

# 2019/2020 Performance Report – Quarter 1

<b>Report No:</b>	<b>PAS/WS/19/010</b>	
<b>Report to and date:</b>	<b>Performance and Audit Scrutiny Committee</b>	25 July 2019
<b>Cabinet Member:</b>	Councillor Sarah Broughton <b>Tel:</b> 07929 305787 <b>Email:</b> <a href="mailto:sarah.broughton@westsuffolk.gov.uk">sarah.broughton@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Rachael Mann Assistant Director (Resources and Performance) <b>Tel:</b> 01638 719245 <b>Email:</b> <a href="mailto:rachael.mann@westsuffolk.gov.uk">rachael.mann@westsuffolk.gov.uk</a>	

**Decisions Plan:** N/A

**Wards impacted:** All wards

**Recommendation:** It is **RECOMMENDED** that Members **note** the Quarter 1 performance for West Suffolk Council including the year end forecast financial position and forward any relevant issues or comments to Cabinet for their consideration.

## **1. Background / Context**

- 1.1 The performance management framework seeks to enable greater understanding of progress towards the council's 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.
- 1.2 The purpose of the evolution and development of the performance management framework is to ensure that performance 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; and
  - Flexibility in approach allowing the escalation of performance successes and challenges.
  - The relationship between the performance indicators and financial delivery.

## **2. Proposals**

- 2.1 This report shows the current performance and forecast financial outturn position for West Suffolk for the first quarter of 2019/2020.
- 2.2 The attached appendices detail the performance as follows:

### **Appendix A: 2019/2020 Performance Indicators – Commentary**

This appendix draws out a number of key performance indicators at strategic priority level and shows a high level summary of the council's budget monitoring forecast position for revenue, capital and reserves.

### **Appendices C to E: Performance Indicators by Strategic Priority**

These appendices support **Appendix A** and include more detail around how the council is performing against each strategic priority and corporate day to day service delivery.

### **Appendix F: Income and Expenditure Report**

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

### **Appendices G to H: Financial Performance**

These appendices contain the current financial forecast positions for the council in respect of capital and earmarked reserves.

### 3. Performance Summary

- 3.1 The table below shows the current performance status for all indicators, grouped by strategic priority and corporate day to day service delivery and is further detailed in appendices **A** to **E**.

Key Performance Indicators					
Quarter 1 - 2019/2020					
Appendix	Strategic Priority	On or Exceeding Target	Below Target within tolerance	Below Target, outside of tolerance	Data ONLY Indicators
Work in progress	Inclusive Growth	0	0	0	3
C	Families and Communities	4	1	3	3
D	Housing	2	0	3	0
E	Day to Day	15	7	4	3
	<b>West Suffolk Totals:</b>	<b>21</b>	<b>8</b>	<b>10</b>	<b>9</b>

**Note:** Appendix A is a summary of Appendices C - E

### 4. Financial Forecast Summary

#### 4.1 Forecast Revenue Position

- 4.1.1 The forecast revenue outturn position currently shows an overall underspend of £25k (0.02% of the gross budget). A summary by Assistant Director can be found in **Appendix G** with comments for significant variances by cost centre in **Appendix H**.

#### 4.2 Forecast Capital Programme

- 4.2.1 The Council is currently forecasting to spend £69.6m of its capital budget of £87.3m for 2019/20. A further £14.3m of spend is currently expected to be re-profiled into future financial years as a result of project timings and more accurate project spend profiling. At the time of this report the unallocated capital project balance remains at £3m and will be allocated as relevant business cases are approved.

- 4.2.2 Further detail by individual capital project can be found in **Appendix G**.

#### 4.3 Forecast Earmarked Reserves

- 4.3.1 The council's balance on Earmarked Revenue Reserves at the end of the financial year is currently forecasted to be around **£34.2m**, against a budgeted closing balance of **£30m**. The main reason for the forecast balance increase is due to timings on the larger capital projects which are likely to move into future years, and further details can be found in the Capital Programme **Appendix G**.

Details of the individual reserve balances and movements during the year can be found in **Appendix H**.

## **5. Alternative Options**

5.1 In order for the Council to be able to meet its strategic priorities it is essential that sufficient and appropriate financial resources are available. There are no alternative options.

## **6. Consultation and engagement**

6.1 This report and the figures and commentary therein have been compiled by the Finance team in consultation with the relevant budget holders, services and Leadership Team.

## **7. Risks**

7.1 Should the council not have sufficient resources, there are risks that it will not be able to meet its priorities, associated with the following areas:

- Significant Budget Variances – mitigated by clear delegation of responsibility for budget monitoring and control. Leadership Team receive monthly reports highlighting major areas of concern in order to enable them to take timely resourcing decisions.
- Wider economic situation around income levels – the more significant income streams are closely monitored and reported to Leadership Team and budget holders on a monthly basis.

## **8. Implications arising from the proposal**

8.1 All implications arising from the proposals are covered within the report and its associated appendices.

## **9. Appendices**

9.1 **Appendix A** – Performance Indicators - Commentary  
**Appendix C** – Performance Indicators – Families and Communities  
**Appendix D** – Performance Indicators – Housing  
**Appendix E** – Performance Indicators – Day to Day  
**Appendix F** – Income and Expenditure Report  
**Appendix G** – Capital Programme  
**Appendix H** – Earmarked Reserves

## **9. Background documents**

9.1 None.