

# Informal Joint Performance and Audit Scrutiny Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>2018/19 Performance Report - Quarter 3</b>	
<b>Report No:</b>	<b>PAS/FH/19/002</b>	
<b>Report to and date:</b>	<b>Performance and Audit Scrutiny Committee</b>	31 January 2019
<b>Portfolio holder:</b>	Councillor Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> <a href="mailto:Stephen.edwards@forest-heath.gov.uk">Stephen.edwards@forest-heath.gov.uk</a>	
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<b>Purpose of report:</b>	This report sets out the Performance for the third quarter of 2018/19 and forecasted financial outturn position for 2018/19.	
<b>Recommendation:</b>	<b>Performance and Audit Scrutiny Committee:</b>  <b>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.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> 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"/>	
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>This report and the figures therein have been compiled by the Finance team in consultation with the relevant budget holders, services and Leadership Team.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>In order for the Council to be able to meet its strategic priorities it is essential that sufficient and appropriate financial resources are available.</li> </ul>	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>As set out in the body of this report.</li> </ul>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (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
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	

**Documents attached:**

**Appendix A** – Performance Indicators  
– Commentary

**Appendix B** – Performance Indicators  
– Growth

**Appendix C** – Performance Indicators  
– Families and Communities

**Appendix D** – Performance Indicators  
– Housing

**Appendix E** – Performance Indicators  
– Day to Day

**Appendix F** – West Suffolk Income  
and Expenditure Report

**Appendix G** – FHDC Financial  
Forecast – Revenue, Capital and  
Reserves

**Appendix H** – FHDC Revenue  
Forecast Summary

**Appendix I** – FHDC Revenue Forecast  
Details

**Appendix J** – FHDC Capital  
Programme

**Appendix K** – FHDC Earmarked  
Reserves

**Appendix L** – SEBC Financial Forecast  
– Revenue, Capital and 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 third 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**.

<b>Key Performance Indicators</b>					
<b>Quarter 3 - 2018/19</b>					
<b>Appendix</b>	<b>Strategic Priority</b>	<b>On or Exceeding Target</b>	<b>Below Target within tolerance</b>	<b>Below Target, outside of tolerance</b>	<b>Data ONLY Indicators</b>
B	Inclusive Growth	1	4	0	1
C	Families and Communities	5	0	1	3
D	Housing	3	0	1	2
E	Day to Day	24	5	3	6
	<b>West Suffolk Totals:</b>	<b>33</b>	<b>9</b>	<b>5</b>	<b>12</b>