

Informal Joint Performance and Audit Scrutiny Committee



Forest Heath
District Council

Title of Report:	2018/19 Performance Report - Quarter 2	
Report No:	PAS/FH/18/035	
Report to and date:	Performance and Audit Scrutiny Committee	28 November 2018
Portfolio holder:	Councillor Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	
Lead officer:	Greg Stevenson Service Manager (Resources and Performance) Tel: 01284 757264 Email: gregory.stevenson@westsuffolk.gov.uk	
Purpose of report:	This report sets out the Performance for the second quarter of 2018/19 and forecasted financial outturn position for 2018/19.	
Recommendation:	Performance and Audit Scrutiny Committee: Members are requested to <u>note</u> the year end forecast financial position and forward any relevant issues or comments to Cabinet for their consideration.	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> This report and the figures therein have been compiled by the Finance team in consultation with the relevant budget holders, services and Leadership Team. 		
Alternative option(s):	<ul style="list-style-type: none"> In order for the Council to be able to meet its strategic priorities it is essential that sufficient and appropriate financial resources are available. 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> As set out in the body of this report. 		
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Key Performance Indicator Variances	High	Clear responsibilities for performance monitoring and control ensure that there is strong accountability for each key performance indicator and individual budget line. Performance monitoring is undertaken on a monthly basis with Service Managers and Leadership Team monthly.	Low

Wider economic situation around income levels	High	Budgets reflect the economic situation facing the Council, and have been scrutinised by officers and members at budget setting time. Continue to monitor areas closely to ensure assumptions remain reasonable.	Medium
Capital investment plans continue to be affordable, prudent and sustainable	Medium	Prudential Indicators are in place to safeguard the Council.	Low
Treasury Management	Medium	Treasury Management Policy and Procedures are in place	Low
Fluctuation in Business rate retention yield	High	Work with ARP to understand the variance to deliver a realistic forecast.	Medium
Ward(s) affected:		All Wards	
Background papers:		None	
Documents attached:		<p>Appendix A – Performance Indicators – Commentary</p> <p>Appendix B – Performance Indicators – Growth</p> <p>Appendix C – Performance Indicators – Families & Communities</p> <p>Appendix D – Performance Indicators – Housing</p> <p>Appendix E – Performance Indicators – Day to Day</p> <p>Appendix F – West Suffolk Income & Expenditure Report</p> <p>Appendix G – FHDC Financial Forecast – Revenue, Capital & Reserves</p> <p>Appendix H – FHDC Revenue Forecast Summary</p> <p>Appendix I – FHDC Revenue Forecast Details</p>	

Documents attached (Continued)

Appendix J – FHDC Capital Programme

Appendix K – FHDC Earmarked Reserves

Appendix L – SEBC Financial Forecast – Revenue, Capital & Reserves

Appendix M – SEBC Revenue Forecast Summary

Appendix N – SEBC Revenue Forecast Details

Appendix O – SEBC Capital Programme

Appendix P – SEBC Earmarked Reserves

1. Introduction and Purpose

- 1.1 West Suffolk Councils have a clear set of Strategic Priorities that set out what the councils are aiming to achieve from 2018 to 2020.
- 1.2 During 2017/18 the performance management approach was reviewed with the intention of developing a performance framework that enables understanding of progress towards those strategic priorities as well as giving insight on the delivery of the large range of day-to-day services to the residents of West Suffolk (Report PAS/FH/18/015 "2018-2019 Draft Performance Indicators and Targets" dated 31 May 2018 refers).
- 1.3 The purpose of this evolution and development of the performance management framework is to ensure that management information supplied to the Performance and Audit Scrutiny Committee, Cabinet and Leadership Team clearly shows:
 - Progress towards strategic goals;
 - Insight on initiatives that will ensure future progress;
 - Areas that require decisions and actions to keep on track to their goals;
 - Items with a significant level of risk associated with them;
 - Flexibility in approach allowing the escalation of performance successes and challenges; and
 - Inclusion of qualitative information as part of our overall story/messaging around performance.
- 1.4 In previous years Performance Indicators and Budget Monitoring figures were reported separately to this committee. It is now the intention to combine these reports in order to give a clearer indication of the councils' overall performance.

2. Performance

- 2.1 This report shows the current Performance Indicators for the second quarter of 2018/19, as set out in the attached appendices as follows:

2.2 Appendix A: 2018/19 Performance Indicators – Commentary

This appendix shows a high level summary of the councils' Budget Monitoring forecast position for Revenue, Capital and Reserves, and draws out a number of key performance indicators at strategic priority level.

2.3 Appendices B to E: Performance Indicators by Strategic Priority

These appendices support **Appendix A** and include more detail about how the councils are performing against each strategic priority.

2.4 Appendix F: West Suffolk Income and Expenditure Report

This appendix shows the current Revenue forecast position across West Suffolk, analysed across the different categories of income and expenditure.

2.5 Appendices G to P: Financial Performance of each council

These appendices contain the current financial forecast positions for each council in respect of Revenue, Capital and Earmarked Reserves.

2.6 The table below shows the current performance status for all indicators, grouped by Strategic Priority and further detailed in **Appendices A to E**.

Key Performance Indicators					
Quarter 2 - 2018/19					
Appendix	Strategic Priority	On or Exceeding Target	Below Target within tolerance	Below Target, outside of tolerance	Data ONLY Indicators
B	Inclusive Growth	2	3	0	0
C	Families and Communities	4	0	2	3
D	Housing	3	0	0	3
E	Day to Day	21	9	2	6
	West Suffolk Totals:	30	12	4	12