to obtain a better understanding of the four areas that were under performing, Officers under whose remits they fell had been invited to the meeting to explain the circumstances behind them. Unfortunately, it was noted that no one was able to attend in respect of permanent admissions of older people to residential and nursing care homes



The Work Related Learning Co-ordinator was in attendance at the meeting to report on the Wirral Apprentice Programme and informed that the authorisation notice from Knowsley MBC, who administered Liverpool City Region grant, required as match funding, had been received late. The 14 places that had not been filled last year had been rolled over into this year's round of Wirral Apprentices. No problems were envisaged this year as there had been a massive take up already.

The Head of Business Processes was in attendance at the meeting to report on the percentage of adult care packages supported by direct debit. He informed that previously direct debit had not been available but that the system was now in place and people were being encouraged to pay their bills by this method. There had been a slow and gradual improvement of take up of this method of payment. Members noted that when the Head of Business Processes' staff were able to access the Department of Adult Social Services' system he would be able to look at direct debit being used for domiciliary care payments as well.

The Head of Public Health was in attendance at the meeting to report on Smoking quitters. She reported that it was a disappointing result from the Stop Smoking Service. There had been a drop in the number of people accessing the Service and this was being put down to the use of E-cigarettes. It was a real challenge and she was looking at 'smoke free areas' in an attempt to de-normalise smoking but she was not in a position to introduce them yet.

The Head of Public Health also informed that the Community Trust would be able to provide a fuller picture but her Service was now working with dedicated smokers.

It was noted that e cigarettes could be useful in reducing smoking but they were not covered by smoking regulations. It was also noted that a lot of young people smoked. The Head of Public Health reported that she was working with young people on smoking, drugs and alcohol. Young people had risk taking behaviour as part of growing up.

A Member requested a break down on No. 19 – Agency/Consultancy Costs. The Strategic Director – Transformation and Resources informed that a 'corporate eye' was being kept on this and the break down requested would be provided on a quarterly basis.

**RESOLVED:**

**That the information contained in the report be used to inform the Committee's future Work Programme.**

## 7 2013/14 FAMILIES AND WELLBEING COMMITTEE

A report by the Chair of the Committee set out a proposed approach for developing the Scrutiny Work Programme for 2014/15. It included a summary of the work undertaken during 2013/14 and listed those items outstanding so Members could decide whether they should remain on the Work Programme going forward. Members were asked to have regard for some flexibility in the Work Programme, particularly in terms of scrutinising the options arising from the Future Council Programme in September.

The Committee noted that in line with the Council's Constitution, it was responsible for determining the Scrutiny Work Programme across all four Policy and Performance Committees. The Work Programme should align with the corporate priorities of the Council and should be informed by:

- Service Performance information
- Risk management information
- Service priorities including any planned service changes
- Public or service user feedback
- Referrals from the Executive

The Committee also noted that in determining items for the Scrutiny Work Programme, good practice recommended the following criteria should be applied:

- **Public Interest** – topics should resonate with the local community
- **Impact** – there should be clear objectives and outcomes that make the work worthwhile
- **Council Performance** – the focus should be on improving performance
- **Keeping in Context** – should ensure best use of time and resources

Appended to the report for Members' information was:

- The 2013/14 Work Programme (Appendix 1).
- The 2013/14 Policy and Performance Families and Wellbeing Committee's Work Programme (Appendix 2).
- The 2013/14 Policy and Performance Transformation and Resources Committee's Work Programme (Appendix 3).
- The 2013/14 Policy and Performance Regeneration and Environment Committee's Work Programme (Appendix 4).

In line with feedback from the 2013/14 Municipal Year, it was proposed that each Committee established a Working Group to review items carried forward from last year and consider new items for the Work Programme for 2014/15. Each Working Group should propose a list of topics with a clear order of

priority, in order that capacity could effectively be apportioned and managed across the whole Scrutiny Programme.

Proposals would be reviewed by the Committee at its meeting in September to ensure the overall Scrutiny Programme was appropriately balanced, avoided duplication and fulfilled the criteria set out above.

The Chair also proposed that a meeting of Policy and Performance Committee Chairs, Vice-Chairs and Spokespersons or their nominees be convened to reprioritise the Work Programme. She asked Members to consider if the Committee was a driver or a reflector. If it was a driver she considered that the Committee should meet at the beginning of each Committee cycle but if it was a reflector it should meet at the end.

A Member made reference to the extremely heavy work load of the Policy and Performance – Families and Wellbeing Committee and that because some Members were not available during the day time, it fell to those who were available to carry a lot of the burden. The Chair considered that the possibilities of meeting in the evening should be discussed at the meeting to be convened for Chairs, Vice-Chairs and Spokespersons etc referred to above.

**RESOLVED: That**

- (1) the completed and outstanding items from the 2013/14 Work Programme be noted; and**
- (2) the approach set out above to develop the 2014/15 Work Programme be agreed.**

This page is intentionally left blank

# **POLICY AND PERFORMANCE - CO-ORDINATING COMMITTEE**

Thursday, 7 August 2014

Present: Councillor M McLaughlin (Chair)

Councillors T Anderson M Hornby  
B Berry C Muspratt  
C Blakeley D Realey  
P Brightmore D Roberts  
R Gregson W Smith  
P Gilchrist I Williams  
A Hodson KJ Williams

## **8 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Paul Doughty, Anita Leech, Janette Williamson, Mike Sullivan, Wendy Clements and Steve Williams.

## **9 CODE OF CONDUCT - DECLARATIONS OF INTEREST RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012, INCLUDING PARTY WHIP DECLARATIONS**

Councillor Christine Muspratt declared a personal and prejudicial interest in agenda item 3 – Call-in of a Delegated Decision – Cabinet Minute No. 37 – Transformation of Leisure Services Sports and Leisure Facilities Pricing Structure – by virtue of a close family connection with the armed forces.

Councillor Chris Blakeley declared a personal interest in agenda item 3 and also agenda item 4 - Call-in of a Delegated Decision - Cabinet Minute No. 27 – Financial Monitoring 2014/15, as he was a signatory to both key decisions being called in.

The Chair asked whether any Members were subject to a Party Whip and all Members of the Committee confirmed that they were not.

**ADJOURNMENT OF THE MEETING TO FUTURE DATES**

- (a) Proposal to adjourn the meeting to 6pm on 23 September 2014 when the Committee would consider the called in delegated decision on the Transformation of Leisure Services Sports and Leisure Facilities Pricing Structure (Cabinet Minute No. 37 refers.)

The Chair moved the above proposal which was seconded by Councillor Christina Muspratt. It was then put to the vote and it was

**RESOLVED: (unanimously)**

**That the Committee adjourn until 6pm on Tuesday, 23 September 2014 when it will reconvene in order to give consideration to the Cabinet's decision on the Transformation of Leisure Services Sports and Leisure Facilities Pricing Structure.**

- (b) Proposal to adjourn the meeting to 6pm on 18 September 2014 when the Committee would consider the called in delegated decision on Financial Monitoring 2014/15 (Cabinet Minute No. 27 refers.)

Councillor Chris Blakeley informed that he was not in favour of the proposal because there were three Members of the Committee who were members of his Political Group, including himself, that were unable to attend the meeting if it was to be held at 6pm on 18 September 2014.

The Chair considered that the three Members who were unable to attend should either change their diary arrangements or use deputies. She then informed the Committee of the following sequence of events which had led to the proposals to hold Special meetings of the Committee on 18 September 2014 ((a) above refers) and on 23 September 2014 as follows:

- On 23 July 2014 the Chair had been notified by a Committee Officer that two valid call-ins had been received and been asked if she wanted to convene one or two Special Committee meetings to hear them. She had preferred one meeting at which to hear both call-ins and had provided possible dates for the meeting.
- On 25 July 2014 the Committee Officer had informed the Chair that she had been unable to find a suitable date within the 15 working days laid down in Standing Order No. 35.

- The Head of Legal and Member Services advised that it was permissible to convene a Committee meeting within the 15 working days and then adjourn it to a future date.
- The Group Spokespersons were asked if they would agree to convening the Committee meeting within the 15 working days and then adjourning it to a future date. The Spokespersons agreed to this request.
- Councillor Blakeley then asked if there could be two Special meetings of the Committee reconvened, one to consider each of the two called in decisions and the Chair agreed to this request.
- The Group Spokespersons were then asked to provide dates when they were available to attend the reconvened Committee meetings.
- The dates provided in the last two weeks of August 2014 were not acceptable to Councillor Blakeley so the Chair agreed to look for dates on which to hold the reconvened meetings in September 2014.
- On 29 August 2014 the Chair explained that she did not want the meeting to be held after September 2014 as she considered that this would constitute an excessive delay of over two months and would be seen as bad practice.
- The next suitable dates were in week commencing 15 September 2014 but there was a Committee meeting scheduled on each evening. However, the Standards and Constitutional Oversight Committee scheduled for 18 September 2014 was cancelled and as no one had indicated they were not available this date was reserved for the Financial Monitoring call-in. The following week was also considered but only 23 September 2014 was available.
- The meeting on 18 September 2014 was confirmed and Members were informed of this on 1 August 2014.
- On 6 August 2014 Councillor Blakeley informed that he was not available at all week commencing 15 September 2014 and asked for the meeting to be moved to the following week. This was the first indication that he was unavailable. There were no free dates in that week.
- Due to the difficulties experienced in finding suitable dates for the meeting, that no one had indicated they were unavailable in

week commencing 15 September 2014 when the 18<sup>th</sup> was put in Members' diaries and Councillor Blakeley leaving it until the day before this meeting to make his request, the Chair did not agree to his request and intended to ask the Committee to agree to the date that was circulated and accepted during the previous week (18 September 2014).

Councillor Blakeley informed that the meeting was being adjourned to accommodate Officers who were unable to attend this evening and that he considered it should be adjourned to such a time in October 2014 when the three Members who were unable to attend a meeting on 18 September 2014 were available to attend. He moved this and it was seconded by Councillor Tom Anderson.

The motion was then put to the vote and was lost (5:10).

The Chair then moved a motion as set out in (b) above which was seconded by Councillor Muspratt. It was then put to the vote and

**RESOLVED: (10:5 with Councillor Blakeley voting against)**

**That the Committee adjourn until 6pm on Thursday, 18 September 2014 when it will reconvene in order to give consideration to the Cabinet's decision on Financial Monitoring 2014/15.**

11 **THE STATUS OF SIGNATORIES TO CALL-INS WHO ARE ALSO MEMBERS OF THE COMMITTEE**

The Chair asked the Head of Legal and Member Services to clarify whether it was appropriate for those Members who were signatories to the call-ins to also sit on the Committee that would hear and consider those call-ins.

The Head of Legal and Member Services advised that in a previous call-in this issue had been raised and whilst there were no restrictions on Members hearing the call-in and being signatories to it, providing they had not pre-determined the matter or were biased, a number of Members had expressed views that it would be preferred that signatories to a call-in did not sit on the Committee to hear it. The Head of Service advised that to give effect to the views expressed previously, Members who were signatories to a call-in should not sit on the Committee that would hear and consider it. However, this limitation had not been formalised by the Policy and Performance Coordinating Committee.

Councillor Blakeley informed the Committee that he did not agree with the Head of Legal and Member Services and that he would continue to participate as a Committee Member at Special Committee meetings arranged for the purpose of hearing and considering called in key decisions, when he was also



a signatory to the call-in under consideration. Councillor Blakeley maintained that he had, and continued to have, an open mind in relation to the call-in and the subject matter. However, he would not be doing this at the Special meeting of the Committee scheduled for 18 September 2014 as he was unable to attend.

This page is intentionally left blank

## WIRRAL COUNCIL

### Policy and Performance Coordinating Committee

3 September 2014

<b>SUBJECT:</b>	<b>INDIVIDUAL ELECTORAL REGISTRATION PROGRESS REPORT</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>HEAD OF LEGAL AND MEMBERS SERVICES</b>

#### 1.0 EXECUTIVE SUMMARY

1.1 This report provides a summary of the progress made in implementing the transition to Individual Electoral Registration (IER). The Council's preparation for IER was the subject of a scrutiny review reported to the Coordinating Committee on 15 January 2014. Members are requested to note the progress made and consider any questions or comments relating to this change to the electoral registration process. .

#### 2.0 BACKGROUND AND KEY ISSUES

2.1 The shift to IER involves transferring the registration process from the current property-based system to a new process whereby individuals are responsible for registering themselves. This process is being directed by the Cabinet Office with local authorities having to ensure compliance with a national implementation timetable. The work to transfer to the IER register is now formally under way towards a publication date of 1 December 2014.

2.2 A scrutiny review was completed in Autumn 2013 to consider the potential impact of IER for Wirral and the Council's preparation and readiness for the transition. The outcome of this review was reported to Coordinating Committee on 15 January 2014.

2.3 Members of the Panel were reassured that Wirral's test run for the transfer to the register (completed in August 2013) was above the national average and that preparations were in hand. However, the panel acknowledged the risk that IER could result in higher levels of non-registration, particularly in areas of known deprivation. A request for a report on the IER implementation process featured as one of the recommendations of this scrutiny review report.

#### 3.0 PROGRESS TO DATE

3.1 As part of the early preparation for IER during 2013, the following were undertaken:

- The procurement and implementation of a new Electoral Management System which is compatible with IER requirements

- Work in partnership with other Cheshire and Merseyside authorities to project plan the transfer in line with the milestones set by Cabinet Office.
  - The completion of a test run of the data transfer process in August 2013 in which the Council's success rate exceeded the national average.
- 3.2 The formal implementation of IER began in June and the process of transferring to the new IER register began on the 1st July 2014.
- 3.3 As part of the transition to the new IER register, the following have been undertaken:
- Data matching exercise with the Department of Work and Pensions followed by local data matching with Council databases including Council Tax and Housing Benefits which resulted in a final match rate of 91.5%.
  - The transitional annual canvass commenced on 15th August and will be completed by the end of November for the new register to be published on the 1st December.
  - Delivery of approximately 218,200 letters to those electors who will be automatically transferred on to the new IER register. No further action is required from these electors.
  - Initial delivery of approximately 19,000 Invitation to Register (ITR) forms to those electors who are required to re-register as a result of not matching with Department of Work and Pensions. Reminder forms are required to be delivered to those who don't respond by the end of August.
  - Initial delivery of approximately 2,340 Household Enquiry Forms (HEF) to those properties where there was no response at the previous annual canvass. Reminder forms are required to be delivered to those who don't respond by the end of August.
  - Initial delivery of approximately 15,665 Household Enquiry Forms (HEF) to those properties recorded as empty.
  - Between **3 July and 10 August**, the Electoral Commission's public awareness campaign went across TV, billboards and online, in England and Wales.
  - The webpage has been updated and provides information on IER and includes a link to online registration.
  - A news item has been published on the wirral website
  - Further local public awareness campaigns are being organised using different channels to focus on different groups. For example, use of the website, social media, local press, etc. We will also be helping to raise awareness amongst target groups, such as young people and recent home movers, by working together with organisations such as further education providers, letting agents and social housing providers.

#### **4.0 RELEVANT RISKS**

- 4.1 There are none directly relating to this report.

#### **5.0 OTHER OPTIONS CONSIDERED**

- 5.1 N/A

#### **6.0 CONSULTATION**

6.1 N/A

## **7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS**

7.1 N/A

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 N/A

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 The implementation of IER will require additional resources to manage the process of transferring from the existing to the new electoral register. The Cabinet Office is committed to meeting these additional costs and allocations of funding are being awarded to local authorities based upon population size and the results of the test data-matching exercise completed in August 2013.

## **10.0 LEGAL IMPLICATIONS**

10.1 N/A

## **11.0 EQUALITIES IMPLICATIONS**

11.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No, this report is for information to Members and there are no direct equalities implications at this stage.

## **12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS**

12.1 N/A

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

13.1 N/A

## **14.0 RECOMMENDATION/S**

14.1 Members of the Committee are requested to note the contents of this report and highlight any relevant questions or comments.

## **15.0 REASON/S FOR RECOMMENDATION/S**

15.1 To ensure Members have an understanding of the implications of IER for Wirral.

**REPORT AUTHOR:** Kate Robinson  
telephone (0151) 691 8511  
email katerobinson@wirral.gov.uk

This page is intentionally left blank

## WIRRAL COUNCIL

### POLICY AND PERFORMANCE CO-ORDINATING COMMITTEE

3 SEPTEMBER 2014

<b>SUBJECT:</b>	<b>DECISION MAKING BY CONSTITUENCY COMMITTEES – A REPORT ON PROGRESS</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>HEAD OF NEIGHBOURHOODS AND ENGAGEMENT</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR GEORGE DAVIES</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 This report details progress to date on the decision making process of Constituency Committees which were established in October 2013 (Wallasey, Wirral South and Wirral West) and November 2013 (Birkenhead).
- 1.2 Constituency Committees meet quarterly, in public, and have been established to further empower elected members as community leaders to fully utilise the devolved powers and responsibilities given to Constituency Committees to maximise public resources in their areas, and increase community resilience within neighbourhoods to encourage greater independence.
- 1.3 Following the outcome of the Future Council programme, the Executive will devolve more decision making to Constituency Committees wherever it makes sense to do so, and elected members will further inspire communities to come together to find the right solutions to address local need and improve residents' lives. This approach will not just deliver more cost effective services; it will deliver better outcomes for local residents.

#### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 Article 10 of the Council's Constitution states that Constituency Committees are:
  - (i) To discharge such functions as may be delegated to them from time to time by the Executive and/or the Council.
  - (ii) To act as a voice for the community with respect to:-
    - (a) The development of area action plans which reflect the needs and priorities of the area;
    - (b) Issues concerning the environment, traffic, policing, education, jobs, health;
    - (c) Development of the Borough's Community Strategy
    - (d) The quality, range and level of services provided in the area by public bodies;
    - (e) Providing public bodies with an opportunity to consult with local

people on the development and delivery of plans, programmes and services  
(f) Making recommendations to the Executive in respect of the expenditure of any funds allocated to them.

- (iii) To be a decision making Committee. They may submit reports on matters of concern locally to the Cabinet or Coordinating Committee as the committee deems necessary.
  - (iv) The Committee can appoint up to six Community representatives with non-voting rights.
  - (v) Any Member of the Committee, including Community Representatives, may be appointed as the Chairperson of the Committee.
- 2.2 (a) *The development of area action plans which reflect the needs and priorities of the area;* All Constituency Committees are currently developing 3 year outcomes focussed Constituency Plans based upon priorities identified via Members, local communities and constituency profiles developed by Public Health. Committees will commission activities accordingly with devolved constituency budgets and in accordance with the Council's new Commissioning Strategy (please note this is currently being developed and is yet to be approved).
- 2.3 (b) *Issues concerning the environment, traffic, policing, education, jobs, health;* Constituency Committees have identified various local priorities including improving the environment, improving communication within communities, improving youth activities, personal well-being, economic well-being, neighbourhood well-being, community assets, and tackling social isolation.
- 2.4 (c) *Development of the Borough's Community Strategy:* All Constituency Committee meetings have an allotted time for Public Question Time, and they are also developing engagement frameworks that highlight 4 key stages to the community engagement process, i.e. communication and information, consultation and involvement, community empowerment, and working together.

Constituency Committees consist of all ward members (15-18 ward members per constituency), and Wallasey, Wirral South and Wirral West have community representatives as members of the Committee. Birkenhead will be recruiting community researchers, i.e. local people or groups who carry out their own research into their communities, as local people can achieve higher rates of participation and build successful relationships with people who are marginalised, isolated or disadvantaged. Community researchers will share the experiences and backgrounds of the people that are the focus of a research project.

Constituency Committees are also developing communication plans in order to: (i) ensure people understand the role of the Constituency Committees, (ii) drive engagement and participation, (iii) promote the work and objectives, (iv) promote community activity, (v) promote the work of partners, (vi) promote the activity of businesses / organisations who are working with and/or funded by Constituency Committees, (vii) promote funding opportunities, (viii) demonstrate the success of the work, and (ix) change behaviour and improve perceptions.



- 2.5 *(d) The quality, range and level of services provided in the area by public bodies;* The Wirral Public Service Board (WPSB) has been established to act as the strategic driver for transformation across public sector services. The WPSB is working on a number of common principles and cross-cutting issues, for example mapping and sharing data, identifying the joint cost of providing services that are delivered across Wirral, prevention and early intervention, and ensuring residents can actively shape and influence new service design and delivery.

With our key public, private and community partners the Council will develop more joint commissioning and joint working activities and a new way for local providers to work together to meet local needs, thus improving outcomes for local people and reducing duplication. 4 Local Public Service Boards have also been established to act as the operational co-ordination of implementing Constituency Plans and for dealing with residents' issues at source in a multi-agency / multi-disciplinary way.

- 2.6 *(e) Providing public bodies with an opportunity to consult with local people on the development and delivery of plans, programmes and services;* The constituency footprint will be used for consulting local people, e.g. consulting on budget options from the Future Council programme during September 2014.
- 2.7 *(f) Making recommendations to the Executive in respect of the expenditure of any funds allocated to them;* Each Constituency Committee will produce an annual report for Council. Cabinet Portfolio Summary Reports are also regularly produced and include budget allocations and spend.
- 2.8 Consisting of Members and Community Representatives, priority setting task and finish groups have been established by Constituency Committees to prioritise budget expenditure and in accordance with any set criteria.
- 2.9 Following the outcome of the Future Council programme, Constituency Committees will also commission activities accordingly with devolved constituency budgets and in accordance with the Council's new Commissioning Strategy (please note this is currently being developed and is yet to be approved).
- 2.9 Each Committee has also produced a Handbook setting out, over and above the Council's constitution, how it will operate.

### **3.0 RELEVANT RISKS**

- 3.1 A risk register underpins the implementation of the constituency programme, developed and monitored in line with quarterly performance management arrangements. Examples of risk include:
- Effectively forecasting impacts from social / demographic change.
  - Potential disconnect between local priorities and the Council's Corporate Plan.
  - Insufficient capacity within social sector to fully engage with the constituency programme.
  - Key partners using different systems and processes for reporting residents' issues.

### **4.0 OTHER OPTIONS CONSIDERED**

4.1 Upon considering best practice elsewhere, operating on a constituency footprint provides the most effective way of ensuring that every Wirral community, group and resident has the opportunity to influence Council resources in their neighbourhoods.

## **5.0 CONSULTATION**

5.1 Not applicable.

## **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

6.1 The social sector is a key partner to develop a shared understanding of the priority issues in Wirral, to develop solutions to address them, including a co-design / co-production approach to re-designing and delivering services.

## **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

7.1 The constituency programme will support efficiency savings in the following areas:

- Sharing resources (workforces, services, budgets and assets)
- Eliminating duplication
- Service redesign
- Service integration (e.g. health and social care)
- Joint, outcomes focussed commissioning and procurement
- Prevention and early intervention programmes
- Increasing neighbourhood resilience
- Less demand for public services

## **8.0 LEGAL IMPLICATIONS**

8.1 The Localism Act 2011 gives councils more freedom to work together with others in new ways and has introduced new rights for communities: including a 'Right to Buy' public assets and increased opportunities for participation in the delivery of services. Locally this presents opportunities to forge new partnerships with communities to evidence, shape and deliver public policy and services across Wirral.

## **9.0 EQUALITIES IMPLICATIONS**

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) Not applicable.

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 The constituency programme will encourage sharing of community assets, therefore supporting carbon reduction.

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

11.1 Positive implications will arise from the constituency programme as local communities will have a greater role in commenting on planning proposals and having a more immediate and direct influence regarding community safety implications

## **12.0 RECOMMENDATION/S**

12.1 Co-ordinating Committee notes the progress of the decision making process of Constituency Committees.

### 13.0 REASON/S FOR RECOMMENDATION/S

13.1 For services to be more effectively and efficiently configured, targeted and delivered.

**REPORT AUTHOR:** Emma Degg  
Head of Neighbourhoods and Engagement  
telephone: (0151) 691 8688  
email: [emmadegg@wirral.gov.uk](mailto:emmadegg@wirral.gov.uk)

### SUBJECT HISTORY (last 3 years)

<b>Council Meeting</b>	<b>Date</b>
<b>Cabinet - <i>NEIGHBOURHOOD WORKING –FORGING A MODERN RELATIONSHIP BETWEEN THE COUNCIL AND RESIDENTS</i></b>	<b>24/01/13</b>
<b>Council - <i>NEIGHBOURHOOD WORKING –FORGING A MODERN RELATIONSHIP BETWEEN THE COUNCIL AND RESIDENTS</i></b>	<b>11/02/13</b>
<b>Cabinet – NEIGHBOURHOODS PROGRAMME (PROGRESS REPORT)</b>	<b>13/03/14</b>



## WIRRAL COUNCIL

### COORDINATING POLICY AND PERFORMANCE

### COMMITTEE

3 SEPTEMBER 2014

<b>SUBJECT:</b>	<b>CORPORATE PLAN PERFORMANCE MANAGEMENT REPORT</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF PUBLIC HEALTH AND HEAD OF POLICY &amp; PERFORMANCE</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>CLLR ANN MCLACHLAN</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 EXECUTIVE SUMMARY

1.1 The aim of this report (Appendix 1) is to update Members in relation to the current performance of the Council against the delivery of the Corporate Plan (as at 31<sup>st</sup> July 2014). The report translates the priorities set out in the Corporate Plan into a coherent and measurable set of performance outcome measures and targets. Members are requested to consider the details of the report and highlight any issues.

#### 2.0 BACKGROUND AND KEY ISSUES

2.1 As part of the development of the Corporate Plan, a set of SMART (Specific, Measurable, Achievable, Realistic and Time related) outcome measures have been developed. The senior management team have determined the outcome indicators contained within the report and signed off the following parameters which underpin their on-going performance management:

- 2014/15 Plan
- 2014/15 Plan trajectory
- 2014/15 Performance tolerance levels (determine RAG [Red, Amber, Green] status)
- Head of Service responsible for delivery of target

2.2 Corporate Plan performance is monitored on a monthly basis against the parameters agreed as part of the business planning process (e.g. RAG tolerance levels). Some indicators are only available on a quarterly basis, in line with the availability of data. Heads of Service responsible for the delivery of targets must complete an exception report and delivery plan for all indicators which are under performing (e.g. red RAG rated indicators).

2.3 Monthly Corporate Plan Performance Reports are produced and made available to support corporate challenge via:

- Monthly DMTs
- Monthly Portfolio Lead briefings
- Quarterly Audit, Risk, Governance and Performance meetings
- Quarterly Policy and Performance Committees

### **3.0 SUMMARY**

3.1 The Corporate Plan Performance Report (Appendix 1) sets out performance against 20 outcome measures. Of these there are 2 measures where the outcome metric is under design or due to report at the end of the year. A commentary is provided against these.

3.2 Of the 20 measures that are RAG rated, 15 are rated green, 2 are rated amber and 2 are rated red. The 2 measures rated red have action plans (included as Appendix 2 and 3) which refer to:

- NHS Health Checks – Take up
- Performance appraisals completed

### **4.0 RELEVANT RISKS**

4.1 The performance management framework policy is aligned to the Council's risk management strategy.

### **5.0 OTHER OPTIONS CONSIDERED**

5.1 N/A

### **6.0 CONSULTATION**

6.1 N/A

### **7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

7.1 N/A

### **8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

8.1 Financial implications of undertaking the actions to deliver the Corporate Plan will be addressed by Directorates as appropriate.

### **9.0 LEGAL IMPLICATIONS**

9.1 N/A

### **10.0 EQUALITIES IMPLICATIONS**

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(c) No because equalities implications relating to the actions set out in the Corporate Plan will be addressed by departments as appropriate, and details set out in individual departmental plans.

The report is for information to Members and there are no direct equalities implications at this stage.

## **11.0 CARBON REDUCTION IMPLICATIONS**

11.1 N/A

## **12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

12.1 N/A

## **13.0 RECOMMENDATION/S**

13.1 Committee are requested to use the information contained within this report to inform its future work programme.

## **14.0 REASON/S FOR RECOMMENDATION/S**

14.1 To ensure that the report provides elected members with the information required to evaluate the delivery of the Council's Corporate Plan.

**REPORT AUTHOR:** **Tony Kinsella**  
Head of Performance  
Telephone: 07717156941  
Email: [tonykinsella@wirral.gov.uk](mailto:tonykinsella@wirral.gov.uk)

## **APPENDICES**

Appendix 1 – Corporate Plan Performance Report (31st July 2014/15)

Appendix 2 – Exception report/action plan for NHS Health Checks – Take up

Appendix 3 – Exception report/action plan for Performance Appraisals completed

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Policy and Performance Coordinating Committee</b>	<b>3 September 2013</b>
<b>Policy and Performance Coordinating Committee</b>	<b>15 January 2014</b>
<b>Policy and Performance Coordinating Committee</b>	<b>2 July 2014</b>
<b>Policy and Performance Coordinating Committee</b>	<b>3 September 2014</b>

This page is intentionally left blank



**WIRRAL COUNCIL**  
Corporate Plan Performance, Finance and Risk Report as at 31st July 2014



No.	Description	Data Source	Performance 2013/14	North West 2013/14	Target/Plan 2014/15	YTD Target 2014/15	YTD Performance	Forecast Outturn	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
<b>PERFORMANCE</b>													
<b>DOMAIN 1: FAMILIES AND WELLBEING</b>													
<b>Public Health, Performance, Business Intelligence and Commissioning</b>													
PHCP01	Alcohol-related admissions to hospital: Rate of attendance at A & E for injury and assault where alcohol was a factor	Trauma, Injury Intelligence Group (TIIG)	901.37	N/A	901.37	901.37	NYA	901.37	-	-	Apr - Mar 2013/14	J Webster	To maintain focus on addressing the performance of alcohol related harm which is a Public Health (and Local Authority) priority, it is proposed that a proxy indicator is employed. The proxy is based on data accessed through The Trauma and Injury Intelligence Group (TIIG) team at John Moores University. It shows the rate of attendance at A & E for injury and assault where alcohol was a factor. April to July performance will be available for August 2014 reporting.
PHCP02	NHS Health Checks - Offered	Integrated Performance Measures Monitoring Return	17.7%	18.5%	20.0%	3.0%	8.0%	20.0%	G	↑	Apr - Jun	J Webster	There have been several issues regarding the arrangements for extracting data from GP systems this quarter. This quarter has therefore relied on self reporting by GP practices. This performance data will be validated at a later date. There is an opportunity to rectify this in quarter 2 when a cumulative figure for the year to date will be submitted. Public Health delivered 5 training sessions to over 60 GP Practice staff in May / June 2014. These sessions focused on supporting healthcare professionals in undertaking NHS health checks.
PHCP03	NHS Health Checks - Take up	Integrated Performance Measures Monitoring Return	53.1%	51.0%	50.0%	50.0%	50.0%	50.0%	R	↓	Apr - Jun	J Webster	A performance action plan has been developed by Public Health to work with those GP practices who are significantly underperforming to improve their approach. The take-up rate target was exceeded in 13-14.
<b>Children and Young People Department</b>													
CYCP01	Rate of Children Looked After (per 10,000 population 0–17)	SSDA 903 Return	100.1	79 (2012-13)	95.8	99.5	101.4	95.8	G	↓	Jul	E Taylor	Looked after children (LAC) numbers continue to be higher than the national average and statistical neighbours. A LAC Task Group is now in operation which is ensuring a whole systems approach to addressing this issue. Emphasis is on detailed analysis of individual children and implementing strategies to safely reduce the LAC population and associated costs. New strategies are being implemented and practice is scrutinised at individual, team and district level. LAC projections are being finalised which will inform how LAC figures could look at year end.  The number of LAC reduced by 7 between June and July. In order to achieve the 2014/15 target the number of LAC need to reduce by a further 38.
CYCP02	Rate of Children in Need (per 10,000 population 0–17)	Children in Need Census	402.1	343.1 (2012-13)	375.0	394.0	372.1	372.1	G	↓	Jul	E Taylor	Performance in this area has improved significantly since March 2014 with 2014-15 target already exceeded. This is due to the continued efforts of assessment teams and more detailed information gathering and analysis of contacts at central advice duty team (CADT), thereby ensuring that referrals sent through for social worker assessment are appropriate. Additional social worker hours on a temporary basis has ensured that the children in need performance remains strong. Additional hours are now under review and CADT has been redesigned, therefore the plan is that this rate will continue without additional resources.  The number of LAC reduced by 3 between June and July. The current number of CIN is 17 less than the 2014/15 target.
<b>Department of Adult Social Services</b>													
ADCP01	Proportion of safeguarding alerts actioned within 24hrs	SWIFT	98.4%	N/A	100%	100%	98.5%	98.5%	G	↓	Jul	S Garner	A total of 981 safeguarding alerts have been actioned within 24 hours out of a total of 996.  14 of the remaining 16 alerts not actioned within 24 hours were actioned within 48 hours with the other 2 within 72 hours.

**WIRRAL COUNCIL**  
Corporate Plan Performance, Finance and Risk Report as at 31st July 2014



No.	Description	Data Source	Performance 2013/14	North West 2013/14	Target/Plan 2014/15	YTD Target 2014/15	YTD Performance	Forecast Outturn	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
ADCP02	Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population	ASC-CAR & Office for National Statistics (ONS)	835.9	777.8	759.3	823.1	676.2	759.3	G		Jul	C Beyga	Year to date placements: April - 32, May - 45, June - 34, July - 38. Year to date total - 149 Year to date target - 175  58% of admissions can be linked directly back to hospital discharges with a further 12% also as a result of other health initiatives such as Alternative 2 Hospital.  15% of admissions are as a result of people previously self funding their own care now having reached the capital threshold for funded support.
ADCP03	Proportion of people who have received short term services to maximise independence requiring no on-going support	SALT	New measure	N/A	50%	50%	71.5%	70%	G		Jul	C Beyga	This measure relates to the outcomes for people who have received either Intermediate Care or Reablement at home.  Based on data for the year to date the department is currently exceeding the target set by a considerable margin.  Analysis: • 28% of people are independent post reablement • 23% of people have low level ongoing support (e.g. Assistive Technology) • 23% of people stop reablement early either declining further services or being admitted to hospital • 3% of people self fund their care
<b>DOMAIN 2: REGENERATION AND ENVIRONMENT</b>													
<b>Environment &amp; Regulation</b>													
RECP01	Number of interventions put in place for travel plans and transport (to improve accessibility to employment & opportunities)	Travel Solutions	2,300	N/A	2,200	690	1,007	2,200	G		Apr-Jul	M Smith	The accessibility project gained 411 referrals from one employer alone during July because of a mass recruitment drive by them. This positive impact has helped the project target for July to be considerably exceeded. It is anticipated that the year-end forecast will be achieved.
RECP02	To maintain local environmental quality (LEQ) of litter, detritus, & graffiti in main gateways and shopping areas	Local Survey Data	91%	N/A	93.5%	93.5%	98.89%	93.5%	G		Apr-Jun	M Smith	This indicator remains on target for delivery by year-end as planned.
<b>Housing &amp; Community Safety</b>													
RECP03	Number of new affordable homes	Homes & Communities Agency MIS	354	N/A	300	40	46	300	G		Apr-Jun	I Platt	Delivery of the quarter two target and achieving the year-end forecast are anticipated.
RECP04	Number of interventions to improve private rented sector properties	MVM Database	783	N/A	400	100	138	400	G		Apr-Jun	I Platt	Delivery of the quarter two target and achieving the year-end forecast are anticipated.
RECP05	Number of adaptations completed	MVM Database	1,934	N/A	1,900	475	488	1,900	G		Apr-Jun	I Platt	Performance to end of July strongly indicates this performance indicator will achieve quarter two target.
<b>Business &amp; Investment</b>													
RECP06	Jobs created and safeguarded (via Invest Wirral)	Invest Wirral	937	N/A	925	240	521	925	G		Apr-Jul	A Evans	Performance has continued to exceed target, this has been supported by the approval of Regional Growth Fund applications. The end of year target is anticipated to be achieved.
RECP07	Gross Value Added per head of population	Office for National Statistics (ONS)	£11,599	N/A	£12,013	NYA	NYA	£12,013	G		Apr-Jun	A Evans	This indicator reports annually; the performance of this indicator cannot be impacted upon as it reports 12 months in arrears. Wirral's Investment Strategy continues to improve the local economy and good performance is expected. Data available December 2014.
RECP08	Number of working age people claiming out-of-work benefits (economic in-activity)	NOMISWEB	15%	N/A	14.5%	14.9%	15.1%	14.5%	A		Feb-14	A Evans	Despite a slight increase in the number of people claiming out-of-work benefits at February 2014 this indicator remains on track to meet the 2014/15 end of year target.

**WIRRAL COUNCIL**  
Corporate Plan Performance, Finance and Risk Report as at 31st July 2014



No.	Description	Data Source	Performance 2013/14	North West 2013/14	Target/Plan 2014/15	YTD Target 2014/15	YTD Performance	Forecast Outturn	Overall Status	Monthly Trend	Reporting Period	Accountable Officer (Head of Service)	Comments
<b>DOMAIN 3: TRANSFORMATION AND RESOURCES</b>													
<b>Resources</b>													
TRCP01	Implementation of Windows 7 & Office 2010 across the Council	Silver Project reports	N/A	N/A	100%	0%	0%	100%	G	↑	Apr-Jun	V Quayle	Pilot activities started 15 July 2014 as planned. 50 machines mainly for training and support deployed.
TRCP02	£(m) Projected Delivery of Council budget savings	General Ledger, revenue monitor and Concerto	£46.900	N/A	£36.259	-	£11.291	NYA	A		May	V Quayle (Accountable for reporting)	2014/15 projected budget savings is £36.259. £11.291m savings delivered at May 2014 and £24.968m to be delivered. Of the savings to be delivered £5.932m is rated Green (on track), £8.335m is rated Amber (concerns) and £10.701m is rated Red (high risk/not achieved). Compensatory savings and mitigation have been identified for a number of areas reducing the risk of a forecast overspend to £3 million.  The next update (June/July 2014) will be available in the September 2014 report.
<b>Human Resources</b>													
TRCP03	Performance Appraisals completed	Intranet	27% (employee KIEs) 65% (senior manager PAs)	N/A	80%	20%	2%	25%	R	↓	Apr-Jun	C Hyams (Accountable for reporting)	As at July 2014 9% of Performance Appraisals (PA's) have been completed. The message to complete PA's was communicated in May, June and July One Briefs and via the Chief Executive Strategic Group. All PA's are to be carried out during June to August 2014, and reminders will be sent out via CESG during August 2014. Relevant training for managers and employees has been taking place since June 2014. It is forecast, based on current performance to date, that only 25% of PAs will be completed by the end of August 2014 (55% below the target set).
TRCP04	Sickness Absence: The number of working days / shifts lost due to sickness (cumulative)	Data collected via HR SelfServe	10.47	N/A	9.75	2.49	2.14	8.39	G	↓	Apr-Jun	C Hyams (Accountable for reporting)	The indicator definition and calculation is now based on all Council employees (including temporary staff but not including schools) and not on the old national Best Value Performance Indicator. The old indicator included schools but excluded temporary staff employed for less than 12 months. The new definition is more representative of actual lost time and is based on the same formula for delivering team performance to all line managers using the HR Management Information System. This will also provide better benchmark comparison with councils in North West region. The provisional sickness absence rate of 2.14 days for April - June 2014 is accurate based on input. The provisional April-July figure of 2.70 is based on input to the 25 July 2014.



Performance is improving  
Lower is better



Performance is improving  
Higher is better



Performance is deteriorating  
Lower is better



Performance is deteriorating  
Higher is better



Performance sustained  
in line with targets set



Performance within tolerance for target set.



Performance target slightly missed (outside of tolerance).



Performance not on track, action plan required.

This page is intentionally left blank

## PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed for ALL measures showing **RED** status of non-compliance against the specified target reported.

INDICATOR OVERVIEW	
Indicator Title	<b>NHS Health Checks: Take up of the NHS Health check programme by those eligible</b>
Strategic Director Lead	<b>Fiona Johnstone, Director of Public Health</b>
Departmental Lead	<b>Julie Webster Head of Public Health</b>
Target	<b>50% take up by those people offered a health check</b>

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	<b>31.9%</b>	+ / - Target : -18.1% YTD
Non-compliance reason	<ul style="list-style-type: none"> <li>• There have been several issues regarding the arrangements for extracting data from GP systems this quarter. We have been working with the Cheshire and Merseyside Commissioning Support Unit to overcome these with further negotiation. This quarter has therefore relied on self reporting by GP practice. This performance data will be validated at a later date.</li> <li>• 44 of the 55 practices, signed up to deliver the service, provided data for quarter 1 therefore the data does not capture all activity for this quarter. There is an opportunity to rectify this in quarter 2 when a cumulative figure for the year to date will be submitted.</li> <li>• Public Health delivered 5 training sessions to over 60 GP Practice staff in May / June 2014. These sessions focused on supporting healthcare professionals in undertaking NHS health checks. This could help improve the take-up rate.</li> <li>• Public Health will work with those GP practices that are significantly underperforming to improve the uptake rates. Factors to be addressed include inaccurate coding and improving the invitation process.</li> </ul>	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it .	
What (is required)	<ul style="list-style-type: none"> <li>• Data to be submitted from General Practice following an agreed protocol and timetable</li> <li>• Relevant GP practices to receive appropriate support from Public Health</li> </ul>

How (will it be achieved)	<ul style="list-style-type: none"><li>• A review of the current data extraction and collation process with action to ensure data is submitted on time</li><li>• Public Health to offer support to those practices who are outliers to improve performance</li></ul>
Who (will be responsible)	Kevin Carbery
When (will results be realised)	The next data return is 31 <sup>st</sup> October 2014. All activity for 1 <sup>st</sup> April – 30 <sup>th</sup> September 2014 will be reviewed and submitted at this time to ensure an accurate reporting of activity.

## PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed and forwarded to the Corporate Performance Team for ALL Corporate and Directorate performance measures showing **RED** status of non-compliance against the specified target. It needs to be updated on a monthly basis for the period that the measure shows a **RED** status.

INDICATOR OVERVIEW			
Indicator Title	TRCP03 - Performance Appraisals completed		
Strategic Director Lead	Joe Blott		
Departmental Lead	Chris Hyams/ Melissa Holt		
Year End Target	80%	Year End Forecast	25%

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	9%	+ / - Target - 11%
Non-compliance reason	The message to complete Performance Appraisals (PAs) was communicated in May, June & July 2014 One Briefs and via CESG. However, the percentage completion of PAs recorded during July 2014 is much lower than anticipated. All PA are to be carried out during June to August 2014.	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.	
What (is required)	Further encouragement and promotion from Senior Managers.
How (will it be achieved)	Increased awareness via a reminders in One Brief and to Heads of Service (via DMTs) to highlight the requirement to complete and record all PAs within the timescales set.
Who (will be responsible)	Melissa Holt, Organisational Development Manager
When (will results be realised)	September 2014. However, it is forecast, based on current performance to date, that only 25% of PAs will be completed by the end of August 2014 (55% below the target set).

This page is intentionally left blank



## WIRRAL COUNCIL

### CABINET

7 JULY 2014

<b>SUBJECT</b>	<b>FINANCIAL MONITORING 2014/15 MONTH 2 (MAY 2014)</b>
<b>WARD/S AFFECTED</b>	<b>ALL</b>
<b>REPORT OF</b>	<b>DIRECTOR OF RESOURCES</b>
<b>RESPONSIBLE PORTFOLIO HOLDER</b>	<b>COUNCILLOR PHIL DAVIES</b>
<b>KEY DECISION</b>	<b>YES</b>

#### **1 EXECUTIVE SUMMARY**

- 1.1 This report details the Monitoring position for Month 2 (ending 31 May 2014). There are separate appendices for Revenue and Capital.

#### **2 BACKGROUND AND KEY ISSUES**

- 2.1 Throughout the financial year Cabinet will receive monthly updates in respect of Revenue and Capital Monitoring.

#### **3 RELEVANT RISKS**

- 3.1 The possible failure to deliver the Revenue Budget is a risk which will be mitigated by a number of actions including regular review and reporting of progress against budget plans and use of a tracking system to monitor the delivery of savings.
- 3.2 The possible failure to deliver the Capital Programme will be mitigated by regular review by a cross directorate officer group.

#### **4 OTHER OPTIONS CONSIDERED**

- 4.1 No other options were considered.

#### **5 CONSULTATION**

- 5.1 No consultation has been undertaken relating to this report.

#### **6 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 6.1 There are none arising directly from this report. These would be considered when planning and implementing specific schemes or projects.

## **7 RESOURCE IMPLICATIONS**

- 7.1 The financial implications are detailed within the Appendices.
- 7.2 There are no direct staffing, IT or asset implications arising directly from this report.

## **8 LEGAL IMPLICATIONS**

- 8.1 The Chief Finance Officer is under a personal duty under the Local Government Finance Act 1988 section 114A to make a report to the executive if it appears to him that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.

## **9 EQUALITIES IMPLICATIONS**

- 9.1 There are no equality implications arising from this report.

## **10 CARBON REDUCTION IMPLICATIONS**

- 10.1 There are no implications arising directly from this report. These are included in reports to Cabinet on individual capital schemes and in the Carbon Budget report.

## **11 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 11.1 There are no implications arising directly from this report.

## **12 RECOMMENDATIONS**

- 12.1 Revenue:
- (i) Cabinet is asked to note that at Month 2 (May 2014), the full year forecast projects a gross General Fund overspend of £3,137,000.
  - (ii) Cabinet is asked to note the increased commitment of £152,000 for Carbon Reduction Commitment allowances contained within the above figure
  - (iii) Cabinet is asked note the payment of New Homes Bonus grant of £242,253 which is a general grant received outside of directorate budgets.
  - (iv) Cabinet is asked to note the risks relating to non delivery of savings as detailed in paragraph 3.3 of appendix A and requirement for mitigation and actions to be identified
  - (v) Cabinet notes the mitigation actions being undertaken including capitalisation, reprofiling and use of public health budgets as per paragraph 3.5 (of Appendix A) and reductions to 2014/15 growth as detailed in paragraphs 5.2 and table 5 above (of Appendix A). Further mitigation action will be developed as appropriate during the year.

- (vi) Cabinet approve the application of the additional New Homes Bonus grant against the Carbon reduction commitment and overall overspend to reduce the net overspend to £2,894,747.

## 12.2 Capital

That Cabinet is asked to note:

- (i) the spend to date at Month 2 of £1.3 million, with 16.7% of the financial year having elapsed;

That Cabinet is asked to agree:

- (i) the revised Capital Programme of £61.3 million (Table 1 at 3.1 of Appendix B);

## 13 REASONS FOR RECOMMENDATIONS

- 13.1 To comply with legal requirements to ensure that expenditure is likely to be within the limit of resources available.

**REPORT AUTHOR:** Peter Molyneux  
Senior Manager – Financial Services  
Telephone: 0151 666 3389  
Email: [petemolyneux@wirral.gov.uk](mailto:petemolyneux@wirral.gov.uk)

## APPENDICES

Appendix A Revenue Monitoring 2014/15 Month 2 (May 2014)  
Appendix B Capital Monitoring 2014/15 Month 2 (May 2014)

## SUBJECT HISTORY

<b>Council Meeting</b>	<b>Date</b>
Cabinet – Revenue Monitoring Cabinet – Capital Monitoring	Monthly reports since September 2012

This page is intentionally left blank

CABINET

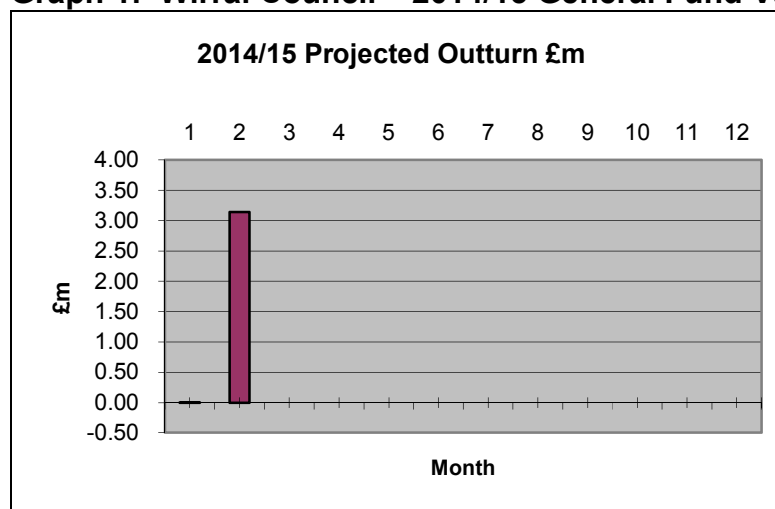
7 JULY 2014

<b>SUBJECT</b>	<b>REVENUE MONITORING 2014/15 MONTH 2 (MAY 2014)</b>
<b>WARD/S AFFECTED</b>	<b>ALL</b>
<b>REPORT OF</b>	<b>DIRECTOR OF RESOURCES</b>
<b>RESPONSIBLE PORTFOLIO HOLDER</b>	<b>COUNCILLOR PHIL DAVIES</b>
<b>KEY DECISION</b>	<b>YES</b>

**1 EXECUTIVE SUMMARY**

- 1.1 This report sets out the revenue position for 2014/15, which at Month 2 (May 2014) shows a projected General Fund overspend of £3.14 million (1.1% of the net revenue budget). The major source of the variance relates to the savings programme delivery within the Families and Well Being Directorate. Processes are in place for rigorous monitoring which have early in the financial year identified pressures and will allow actions to be put in place to deal robustly with this matter. Management actions are being developed to address this issue which will be reported in future monitors. In addition the report flags up a number of corporate wide savings which will require careful monitoring and identification of mitigating measures to ensure savings are delivered in the year.
- 1.2 The report also details increased in year commitments relating to Carbon Reduction Commitment (CRC) allowances of £152,000 relating to street lighting and the receipt of additional New Homes Bonus monies of £242,253.

**Graph 1: Wirral Council – 2014/15 General Fund Variance, by month**



## 2 CHANGES TO THE AGREED BUDGET

- 2.1 The 2014/15 Budget was agreed by Council on February 25, 2014 and is detailed in Annex 2; any increase in the Budget has to be agreed by full Council. Any changes to the budget occurring since it was set will be summarised in the table below.

**Table 1: 2014/15 Original & Revised Net Budget by Directorate £000's**

	Original Net Budget	Approved Budget Changes Prior Mths	Approved Budget Changes Month 1-2	Revised Net Budget
Chief Executive	10,035	-	-	10,035
FWB - Adult Social Services	74,667	-	-	74,667
FWB – Children & YP, Schools & Safeguarding	82,877	-	-	82,877
FWB - Sport & Recreation	8,502	-	-	8,502
Regeneration & Environment	95,190	-	-	95,190
Transformation & Resources	20,199	-	-	20,199
Corporate Growth & Savings	-15,813	-	-	-15,813
<b>Net Cost of Services</b>	<b>275,657</b>	<b>0</b>	<b>0</b>	<b>275,657</b>

- 2.2 There have been no budget movements between directorates in the first two months of the year.

## 3 PROJECTIONS AND KEY ISSUES

- 3.1 The outturn position projected as at the end of period 2, key issues emerging and directorate updates are detailed below.

### Projections

**Table 2: 2014/15 Projected Budget variations by Directorate £000's**

Directorates	Revised Budget	Forecast Outturn	(Under) Overspend Month 2	RAGBY Classification	Change from prev mnth
Chief Executive	10,035	10,187	152	A	-
FWB - Adult Social Services	74,667	77,662	2,995	R	-
FWB – Children & YP, Schools & Safeguarding	82,877	82,877	0	G	-
FWB - Sport & Recreation	8,502	8,513	11	G	-
Regeneration & Environment	95,190	95,190	0	G	-
Transformation & Resources	20,199	20,178	-21	G	-
Corporate Growth & Savings	-15,813	-15,813	0	G	-
<b>TOTAL</b>	<b>275,657</b>	<b>278,794</b>	<b>3,137</b>		<b>0</b>

The main report only comments on large variations (Red and Yellow items). The 'variations' analysis over 28 budget areas, distinguishes between overspends and underspends. The 'risk band' classification is:

- Extreme: Overspends - **Red** (over +£301k), Underspend **Yellow** (over -£301k)
- Acceptable: Amber (+£141k to +£300k), Green (range from +£140k to -£140k); Blue (-£141k to -£300k)

**Table 3: Directorate Business Area Projected Budget variations**

	Chief Exec	FWB	Rege & Environ	Trans & Res	Total
Red Overspend	0	1	0	0	1
Yellow Underspend	0	0	0	0	0

The full Table is set out at [Annex 3](#)

- 3.2 One business area is currently flagged as red rated. This is Delivery within Families and Well Being - Adult Social Services and relates mainly to the delivery of 2014/15 savings for which management actions will need to be identified.

### **Key Issues**

- 3.3 The savings tracker contained within section 4 of this report contains an assessment of the 2014/15 savings programme. This shows £11.1m of savings rated as red (defined as high risk or not achieved) with a further £8.9m of options rated at amber (concerns).
- 3.4 The ratings are a result of robust assessment of progress to date against the original proposed budget options and identification of in year slippage against targets. Red rated options include a number relating to Adult Social Services options, savings on the library budget not yet implemented, corporate commissioning and procurement savings still to be identified and the Future Council initiative where slippage to a January implementation date is forecast to deliver half the 2014/15 planned saving, however mitigation is in place and being developed as set out below.
- 3.5 A number of identified mitigating actions are in place to assist the Future Council programme savings delivery and reduce the risks to the budget. These include continuation of the spending freeze, vacancy management, the voluntary redundancy offer, reviewing growth allocations and identification and control of other underspending directorate budgets. Mitigating actions will also deliver £3m from within public health. These measures include capitalisation of eligible schemes which, reduce commitments on the revenue budget, efficiencies, rephasing and review of Public Health Outcomes Funding and use of public health funding against other eligible directorate commitments
- 3.6 The impact of the above measures combined with the projections for the overall budget position reduces the forecast yearly overspend to £3m. Projections will be updated monthly and further mitigating measures identified as the year progresses.

### **Directorate Updates**

- 3.7 Within the various directorates there have been the following developments:

**Chief Executive's:** No variances have been identified within the core budget area. A potential overspend of £152,000 is however currently forecast as a result of new in year commitments within asset management.

The expected variance relates to additional street lighting Carbon Reduction Commitment (CRC) allowances. CRC street lighting requirements were announced by government after Council had agreed the 2014/15 budget. Additional allowances for street lighting at an estimated cost of £152,000 will require purchasing. Mitigation has not yet been identified from within the Directorate budget to cover this increased cost, but proposed mitigation for dealing with this is set out below.

In mid May government announced the New Homes Bonus allocation: returned funding grant determination with amounts for the 2014/15 financial year. This includes an additional grant element of £242,253 for Wirral which was not included in the 2014/15 budget as no decision that this return funding would be paid to local authorities had been made. The allocation is a general grant and could be used to offset the above increased Carbon Reduction Commitment in 2014/15.

#### **Families and Well Being:**

- Adults: Slippage against 2014/15 savings projects is £2.35m with further actions to be identified. The remaining variations cover a number of areas mainly within community care. Pressure within the Community Care budget is being addressed through management actions and savings projects. These areas have been highlighted by the DASS Transformation Board and are being reviewed with a view to identifying mitigating actions
- Childrens: No variances have been reported for childrens. Careful monitoring of savings progress will be required during the year.
- Schools, Safeguarding, Sport & Recreation: A minor variation of £11,000 is currently forecast for Sport and Recreation.

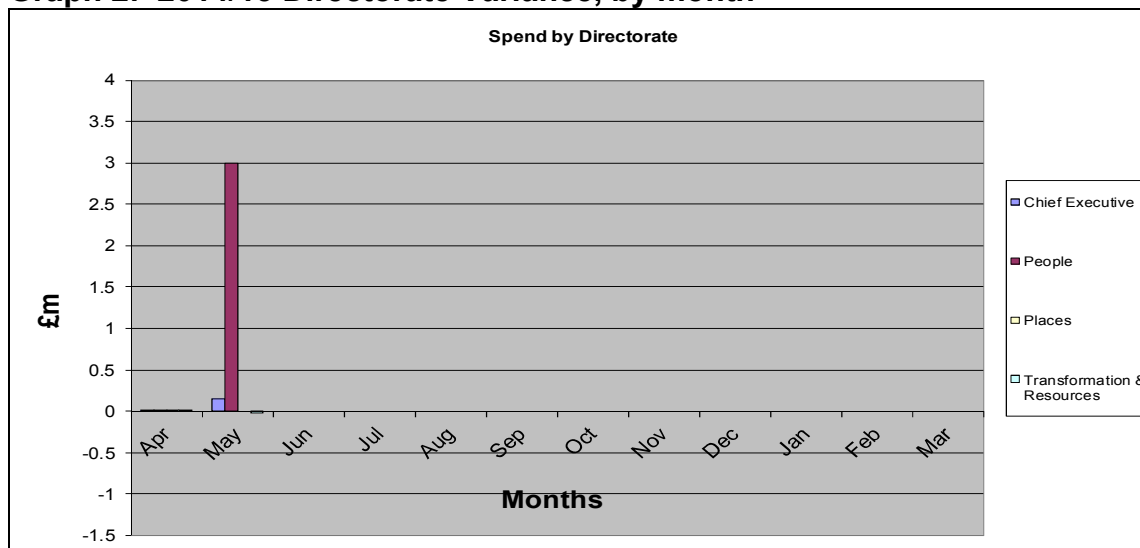
**Regeneration and Environment:** At this early stage of the financial year, there are no major budgetary issues to report within the Regeneration & Environment Directorate. The Directorate remains on course to meet its 2014-15 financial targets.

**Transformation & Resources:** An underspend of £21,000 is currently forecast for the directorate. The Library savings relating to changes agreed in 2013/14 for implementation in 2014/15 have not been implemented. These savings related to changes in opening hours and working arrangements and are being covered at the moment from vacant posts within the service.

**Corporate Wide Budgets:** A number of high value corporate wide savings options because of their size and complexity are currently classed as high risk. This includes savings from the Future Council initiative and Corporate Commissioning. These require close monitoring and will be further reported upon during the year.



**Graph 2: 2014/15 Directorate Variance, by month**



## 4 IMPLEMENTATION OF SAVINGS

- 4.1 The delivery of the agreed savings is key to the Council’s financial health and is tracked at both Council and Directorate level. The assumption is that, where there is slippage, the Strategic Director will implement replacement savings.

**Table 4: Budget Implementation Plan 2014/15 whole Council (£000’s)**

BRAG	Number of Options	Approved Budget Reduction	Amount Delivered at May	To be Delivered
B - delivered	39	9,054	9,054	0
G – on track	33	7,249	1,317	5,932
A - concerns	25	8,887	552	8,335
R - high risk/ not achieved	7	11,069	368	10,701
P – replacements for Red	0	0	0	0
<b>Total at M2 May 14</b>	<b>104</b>	<b>36,259</b>	<b>11,291</b>	<b>24,968</b>

Note: For 2014/15 the red rating definition has been amended from that used in 2013/14. Red is now classed as high risk or not achieved (in 2013/14 it was defined as failed)

- 4.2 As referred to in paragraph 3.4 above a number of savings options are currently red rated. The 2014/15 red rating definition has been broadened from that used in 2013/14 to now include high risk rather than only failed options.
- 4.3 The **spending freeze** for non-essential spending has been extended into the 2014/15 financial year and will continue until further notice. The purpose being to reduce any projected overspend, which by Section 28 of the Local Government Act 2003, is the duty of the Council.
- 4.4 The 2014/15 Budget includes a number of budget saving options profiled to produce benefits towards the end of the financial year. Details will be provided throughout the year within the report regarding any slippage in savings

achievement and actions taken to bring savings on back on schedule, or to provide temporary compensatory funding where appropriate.

## 5 GROWTH

- 5.1 An allowance for the impact of demographic changes, inflation and other risks - that is outcomes that could be worse than assumed - was built into the budget 2014/15 as detailed at Annex 5. The assumptions which totalled £9.2m have been and are subject to ongoing review.
- 5.2 A review of the growth requests and assumptions made in February has taken place. This has identified approximately £0.9m of in year reductions which can be achieved. These are a result in receiving updated information on requirements and assessing the timing and commencement of commitments for new initiatives. The details of the adjustments are detailed in table 5 below

**Table 5: Suggested Growth Reductions**

	<b>2014/15</b>
Adults (Increased demand)	100
Ordinary Residence	200
Contract Inflation	85
Children's (Leasowe Millennium Centre)	50
Children's (Youth and Play)	76
Graduates	88
Selective Licensing Landlords	178
Economic Strategy Unit	100
<b>Total Reduction</b>	<b>877</b>

## 6 INCOME AND DEBT

- 6.1 Revenue and Income falls into the four broad areas shown below for reporting purposes:

**Table 6: Amount to be collected in 2014/15 £000's**

	<b>2014/15</b>	<b>2014/15</b>	
	<b>Collectable</b>	<b>Collected</b>	<b>%</b>
	<b>£000</b>	<b>£000</b>	
Council Tax	137,225	25,996	18.9%
Business Rates	71,328	12,867	18.0%
Fees and charges – Adults	10,415	11,242.	107.9%*
Fees and charges – all other services	7,800	8,674	111.2%*

\*A proportion of Fees income collected in 2014/15 will apply to debts raised pre April 2014, ie to debts in addition to those newly collectable in 2014/15 .

## COUNCIL TAX

- 6.2 The Council Tax collection after two months of the year is comparable with the equivalent 2013/14 collection rate. No significant changes to Council Tax arrangements were implemented for 2014/15. This is now the second year of Local Council Tax Support scheme.

- 6.3 Recovery from non Council Tax Support recipient debtors is continuing as normal. Action taken to recover from those of Working Age that previously received Council Tax Benefit is ongoing. Repayment plans offering weekly/fortnightly instalments were offered to those contacting the Council. Where possible attempts to collect by Attachment of Earnings and Benefits will be prioritised however inevitably in some cases this will not be possible and alternative methods including Bailiffs will need to be utilised.

## **BUSINESS RATES**

- 6.4 Following changes implemented recently by central government, businesses can now have the option to pay Business Rates over 12 monthly instalments. Previously payment options had been over 10 instalments. Income collection to the end of May was 18.0%. This was lower than the 19.53% collected at the equivalent period in 2013/14. The most significant factor in this is the take up of 12 monthly instalment option which as a result of the extended payment time, means that the collection rate will not catch up until March 2015.

## **DEBTORS**

- 6.5 Ongoing work has continued to improve collection and resolve outstanding debts and currently leaves a balance outstanding of £22,054,513 compared to last year which at the end of May 2013 was £26,461,856. Income receipts in April and May exceeded bills raised in the period and reflect a reduction in the net debt position.

## **7 RELEVANT RISKS**

- 7.1 The possible failure to deliver the Revenue Budget is being mitigated by:
- Tracking system of savings to ensure delivery;
  - Future Council Project Governance arrangements including the regular review of in year and future savings by Chief Officers
  - Monthly review by Chief Officers, and Cabinet, together with an improved Scrutiny regime, and greater transparency;
  - Individual monthly review by Cabinet Portfolio holder at portfolio meeting;

## **8 OTHER OPTIONS CONSIDERED**

- 8.1 Any option to improve the monitoring and budget accuracy will be considered.

## **9 CONSULTATION**

- 9.1 No consultation has been carried out in relation to this report.

## **10 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 10.1 As yet there are no implications for voluntary, community or faith groups.

## **11 RESOURCE IMPLICATIONS: FINANCIAL, IT, STAFFING AND ASSETS**

- 11.1 Cabinet 12 February 2014 agreed a 2014/15 General Fund balance risk calculation of a minimum of £17.3 million. The level of risk is forecast to reduce in future years with the General Fund balance requirement for 2015/16 calculated at £15.4 million. This will be reviewed during the year to reflect changing circumstances and any in year developments.

**Table 7: Summary of the projected General Fund balances**

Details	£m	£m
Balance 31 March 2015 when setting the Budget 2014/15		+17.3
Less: Potential overspend, at M2		-3.1
Add: Additional New Homes Bonus		+0.2
Projected balance 31 March 2015		+14.4

- 11.2 Earmarked Reserves excluding school balances total £66.1 million. These include reserves relating to the cost of Council remodelling, mitigation and specific project support and ongoing financial risks. Earmarked reserves will be reviewed during the year.

## **12 LEGAL IMPLICATIONS**

- 12.1 The entire report concerns the duty of the Council to avoid a budget shortfall. The Chief Finance Officer has a personal duty under the Local Government Finance Act 1988 section 114A to make a report to the executive if it appears to him that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.

## **13 EQUALITIES IMPLICATIONS**

- 13.1 This report is essentially a monitoring report which reports on financial performance. Any budgetary decisions, of which there are none in this report, would need to be assessed for any equality implications.

## **14 CARBON REDUCTION IMPLICATIONS**

- 14.1 There are no implications arising directly from this report.

## **15 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 15.1 There are no implications arising directly from this report.

## **16 RECOMMENDATIONS**

- 16.1 Cabinet is asked to note that at Month 2 (May 2014), the full year forecast projects a gross General Fund overspend of £3,137,000.
- 16.2 Cabinet is asked to note the increased commitment of £152,000 for Carbon Reduction Commitment allowances contained within the above figure

- 16.3 Cabinet is asked note the payment of New Homes Bonus grant of £242,253 which is a general grant received outside of directorate budgets.
- 16.4 Cabinet is asked to note the risks relating to non delivery of savings as detailed in paragraph 3.3 and requirement for mitigation and actions to be identified
- 16.5 Cabinet notes the mitigating actions being undertaken including capitalisation, reprofiling and use of public health budgets as per paragraph 3.5 and reductions to 2014/15 growth as detailed in paragraphs 5.2 and table 5 above. Further mitigating action will be developed as appropriate during the year.
- 16.6 Cabinet approve the application of the additional New Homes Bonus grant against the Carbon reduction commitment and overall overspend to reduce the net overspend to £2,894,747.

**17 REASONS FOR THE RECOMMENDATIONS**

- 17.1 The Council, having set a Budget at the start of the financial year, needs to ensure that the delivery of this Budget is achieved. This has to be within the allocated and available resources to ensure the ongoing financial stability of the Council. Consequently there is a requirement to regularly monitor progress so that corrective action can be taken when required which is enhanced with the monthly reporting of the financial position.

**REPORT AUTHOR:** Peter Molyneux  
 Senior Manager  
 Telephone (0151) 666 3389  
 Email petemolyneux@wirral.gov.uk

**ANNEXES**

- Annex 1 Revenue Monitoring and Reporting Timetable 2014/15.
- Annex 2 General Fund Revenue Budget for 2014/15 agreed by Council.
- Annex 3 RAGBY Full Details
- Annex 4 Mitigating Actions 2014/15
- Annex 5 Growth and Risk
- Annex 6 Income and Debt

**SUBJECT HISTORY**

Council Meeting	Date
Since September 2012, a monthly Revenue monitoring report has been submitted monthly to Cabinet. Budget Council	25 February 2014

**Annex 1 REVENUE MONITORING AND REPORTING TIMETABLE 2014/15**

Period Number	Month	General Ledger Updated and Reports Available To Be Produced	Reports Available For The Executive Strategy Group	Reports Available For Cabinet
			Monthly	Monthly
1	April	N/A	N/A	N/A
2	May	Jun 6	Jun 17	Jul 7
3	June	July 7	Aug 26	Sep 11
4	July	Aug 8	Aug 26	Sep 11
5	August	Sep 5	Sep 23	Oct 9
6	September	Oct 7	Oct 21	Nov 6
7	October	Nov 11	Dec 16	Jan 15
8	November	Dec 12	Jan 20	Feb 10
9	December	Jan 8	Jan 20	Feb 10
10	January	Feb 6	Feb 24	Mar 12
11	February	Mar 6	TBC	TBC
12	Outturn (Provisional)	TBC	TBC	TBC

## AGREED BY COUNCIL ON 25 FEBRUARY 2014

Directorate/Service Area	Original Budget	Variances	Revised Budget
	£000	£000	£000
<b>Expenditure</b>			
Chief Executives	10,035	-	10,035
Families and Well Being		-	
Children and Young People, Schools and Safeguarding	82,877	-	82,877
- Adult Social Services	74,667	-	74,667
- Sports and Recreation	8,502	-	8,502
Regeneration and Environment	95,190	-	95,190
Transformation and Resources	20,199	-	20,199
<b>Net Cost of Services</b>	<b>291,470</b>	-	<b>291,470</b>
Corporate Growth	1,016	-	1,016
Corporate Savings	-16,829	-	-16,829
<b>Budget Requirement</b>	<b>275,657</b>	-	<b>275,657</b>
<b>Income</b>			
Local Services Support Grant			
New Homes Bonus	1,768	-	1,768
Revenue Support Grant	87,492	-	87,492
Business Rates Baseline	32,036	-	32,036
Top Up	40,513	-	40,513
Council Tax Requirement	112,214	-	112,214
Council Tax Freeze Grant	1,334	-	1,334
Contribution from G Fund Balances	300	-	300
<b>Total Income</b>	<b>275,657</b>	-	<b>275,657</b>
<b>Statement of Balances</b>			
As at 1 April 2014	17,300	-	17,300
Contributions from Balances	(300)	-	(300)
<b>Forecast Balances 31 March 2015</b>	<b>17,000</b>	-	<b>17,000</b>

Note: This table will be updated for agreed variances during the year

## Annex 3 - MONITORING FULL DETAILS

### RAGBY REPORTING AND OTHER ISSUES

The Red and Yellow RAGBY issues that are the subject of corporate focus are detailed in the following sections by Business Area (by Directorate identifying the service in the Council Estimates (Green Book))

Department	Number of Budget Areas	Red	Amber	Green	Blue	Yellow
Chief Executive's	5	0	1	4	0	0
Adult Social Services	2	1	0	1	0	0
Children & Young People, & Schools	5	0	0	5	0	0
Safeguarding	1	0	0	1	0	0
Sports & Rec	1	0	0	1	0	0
Regeneration & Environment	5	0	0	5	0	0
Transformation & Resources	7	0	1	5	1	0
Corporate Growth & Savings	2	0	0	2	0	0
<b>Total</b>	<b>28</b>	<b>1</b>	<b>2</b>	<b>24</b>	<b>1</b>	<b>0</b>

### Business Area Reds

	Chief Exec	People	Places	Trans & Res	Total
Red Overspend	0	1	0	0	1
Value £000s		3,727			3,727

### Business Area Yellows

	Chief Exec	People	Places	Trans & Res	Total
Yellow underspend	0	0	0	0	0
Value £000s					



#### Annex 4 - MITIGATING ACTIONS 2014/15

<b>HEALTH OUTCOMES FUND – CAPITALISATION</b>		<b>£</b>
Regeneration	Wirral Allotments Project	168,000
Regeneration	Start Active - Play Active - Stay Active	230,000
Regeneration	Wirral Way widening and safety improvements	130,317
Sport and Rec	Guinea Gap Centre - 2x 3G Football pitches	245,000
Sport and Rec	Fitness Suite facility at West Kirby Concourse	111,999
<b>Total transferred to Capital Programme and borrowing</b>		<b>885,316</b>
Less borrowing costs as previously revenue funded		-88,530
<b>TOTAL FROM OUTCOMES FUND ONE-OFF SAVING</b>		<b>796,786</b>

<b>HEALTH OUTCOMES FUND – EFFICIENCIES AND STOPPING</b>		<b>£</b>
Childrens	Connect for Wellbeing	34,374
Childrens	Children in Care (CiC) Council Project	26,067
Childrens	Substance Misuse	61,400
Childrens	Teenage Pregnancy	50,000
Regeneration	Healthy Homes	102,234
Regeneration	Forest Schools	35,991
Regeneration	Young Drivers	15,000
Regeneration	Proxy Purchasing Project	12,500
Regeneration	Pilot Scheme to encourage behaviour Change	16,735
Regeneration	FoCAL (Forest Community and Adult Learning)	75,438
Sport and Rec	Enhance and up skill Fitness Suite Staff	11,889
Sport and Rec	Youth Sports Nights	14,785
Sport and Rec	Positive Futures Programme Assistant	33,000
Sport and Rec	Training budget for 'Activators' courses	41,250
Sport and Rec	'Run in Wirral' and other outreach activities	22,500
Various	Other Schemes (below £10,000)	32,403
<b>TOTAL FROM OUTCOMES FUND – EFFICIENCIES &amp; STOPPING</b>		<b>585,566</b>

<b>PUBLIC HEALTH – REVENUE</b>	<b>£</b>
Allocation against existing eligible activity releasing resources	<b>1,600,000</b>

#### GROWTH REDUCTION / REPHASING OF APPROVED GROWTH 2014/15

Directorate	Description	Growth £	Action	£
Adults	Inc demand Older People	1,139,000	Reduction agreed	100,000
Adults	Ordinary Residence	500,000	Reduction agreed	200,000
Adults	Contract inflation	835,000	Per increases agreed	85,000
Childrens	Leasowe Millennium Centre	76,000	Absorb in asset mgt	76,000
Childrens	Youth and Play Services	50,000	Absorb in Service	50,000
T&R	Graduate	88,000	Defer recruitment	88,000
Regeneration	Selective Licensing	356,000	Half-year to implement	178,000
Regeneration	Economic Strat. Unit	200,000	Half-year to implement	100,000
<b>TOTAL FROM REDUCING / REPHRASING GROWTH 2014/15</b>				<b>877,000</b>

#### Annex 5 GROWTH AND RISK

<b>DIRECTORATE</b>	<b>OPTION TITLE</b>	<b>2014/15</b>
		<b>£000</b>
<b>FAMILIES</b>		<b>4,626</b>
Demographic Growth	Childrens - Special Guardianship and Adoption numbers	240
	Adults - Demand (Young Adults with Learning Disabilities)	926
	Adults - Increased demand Older People	1,139
	Adults - Ordinary Residence	500
Other Growth	Childrens - Staying Put Policy	0
	Assets - Leasowe Millennium Centre	76
	Childrens - Youth and Play Services - refocus provision	50
	Adults - Care Bill implications	0
Inflation	Childrens - Increasing Fostering & Adoption Allowances	200
	Childrens - PFI Affordability Gap	190
	Childrens - Teacher Retirement Costs	80
	Childrens - Transport Contracts	80
	Childrens - Energy and CRC Allowances price increases	310
	Adults - Contract inflation	835
<b>REGENERATION</b>		<b>1,784</b>
Demographic Growth	Temporary Accommodation Budget	50
Other Growth	Housing /Homeless Prevention (presently from Community Fund)	0
	Car Parking Operations Income	350
	Increase to green waste processing gate fee	65
	Economic Strategy Unit	200
	United Utilities Standing Water Charges	0
	New System for administering Resident Parking Schemes	40
	Parking Income shortfall due to end of income agreement	68
	Biffa Property Uplift	13

DIRECTORATE	OPTION TITLE	2014/15
		£000
	Selective Licensing of Landlords	356
	Homelessness Prevention Grant	221
	Prevention and support services (presently from Community Fund)	0
	Housing Standards and Renewal (presently from Community Fund)	0
Inflation	Highway Services Contract	48
	Contract for Parking Enforcement Services	10
	Urban Traffic Control Systems	20
	Biffa Contract Inflation	343
<b>TRANSFORMATION</b>		<b>2,773</b>
Other Growth	Graduate Trainee Programme	88
	Savings Profiling including Business Rates	900
	Council Tax Summonses	1,300
	Council Tax Support Scheme: Uprating in line with Housing Benefit	265
	IT Support	120
	Benefit Advice Services	100
	Elapsing of unpaid leave 3 year savings option	0

By Directorate	2014/15	By Type Of Growth	2014/15
	£000		£000
Families & Wellbeing	4,626	Demographic	2,855
Regeneration	1,784	Other Growth	4,212
Transformation	2,773	Inflation	2,116
<b>Total</b>	<b>9,183</b>	<b>Total Growth</b>	<b>9,183</b>

Since the budget was set a review of growth and assumptions has been undertaken. The following reductions which reflect changes in profile and phasing will assist mitigate pressures in the 2014/15 budget.

The following shows the collection progress for Council Tax, Business Rates, Accounts Receivable and Benefits

### Council Tax

The following statement compares the amount collected for **Council Tax** in the period 1 April 2014 to 31 May 2014 with the amount collected in the same period in 2012/13:

	<b>Actual 2014/15 £000s</b>	Actual 2013/14 £000s
Cash to Collect	<b>137,225</b>	135,419
Cash Collected	<b>25,966</b>	25,802
% Collected	<b>18.9%</b>	19.1%

Council Tax benefits have been abolished and replaced by Council Tax support and the numbers and awards as at 31 May 2014 are as follows:

Number of <b>Council Tax Support</b> recipients	<b>37,633</b>
Number of pensioners	<b>15,956</b>
Number of vulnerable (working age)	<b>7,701</b>
Number of working age	<b>13,926</b>

### Council Tax Discretionary Policy as at 31 May;

21 awards granted totalling £3,676,  
 6 cases adjourned,  
 179 refused reason, requesting payment of 22% after maximum Council Tax Support.  
 5 cases reason, moved to 100% CTS from 78%,  
 4 cases reason, others/misc.  
 17 cases outstanding.

## Business Rates

The following statement compares the amount collected for **National Non-Domestic Rates** in the period 1 April 2014 to 31 May 2014 with the amount collected in the same period in 2013/14:

	<b>Actual 2014/15</b>	Actual 2013/14
	£	£
Cash to Collect	<b>71,328</b>	70,396
Cash Collected	<b>12,867</b>	13,749
% Collected	<b>18.0%*</b>	19.53%

\* 12 instalments introduced, adopted by at least 25% of accounts showing comparison.

## Accounts Receivable

The table below shows the directorates and amount of debt at each recovery stage:

Directorate Description	Less than 10 days	1st reminder	2nd reminder	3rd reminder	Total at 31.05.14
Chief Executive	<b>£54,930</b>	<b>£18,538</b>	<b>£8,514</b>	<b>£631,474</b>	<b>£713,456</b>
Neighbourhood	<b>£790</b>	<b>£2,310</b>	<b>£0</b>	<b>£30,413</b>	<b>£33,513</b>
Transformation & Resources	<b>£1,690,276</b>	<b>£2,889,231</b>	<b>£24,146</b>	<b>£927,266</b>	<b>£5,530,919</b>
Families & Wellbeing	<b>£4,330,898</b>	<b>£382,123</b>	<b>£368,360</b>	<b>£9,406,885</b>	<b>£14,488,266</b>
Regeneration & Environment	<b>£424,960</b>	<b>£283,036</b>	<b>£86,981</b>	<b>£818,376</b>	<b>£1,613,353</b>
Policy & Performance	<b>£158</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£158</b>
<b>Totals</b>	<b>£6,502,012</b>	<b>£3,575,238</b>	<b>£488,001</b>	<b>£11,814,414</b>	<b>£22,379,665</b>

The above figures are for invoices in respect of the period up to the end of May 2014. Payments as well as amendments such as write-offs and debt cancellations continue to be made after this date on all these accounts. There is a further deduction of £325,152.00 to be made for unallocated payments leaving a balance of **£22,054,513**

## BENEFITS

The following statement details the number of claimants in respect of benefit and the expenditure for Private Tenants and those in receipt of Council Tax Support up to 31 May 2014:

	<b>2014/15</b>	2013/14
Number of <b>Private Tenant</b> recipients	<b>31,876</b>	31,391
Total rent allowance expenditure	<b>£22,966,814</b>	

Number under the <b>Local Housing Allowance</b> Scheme ( <i>included in the above</i> )	<b>12,304</b> £9,829,429	11,965
Number of <b>Council Tax Support</b> recipients	<b>37,611</b> <b>38,617</b>	
Total Council Tax Support expenditure	<b>£27,830,288</b>	
Total expenditure on benefit to date	<b>£50,797,102</b>	

The following statement provides information concerning the breakdown according to client type as at 31 May 2014 and gives the early year numbers to show the shift in sector by benefit claimants during the year.

Claimants in the Private Rented Sector	<b>14,080</b>	14,531
Claimants in the Social Rented Sector	<b>17,228</b>	16,906
Owner Occupiers	<b>10,060</b>	10,118
Total claimants by age group		
- under 25 years old	<b>2,486</b>	2,504
- 25 – 60 years old	<b>21,535</b>	21,548
- over 60 years old	<b>17,347</b>	17,361

**There are 41,368** benefit recipients in Wirral as at 31 May 2014.

### **Under Occupancy regulations**

From 1 April 2013 property size criteria was introduced to working age tenants of social landlords (Registered Providers). Where a claimant is deemed to be occupying accommodation larger than they reasonably require Housing Benefit is restricted:-

- By 14% in 2,776 cases
- By 25% in 677 cases

The number of claims affected does fluctuate. The numbers above are a snapshot at 31<sup>st</sup> May 2014.

### **Housing Benefit Fraud and Enquiries – 1 April 2014 to 31 March 2014**

New Cases referred to Fraud team in period	1,385
Cases where fraud found and action taken	115
Cases investigated, no fraud found and recovery of overpayment may be sought	507
Cases where fraud found and action taken:	
Administration penalty / caution	10
Successful prosecution	47
Included in total prosecutions	

## Discretionary Housing Payments

The table below profiles the position of Discretionary Housing Payment (DHP) administration and associated spend. DHP is not a payment of Housing Benefit and is funded separately from the main scheme. Since the introduction of Welfare Reform and associated impacts, additional funding has been made available.

The Government contribution for 2014/15 is £995,795 with an overall limit of £2,489,487 which the Authority must not exceed.

Month	Claims Considered			DHP Awards in Payment	Current Awards	% spent (committed) of total fund	Annual Total Cont. remaining
	Total considered	Awarded	Refused				
April	259	203	56	248	£93,371	10%	£902,424
May	464	361	103	816	£181,503	35%	£814,292
Totals	723	564	159				

## Local Welfare Assistance

The Local Welfare Assistance Support Scheme (LWA), supported by a £1,345,925 Government Grant, gives assistance to those in immediate crisis or need through the provision of pre payment cards for food and fuel and direct provision of white goods. The number of applications continue to rise on a week by week basis.

LWA details for period from 07 April 2014 to 31 May 2014:

Number of awards granted for food	456	value	£21,311
Number of awards granted for fuel	613	value	£10,120
Number of awards granted for goods	1,497	value	£161,896
<b>Total number of awards made</b>	<b>2,566</b>	<b>value</b>	<b>£193,327</b>

This direct grant will be ended on 31 March 2015 and during 2014/15 the Authority will need to decide what, if any, provisions are made for 2015/16 in this area.

This page is intentionally left blank



CABINET

7 JULY 2014

<b>SUBJECT</b>	<b>CAPITAL MONITORING 2014/15 MONTH 2 (MAY 2014)</b>
<b>WARD/S AFFECTED</b>	<b>ALL</b>
<b>REPORT OF</b>	<b>DIRECTOR OF RESOURCES</b>
<b>RESPONSIBLE PORTFOLIO HOLDER</b>	<b>COUNCILLOR PHIL DAVIES</b>
<b>KEY DECISION</b>	<b>YES</b>

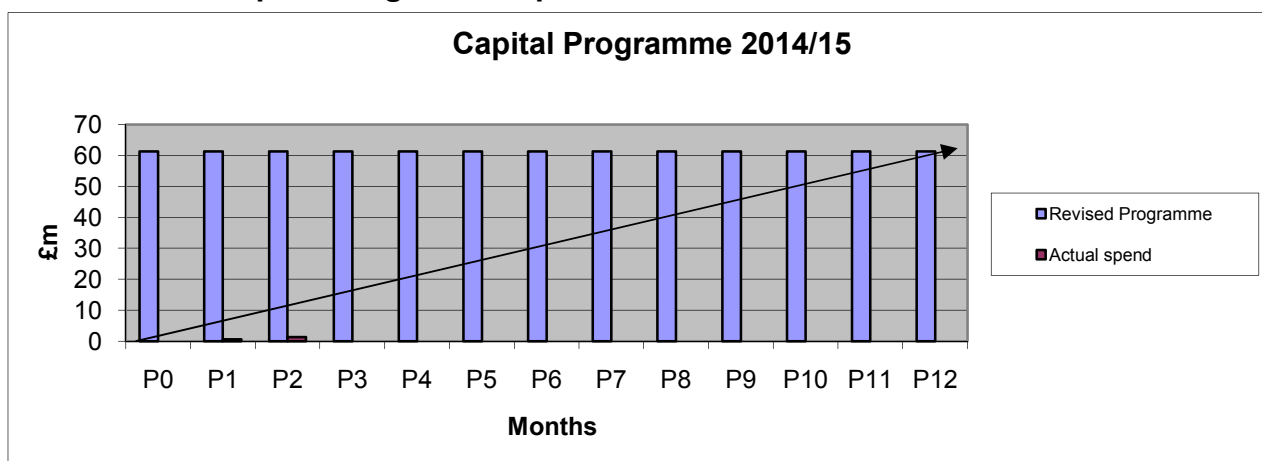
**1 EXECUTIVE SUMMARY**

1.1 This report sets out the capital position for 2014/15 at Month 2 (May 2014).

**2 OVERALL POSITION AT PERIOD 2 (MAY 2014)**

2.1 At this early stage of the year no variances have as yet been identified which impact upon the forecast year end outturn. The following tables provide information which outline the 2014/15 capital programme and the sources of financing.

**Chart 1: Capital Programme spend below line of best fit**



**3 ORIGINAL AND PROPOSED CAPITAL PROGRAMME FOR 2014/15**

3.1 The Programme for 2014/15 is subject to change. Period 2 reflects the Programme agreed by Cabinet on 12 February together with subsequent amendments. Broadly these reflect the re-profiling from 2013/14 as referred to in the Capital Outturn report, together with more up to date information regarding external financial support primarily latest grant notifications.

- 3.2 Given the level of slippage from 2013/14's programme, in total £35 million, the programme will be subject to a rigorous review by the Capital Working Group during July with the intention of determining a deliverable programme in 2014/15.
- 3.3 To aid the monitoring process greater use will be made of the Concerto system with each scheme. This will show how schemes in the Capital Programme are progressing. Appendix 1 will in future contain information about which stage in the gateway process schemes have reached. The 5 gates currently in use are:

Conception  
 Approval  
 Start Up  
 Delivery  
 Completion

**Table 1: Capital Programme 2014/15 at Period 2 (May) £000's**

	Capital strategy	Re-profiling	Other changes to be noted	Revised Capital Programme	Actual Expenditure May 2014
Universal & Infrastructure	5,983	1,113	0	7,096	110
Families & Wellbeing – CYP	13,879	3,376	-2,877	14,378	502
Families & Wellbeing – Adults	3,611	1,173	0	4,784	155
Families & Wellbeing – Sport & Recreation	1,000	1,000	357	2,357	0
Regeneration & Environment – Environment & Regulation	7,850	1,715	1,203	10,768	73
Regeneration & Environment – Housing & Community Safety	5,972	2,682	0	8,654	297
Regeneration & Environment – Regeneration	5,479	474	3,400	9,353	123
Public Health	401	357	-758	0	0
Transformation & Resources	4,000	0	0	4,000	81
<b>Total expenditure</b>	<b>48,175</b>	<b>11,890</b>	<b>1,325</b>	<b>61,390</b>	<b>1,341</b>

### Universal and Infrastructure Services

- 3.4 Tenders for Wallasey Town Hall are due back in June. Estimated at £0.275 million this work will enable alterations to ground floor areas.

Phase 1, & 2 of Electrical Infrastructure and refurbishments works at Cheshire Lines are complete phase 3 is due to start 7th July for a 12 week contract. Phase 4 will commence October with all work complete by March 2015 at an estimated cost of £0.250 million. This will enable Birkenhead Municipal Building to be demolished and staff relocated to Cheshire Lines.

Works to Birkenhead Town Hall are complete and Acre Lane staff have started to relocate with all staff relocated and Acre Lane vacant by Sept.

Tender preparation work is underway for full refurbishment of Wallasey Town Hall North Annexe.

Cleveland Street Transport Depot, enabling works are underway refurbishing existing buildings to allow a phased move from, various Parks Depots that will reduce revenue implications and/or produce a Capital receipt.

Demolition work is due to commence end of July in preparation for construction of a New Salt Barn facility at the Cleveland Street site.

### **CYP Capital Allocations for 2014/15**

3.5 DfE allocations for 2014/15 were announced on the 24th of January 2014. Details of the proposed CYP Capital programme for 2014/15 are attached as Annex 2 of this report. The programme includes a wide range of projects and these will promote the Council's corporate priorities. In drawing up the Capital Programme for 2014/15, the department has continued to follow similar strategies in previous years for enhancing premises, dealing with condition related works, improving student learning environments, community accessibility, safety and security compliance. The Capital Programme is made up of allocations from the DfE for Capital Maintenance, Basic Need and Universal Infant Free School Meal allocations plus Council Capital for specific high value projects and general pupil place planning. Whilst Capital allocations have not been ring-fenced to particular areas of need by the DfE, the principles followed are:

- (i) To undertake projects identified in the Asset Management Plan to enhance the Suitability and Condition of schools and enable a full range of curriculum activities.
- (ii) To undertake projects supporting the changing Primary and Secondary school pupil rolls across the Borough.
- (iii) To work with other Council departments to deliver the Strategic Asset Review, particularly in the co-location of services, early years childcare and forward planning for other regeneration projects.
- (iv) To enable inclusion within mainstream schools for pupils with physical and mental disabilities and to ensure that Special Schools are able to provide the care required for a range of disabilities.
- v) To identify those schools for which Basic Need and the Council's allocation for school place planning should be considered for the sufficiency of places; these are included within both the feasibility/design development section and the main schemes.

### 3.6 Current Programme

Good progress is being made by the in-house Asset Management and Design Teams on major projects included in the 2013/14 capital programme, at June 2014 there are 2 large contracts (over £500k) on site in addition to a range of smaller value projects and 15 large projects where detailed design work is taking place; these are at various stages of the design/conception phases.

### 3.7 Universal Infant Free School Meals

Following announcements in late 2013 to introduce a new entitlement for all pupils in years 1 and 2 details were received by Local Authorities in January giving more information of the initiative.

In Wirral this initiative will result in an expected pupil meal increase of 7,000 meals per day. Whilst there are a number of kitchens requiring extensive building work to enable capacity increase, many kitchens require new heavy equipment which need adequate ventilation systems, electrical supplies etc. Works will continue over the summer holiday to ensure kitchen production is ready for September. Due to the rolling-programme of investment in kitchens over the past few years Wirral was in a stronger position than many LA's to meet the new initiative. However, continuation of capital investment will be required to meet the increased meal numbers, to ensure that safety legislation is met and to replace old kitchen equipment.

### 3.8 Priority School Building Programme

Wirral was successful in its application to re-build 3 new schools under the PSBP (1), the first scheme to rebuild Foxfield Special School is on-site and construction is progressing quickly. The anticipated date for completion is early 2015 when the new school will move from its current site in Moreton to Woodchurch. Ridgeway High School and Bedford Drive School are also included in PSBP (1) but will follow a Private Finance Initiative route, the projects are progressing and the appointment of a preferred contractor will be announced shortly.

PSBP (2) has just been announced by the DfE and it is intended that further bids will be submitted for inclusion in this next round of this significant construction programme. The final submission date for bids is 21 July 2014 and all schools will be assessed against the criteria set by the Education Funding Agency and Condition data held by Asset Management.

### 3.9 School Basic Need and Sufficiency Requirements

Wirral received amounts of £512,000 in both 2013/14 and 2014/15 to meet the need for additional pupil places. Whilst the impact of pupil number growth has not had the impact as in many other Local Authorities in the country there have been pockets of higher pupil numbers in a few schools and as a result additional space has been provided.

The Capital Programme 2014/15 list attached identifies Fender Primary school for Basic Need allocation to meet the increase in pupils in the Woodchurch area. However, Council Capital contributions of £750,000 in 2014/15 and the indicative allocations for Basic Need in 2015/16 and 2016/17 which are in the region of £3m have not been allocated. Further discussions are required with curriculum leaders, pupil admissions, schools forum etc to agree the programme for increasing pupil

numbers in selected schools. Further reports to Cabinet will therefore be forthcoming.

### **Families and Wellbeing – Adults**

- 3.10 The Integrated I.T. scheme (Liquidlogic) is progressing with over 50% of the scheme now completed.

The Learning Disabilities Extra Care Housing Scheme procurement was completed in early 2014 and a delivery plan agreed.

### **Environment and Regulation**

- 3.11 The two major programmes relate to Highway Maintenance for which the annual programme has been drawn up with schemes now progressing and no significant issues are anticipated. As for the Bridges programme, most schemes will be completed as anticipated with two possible exceptions. The Dell underpass is subject to possible adjudication and work on National Rail bridges is subject to agreement of that organisation. There is therefore the possibility that these schemes may slip to 2015/16, in total £0.284 million.

### **Housing & Community Safety**

- 3.12 Disabled Facilities Grants continue to be approved and the spend committed but the incurring of this spend is determined by the grant applicants which means that there will invariably be works approved but will not be completed until the following year.
- 3.13 The framework for the use of the £1.5m allocated to stimulate affordable housing building in Wirral was approved by this Committee in April.

### **Regeneration**

- 3.14 The Council's Regional Growth Fund grant supports investment into the offshore renewable energy sector. With applications being approved the companies are only paid upon defrayment.

### **Transformation & Resources**

- 3.15 The Council has embarked upon a substantial programme of investment into Information Technology which includes the Oracle System and is a key element in supporting the delivery of the Future Council project. The acquisition of equipment is in progress and should all be in place by the end of the financial year.

**Table 2: Significant variations to the 2014/15 programme £000's**

	<b>Changes to be noted</b>	<b>Explanation (A) Policy (B) Items previously deferred (C) Funding (D) Re-profiling (E) Reduced requirement</b>
Families & Wellbeing – CYP	-2,187	Condition/Modernisation – Allocation has been confirmed. (C).
	-690	6 schemes from the above allocation will not commence until 2015/16 (D).
Families & Wellbeing - Sport & Recreation	357	Transfer of responsibility for a number of Public Health funded schemes (A).
Regeneration – Environment & Regulation	802	Allocation of revised grant notifications (C).
	401	Transfer of responsibility for a number of Public Health funded schemes (A).
Regeneration – Housing & Community Safety	3,000	Estimate of potential Regional Growth funding from Local Enterprise Partnership (C)
Public Health	-758	Transfer of responsibility to Regeneration and Sport and Recreation for a number schemes (A)
<b>Total Significant Variations</b>	<b>925</b>	

#### 4 FINANCING OF THE CAPITAL PROGRAMME

4.1 Table 3 summarises the financing sources for the original and latest programmes.

**Table 3: Revised Capital Programme Financing 2014/15 £000's**

<b>Capital Programme Financing</b>	<b>Capital Strategy</b>	<b>Revised 2014/15 Programme</b>
Unsupported Borrowing	20,717	19,972
Capital Receipts	3,000	10,900
Revenue and Reserves	290	694
Grants	24,168	29,824
<b>Total Financing</b>	<b>48,175</b>	<b>61,390</b>

- 4.2 A number of schemes with a value of £0.9 million were originally to be funded from Public Health grant. These will now be funded from borrowing at a cost of £81,000 p.a. As a result the grant can now be allocated to revenue with an overall saving of £0.8 million.

## 5 PROJECTED LONGER TERM CAPITAL PROGRAMME

- 5.1 Funding for the forecast 2014/15 to 2016/17 capital programme is shown in Table 4 and reflects the 2014/17 capital programmes agreed by Budget Council and subsequent amendments.

**Table 4: Capital Programme Financing 2014/15 to 2016/17 £000's**

<b>Capital Programme Financing</b>	<b>2014/15 Revised Estimate</b>	<b>2015/16 Original Estimate</b>	<b>2016/17 Original Estimate</b>	<b>Total Programme</b>
Unsupported Borrowing	20,857	6,824	4,376	32,057
Capital Receipts	10,900	3,000	0	13,900
Reserve Reserves	694	0	0	694
Grant s	28,939	7,644	6,644	43,227
<b>Total Financing</b>	<b>61,390</b>	<b>17,468</b>	<b>11,020</b>	<b>89,878</b>

## 6 SUPPORTED AND UNSUPPORTED BORROWING AND THE REVENUE CONSEQUENCES OF UNSUPPORTED BORROWING

- 6.1 Based on the current cost of borrowing, £1 million of Prudential Borrowing would result in additional revenue financing costs of £90,000 per annum in the following year. As part of the Capital Strategy 2014/15 to 2016/17 the Council has included an element of prudential borrowing. At Period 2 there is a sum of £39.1 million of new unsupported borrowing included over the next three years, which will result in approximately £3.4 million of additional revenue costs detailed at Table 5, if there is no change in strategy.

**Table 5: Unsupported Borrowing Forecasts & Revenue costs £000's**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
New Unsupported borrowing	20,857	6,824	4,376	-
Cumulative		27,681	32,057	32,057
Cumulative Annual Revenue repayment costs		1,877	2,491	2,885

However, the Unsupported Borrowing has to be divided into that for which there is planned support – a spend to save scheme – and the truly unsupported schemes.

**Table 6: Analysis of Unsupported Borrowing**

	2014/15	2015/16	2016/17	Total
Spend to save	6,684	6,050	750	13,484
Other borrowing	21,188	774	3,626	25,588

## 7 CAPITAL RECEIPTS POSITION

- 7.1 The Council has worked with the Local Government Association (LGA) to review the Council's Assets - a report was presented to Cabinet on November 7. This highlighted the Council could realise £20 million from asset disposals including Acre lane, former Rock Ferry High School and Manor Drive, Upton. The latest projections from Lambert, Smith, Hampton suggest a figure closer to £22 million, however the market is subject to fluctuations. It is now expected that the disposals for Acre Lane and manor Drive will occur in 2015-16 and that for Rock Ferry in 2016-17. Table 7 reflects these latest projections.
- 7.2 The Capital Programme is reliant on the Council generating capital receipts to finance future schemes. The Capital Receipts Reserve at 1 April 2014 contained £8.8 million of receipts. The table assumes the proposed spend, set out at 4.1 is agreed. At this stage the receipts and funding assumptions are only estimates

**Table 7 Projected capital receipts position £000's**

	2014/15	2015/16	2016/17
Capital Receipts Reserve	8,800	400	12,900
In - Receipts Assumption	2,500	15,500	8,000
Out - Funding assumption	-10,900	-3,000	TBA
Closing Balance	400	12,900	20,900

## 8 RELEVANT RISKS

- 8.1 The possible failure to deliver the Capital Programme will be mitigated by the fortnightly review by a senior group of officers, charged with improving performance.
- 8.2 The generation of capital receipts could well be influenced by factors outside the authority's control e.g. ecological issues.
- 8.3 Capacity shortfalls are being addressed through the development of closer working with the Local Government Association (LGA) and Local Partnerships.

## 9 OTHER OPTIONS CONSIDERED

- 9.1 No other options have been considered.



## **10 CONSULTATION**

10.1 No consultation has been carried out in relation to this report.

## **11 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

11.1 As yet, there are no implications for voluntary, community or faith groups.

## **12 RESOURCE IMPLICATIONS**

12.1 The whole report is about significant resource implications. A previous Treasury Management report to Cabinet provides details of an estimated underspend of £0.8 million in respect of borrowing.

## **13 LEGAL IMPLICATIONS**

13.1 There are no legal implications arising directly from this report.

## **14 EQUALITIES IMPLICATIONS**

14.1 An Equality impact assessment is not attached as there are none.

## **15 CARBON REDUCTION IMPLICATIONS**

15.1 There are no carbon reduction implications arising directly from this monitoring report.

## **16 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

16.1 There are no planning and community safety implications arising directly from this monitoring report.

## **17 RECOMMENDATIONS**

17.1 That Cabinet is asked to note:

- a) the spend to date at Month 2 of £1.3 million, with 16.7% of the financial year having elapsed;

17.2 That Cabinet is asked to agree:

- a) the revised Capital Programme of £61.3 million (Table 1 at 3.1);

## **18 REASONS FOR RECOMMENDATIONS**

18.1 Regular monitoring and reporting of the capital programme will enable decisions to be taken faster which may produce revenue benefits and will improve financial control of the Programme.

**REPORT AUTHOR:** Reg Huyton  
Finance Manager  
Telephone: 0151 666 3415  
Email: reghuyton@wirral.gov.uk

## **SUBJECT HISTORY**

<b>Council Meeting</b>	<b>Date</b>
Capital monitoring reports, from September 2012, are being submitted monthly. Capital programme submitted to Council	25 February 2014

## **ANNEXES**

Annex 1 Revised Capital programme and funding source  
Annex 2 Families and Wellbeing – CYP Capital Allocations

## Annex 1 Revised Capital Programme

	Revised Programme £000	Actual £000	Council Resources	Grants	Revenue/ Reserves	Total
<b>Universal and Infrastructure Services</b>						
Building refurbishment to increase occupancy	1,172	27	1,172			1,172
Wallasey Town Hall	68	15	68			68
Strategic Asset Review	96	38	96			96
Fund to assist land assembly and re-sale	936		936			936
Cleveland St Transport Depot	1,000	30	1,000			1,000
Park depot rationalisation	1,310		1,310			1,310
Energy efficiency Initiatives	500		500			500
Energy schemes	497		497			497
Structural/Roofing works - West Kirby Concourse	344		344			344
Demolish Stanley Special	275		275			275
Demolish Bebington Town Hall and Liscard Municipal	378		378			378
Demolish former Rock Ferry High	400		400			400
Demolish Foxfield	120		120			120
	<b>7,096</b>	<b>110</b>	<b>7,096</b>	<b>0</b>	<b>0</b>	<b>7,096</b>
<b>Families and Wellbeing - CYP</b>						
Elleray Park Special School redevelopment	500		500			500
School remodelling and additional classrooms	1,336		800	536		1,336
Children's centres	206			206		206
Aiming Higher for Disabled Children	134	-9		134		134
Youth Capital	149		98	51		149
Birkenhead High Girls Academy	472			403	69	472
Vehicle Procurement	140				140	140
Condition/Modernisation	3,590	505		3590		3,590
Basic Need	100			100		100
Family Support Scheme	155		155			155
Formula Capital Grant	2,881			2881		2,881
Private Finance Initiative	150				150	150
Wirral Youth Zone	2,085	28	2085			2,085
Funding for 2 year olds	130	-22		130		130
Foxfield contribution to priority school	1,000		500	500		1,000
Somerville primary school mobile replacement	1,350		600	750		1,350
	<b>14,378</b>	<b>502</b>	<b>4,738</b>	<b>9,281</b>	<b>359</b>	<b>14,378</b>
<b>Families and Wellbeing - DASS</b>						
Citizen and Provider Portal for Social and Health Services	617			617		617
Transformation of Day Service	1,250			1250		1,250
Integrated IT	1,873	155	1000	873		1,873
Extra Care Housing	500			500		500
LD extra care housing	544		544			544
	<b>4,784</b>	<b>155</b>	<b>1,544</b>	<b>3,240</b>	<b>0</b>	<b>4,784</b>

	Revised Programme £000	Actual £000	Council Resources	Grants	Revenue/ Reserves	Total
<b>Families and Wellbeing - Sports &amp; Recreation</b>						
West Kirby/Guinea Gap/Europa Pools	2,000		2,000			2,000
Guinea Gap 3G football pitches	245		245			245
West Kirby Concourse fitness suite	112		112			112
	<b>2,357</b>	<b>0</b>	<b>2,357</b>	<b>0</b>	<b>0</b>	<b>2,357</b>
<b>Regeneration and Environment - Environment &amp; Regulation</b>						
Road Safety	755	84	117	638		755
Congestion	358	-60	3	355		358
Active Travel	935	-29	505	430		935
Transportation	321	11	91	230		321
Local Sustainable Transport Fund	486	-89		486		486
Bridges	1,586	80	736	850		1,586
Highways Maintenance	3,069	-23	777	2,292		3,069
Street Lighting	288	39	88	200		288
Coast Protection	224	-23	201	23		224
Asset Management	84	-71		84		84
Parks Plant and Equipment	728	100	728			728
Parks vehicles replacement	988	26	988			988
Arrowe Park Changing pavilion	144	28	144			144
Landican Cemetery	71		71			71
Birkenhead Park Restoration Fees	97		97			97
Hoyle Golf Course	30		30			30
Park Outdoor Gyms	2			2		2
Reeds Lane Play Area	60			60		60
Royden Park	14			14		14
Allotments	168		168			168
Start Active, Play Active, Stay active	230		230			230
Wirral Way - widening and safety improvements	130		130			130
	<b>10,768</b>	<b>73</b>	<b>5,104</b>	<b>5,664</b>	<b>0</b>	<b>10,768</b>
<b>Regeneration and Environment - Housing &amp; Community Safety</b>						
Aids, Adaptations and Disabled Facility Grants	3,503	189	1,873	1,630		3,503
Clearance Approved Cabinet	1,521	11	705	741	75	1,521
Home Improvement Approved Cabinet	707	65	506	201		707
Improvement for sale grants	200				200	200
Empty Property Interventions	230	13	170		60	230
Housing Renewal	698		478	220		698
New House Building Programme	1,500		1,500			1,500
Cosy Homes Heating	30	19	30			30
The Priory	265			265		265
	<b>8,654</b>	<b>297</b>	<b>5,262</b>	<b>3,057</b>	<b>335</b>	<b>8,654</b>

	<b>Revised Programme £000</b>	<b>Actual £000</b>	<b>Council Resources</b>	<b>Grants</b>	<b>Revenue/ Reserves</b>	<b>Total</b>
<b>Regeneration and Environment - Regeneration</b>						
Business Investment Grants	508		508			508
Other Regional Growth Fund Schemes	4,697	123		4,697		4,697
LEP Regional Growth Fund Schemes - Targetted Assistance	3,000			3,000		3,000
New Brighton	1,111		1,111			1,111
Floral Pavilion Stage & Orchestra Pit	37		37			37
	<b>9,353</b>	<b>123</b>	<b>1,656</b>	<b>7,697</b>	<b>0</b>	<b>9,353</b>
<b>Transformation &amp; Resources</b>						
I.T Development	4,000	81	4,000			4,000
West Kirby and Heswall OSSs	0					0
	<b>4,000</b>	<b>81</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>4,000</b>
	<b>61,390</b>	<b>1,341</b>	<b>31,757</b>	<b>28,939</b>	<b>694</b>	<b>61,390</b>

## Annex 2 Families and Wellbeing – CYP Capital Allocations

**CAPITAL MAINTENANCE ALLOCATION £3,263,000**  
**BASIC NEED ALLOCATION £512,464**

### NON SPECIFIC SCHOOL LOCATIONS

School Access/DDA	£250,000
Boiler Renewal Programme	£250,000
Kitchen Ventilation Programme	£250,000
<b>Sub-Total</b>	<b>£750,000</b>

### FEASIBILITY & DESIGN DEVELOPMENT

Church Drive Primary - Capacity	£10,000
Town Lane Primary - Capacity	£10,000
Higher Bebington Primary - Capacity	£10,000
Hayfield Special School - Suitability	£20,000
Meadowside Special School – Pool area re-modeling	£20,000
<b>Sub-Total</b>	<b>£70,000</b>

### LARGER SCHEMES

Castleway Primary – internal classroom re-modeling and upgrade of fire detection	130,000
Devonshire Park – kitchen & dining re-modeling	200,000
Elleray Park - heating	250,000
Great Meols Primary – Sports Barn	130,000
Mosslands – structural/roof refurbishment	250,000
Riverside Primary – internal classroom refurbishment	150,000
Sandbrook primary – heating system conversion & internal refurbishment	150,000
St Georges Primary – toilets and access extension	130,000
Well Lane Primary – toilet & classroom re-design	150,000
<b>Sub-Total</b>	<b>1,540,000</b>

<b>MEDIUM / LOWER VALUE SCHEMES</b>	
Barnston Primary – pupil toilet refurbishment	40,000
Bidston Avenue Primary – flat roof refurbishment	12,000
Bidston Village CE Primary – Flat roof refurbishment	25,000
Black Horse Hill Juniors – Front entrance/security/office remodeling	50,000
Brookdale Primary – Structural remedial works	5,000
Cathcart St Primary – roof/canopy refurbishment	10,000
Ganneys Meadow Early Years – pupil toilet refurbishment	20,000
Greasby Infants – flat roof renewal	70,000
Greasby Juniors - guttering	12,000
Higher Bebington Junior – front playground resurface and rear playing field boundary	90,000
Hillside Primary – boundary wall structural works	10,000
Kingsway Primary – fire alarm/smoke detector system	40,000
Lingham Primary – main entrance & internal re-modelling	100,000
Liscard Primary – school house safety and refurbishment	40,000
Mersey Park Primary – infant classroom re-modelling	60,000
Mount Primary – contribution to hall extension	10,000
Overchurch Infants & Juniors – boundary fencing	10,000
Portland Primary – fire alarm/smoke detector system	40,000
St Bridgets CE (VC) – flat roof renewal & boundary wall rebuild	40,000
St Georges (upper site) media room roof	50,000
Well Lane Primary – fire alarm/smoke detector	30,000
Wirral Hospital School – window installation	30,000
<b>Sub-Total</b>	<b>794,000</b>
<b>BASIC NEED ALLOCATION:</b>	
Fender Primary – Capacity additional classrooms & internal remodelling	600,000
<b>Sub-Total</b>	<b>600,000</b>
<b>ALL TOTALS</b>	<b>3,754,000</b>
<b>UNALLOCATED</b>	<b>21,464</b>

<b>OTHER CAPITAL</b>	
<b>COUNCIL CAPITAL ALLOCATIONS</b>	
Family Support	100,000
Elleray Park – Suitability	500,000
Foxfield – Demolition	120,000
Foxfield – Contribution to PSBP	500,000
School Remodelling and Additional Classrooms	750,000
PFI	55,000
Somerville – Mobile Replacement	600,000
<b>OTHER DfE ALLOCATIONS</b>	
Universal Infant Free School Meals	623,802 (Community) 241,048 (Aided)
Devolved Formula Capital	649,752 (Community) 220,522 (Aided)
LCVAP – Aided Schools Capital Maintenance	1,067.154

- *The working Programme includes previously approved schemes allocated in previous years*
- *All new starts will consider the use of DFC as a contribution to the scheme*



## WIRRAL COUNCIL

### Policy and Performance Coordinating Committee

03 September 2014

<b>SUBJECT:</b>	<b>WORK PROGRAMME REPORT</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>Chair of the Coordinating Committee</b>

#### 1.0 EXECUTIVE SUMMARY

1.1 This report provides an update on the progress made developing the Scrutiny Work Programme for the Coordinating Committee and other Policy and Performance Committees. Members are requested to consider the proposals for the work programme as set out in this report.

#### 2.0 BACKGROUND AND KEY ISSUES

2.1 In line with the Council's constitution, the Coordinating Committee is responsible for determining the Scrutiny Work Programme across the four Policy and Performance Committees. The work programme should align with the corporate priorities of the Council and be informed by service priorities and performance, risk management information, public or service user feedback and referrals from the Executive.

2.2 The work programme is made up of a combination of standing items, officer reports and scrutiny reviews. This provides the committee with an opportunity to plan and regularly review its work across the municipal year.

2.3 At its last meeting (2 July), Coordinating Committee agreed that the Chair, Vice Chair and Party Spokespersons meet to discuss potential items for this Committee's Work Programme. This approach has also been adopted by the other three Policy and Performance Committees. It was also acknowledged at the last meeting that in the short term, Member and officer capacity should be retained for the scrutiny of the budget options arising from the Future Council Programme.

#### 3.0 FEEDBACK FROM CHAIRS / SPOKESPERSONS MEETING

3.1 A meeting of the Chairs and spokespersons was held on 17<sup>th</sup> July to discuss potential items for the work programme. The discussion also reviewed items that were proposed / outstanding from the previous municipal year. A summary of the main points arising from the discussion is set out below:

3.2 **Future Council** – It is suggested the scrutiny of the budget options when these are published in September should be prioritised. There has been agreement at each of the Policy and Performance Committees for a working group of the Chairs and Spokespersons of all committees to agree a consistent approach to scrutinising these.

- 3.3 **Constituency Committees** – It was proposed an officer report setting out the progress with Constituency Committees is brought to the next committee meeting. This report is included as an item elsewhere on this agenda. The item was proposed last year as a potential review to explore how Constituency Committee decision-making is developing and able to be scrutinised.
- 3.4 **Cumulative Impact Policy** – It was proposed that a piece of work be considered later in the year to review what other authorities are doing and how Wirral should take this aspect of planning and licensing forward given its Public Health impacts.
- 3.5 It was agreed the following items outstanding from last year could be covered either at normal committee meetings or through a single ‘workshop’ session later in the municipal year:
- Review the content of the wider scrutiny work programme
  - Quality Assurance of previous Scrutiny Reviews to promote good practice
  - Review the consistency of developing recommendations arising from Reviews.
- 3.6 It was proposed that a further outstanding item from last year, to review the implementation and impact of Universal Credit should be deferred in line with the implementation timetable. It was suggested any review under this heading might better come under the remit of the Transformation and Resources Committee.

#### **4.0 THE WIDER WORK PROGRAMME**

- 4.1 As set out in 2.3 above, work programme meetings have been scheduled with the Chairs and Spokespersons of the other three Policy and Performance Committees. Feedback from these sessions will be reported into each of the Committee meetings in September for work programmes to be approved.
- 4.2 As these meetings follow Coordinating Committee it is not possible at the 3<sup>rd</sup> September meeting to take a collective overview of the wider work programme. It is proposed this review is undertaken by the Chairs and Party Spokespersons of the coordinating committee at a future session in line with 3.5 above.
- 4.3 To ensure the Coordinating Committee are able to reflect on any emerging topics or activity proposed by the other Policy and Performance Committees, it is further proposed the remaining regular Coordinating Committee meetings of the municipal year (in January and April) are re-scheduled to come last in those two cycles of Policy and Performance meetings. It is anticipated this will allow Coordinating Committee to take a more reflective overview in coordinating the wider scrutiny programme.

#### **5.0 PROGRESS IMPLEMENTING PREVIOUS RECOMMENDATIONS**

- 5.1 The outstanding recommendations from previous scrutiny reviews for this committee are limited to those from the review into the Council’s preparation for Individual Electoral Registration (IER) reported to Committee in January. In line with a specific recommendation of that panel, the transfer to IER has been included on the agendas of the recent round of Constituency Committees to ensure borough wide promotion of this change to arrangements for electoral registration.
- 5.2 In line with a further recommendation of that Scrutiny Review, a report on progress implementing IER is included as an item elsewhere on this agenda.

## **6.0 RECOMMENDATION/S**

- 6.1 Members are requested to consider the feedback from the meeting of the Chairs and Party Spokespersons and approve the proposals in respect of the work programme for the Coordinating Committee.
- 6.2 Members are requested to approve the proposals in respect of re-scheduling Coordinating Committee meetings later in the municipal year to follow the meetings of the other three Policy and Performance Committee meetings.

## **7.0 REASON/S FOR RECOMMENDATION/S**

- 7.1 For Members of the Coordinating Committee to agree the emerging work programme for 2014/15.

**REPORT AUTHOR:** Michael Callon  
telephone (0151) 691 8379  
email michaelcallon@wirral.gov.uk

## **APPENDICES**

N/A

This page is intentionally left blank