
REPORT TO THE MEETING OF THE EXECUTIVE 7 NOVEMBER 2018

PORTFOLIO: FINANCE

REPORT FROM: SECTION 151 OFFICER

SUBJECT: QUARTER 2 2018/19 FINANCIAL MANAGEMENT & PERFORMANCE REPORT

1 DECISION BEING RECOMMENDED

- 1.1 To note the Quarter 2 2018/19 revenue budget and capital position set out in sections 3 and 4 and detailed in Appendices 1 to 4.
- 1.2 To note the latest position on the Council's key performance indicators, as shown in Appendix 5.

2 REASONS FOR RECOMMENDATION

- 2.1 The purpose of this report is to set out the revenue and capital forecast budget positions as at end of Quarter 2 2018/19.
- 2.2 The commentary does not attempt to cover all budgetary changes but draws attention to the key factors affecting net expenditure for that service area.
- 2.3 Allocations from the general balance for supplementary estimates (endorsed unplanned expenditure) or proposals to return underspends to the general balance will be recommended for approval by the Section 151 Officer, where appropriate.

3 OVERALL FINANCIAL POSITION

- 3.1 The latest revenue budget for 2018/19 is £9.52m. The forecast outturn for general fund expenditure as at Q2 is £8.66m, which is a favourable variance of £0.86m (9.0 %).
- 3.2 Portfolio holders, supported by Assistant Directors, are accountable for any budget variations within their services and the associated responsibility to ensure expenditure and income are managed within agreed budgets. To make sure that this is successfully achieved, it is essential that Assistant Directors identify any significant emerging variances, develop action plans (endorsed by Portfolio Holders) to address these, and review them throughout the financial year, so that overall expenditure is contained within the available budget.
- 3.3 A breakdown of the revenue position by portfolio is set out in Appendix 1 and summarised in the table below.

Portfolio	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)
Leader	1,594,800	1,694,176	1,575,504	(118,672)
Finance	1,495,092	1,561,014	1,496,699	(64,315)
Enterprise	348,500	348,500	277,358	(71,142)
Planning	447,100	507,000	433,695	(73,305)
Environment	2,779,400	2,795,300	2,780,805	(14,495)
Governance	973,600	1,033,854	813,174	(220,680)
Community	1,554,200	1,576,058	1,350,712	(225,346)
Salary Savings	(200,000)			
Funding Adjustments	0	0	(70,000)	(70,000)
	8,992,684	9,515,902	8,657,947	(857,955)

- 3.4 The main factor driving the projected underspend is salaries. This was driven by the six-month vacancy freeze policy and a higher than projected number of posts becoming vacant during the first two quarters. Actual spend on salaries to date is £2.93m compared to a budgeted spend to date of £3.27m, giving a favourable year to date variance of c£340,000. Based on current information the full year saving will rise to c£566,000 against a budgeted salary saving target of £200,000. The following table shows a breakdown of this underspend by Portfolio.

Portfolio	Year to Date Salary Saving	End of Year Projected Salary Saving
Leader	(39,245)	(95,800)
Finance	(51,831)	(60,108)
Enterprise	(44,342)	(67,711)
Planning	(26,782)	(41,388)
Environment	(21,129)	(33,714)
Governance	(130,767)	(240,342)
Community	(25,671)	(26,750)
Total	(339,767)	(565,812)

- 3.5 In addition the following variances are projected:

Leader

- A saving of c.£11,000 is forecast against the work placements budget. This represents a current vacancy for an apprentice.

Finance

- The budget included c.£15,000 additional income from external payroll service provision. It is unlikely that this will materialise in the current financial year.

Enterprise

- Due to the rating revaluation of the Districts car parks an adverse variance against budget of £24,000 is forecast.
- Income from off street parking season tickets is forecast to exceed budget by c.£20,000.

Planning

- Planning Fee income currently has a year to date favourable variance of c£26,300. This is mainly due to a few large applications which have been received. The end of year forecast is expected to be c.£50,000 favourable against budget.
- Income from Building Control fees is predicted to be c.£21,000 less than budget. The quarter 2 position is down by c.£20,000 compared to the same position as last year. This will be monitored closely throughout the remainder of the year to ascertain whether this is an ongoing trend.

Environment

- The material recycling facility contract is expected to overspend by c.£40,000 due to the fluctuations in market prices for recyclable materials.
- The contract for maintaining street cleansing is forecast to be c.£31,000 overspent. This is due to an in year concept saving of £35,000 from contract negotiations not materialising.
- It is anticipated a saving of c.£14,000 will be achieved against the repair and maintenance budget for the depot.
- Income for the collection of bulky waste items is predicted to exceed budget by c.£6,000.
- The budget for flood prevention works is yet to be utilised, current indications are a saving of c.£11,400.
- Income generated from columbarium, interments and monuments is expected to exceed budget by c.£10,500

Governance

- In relation to the incentivised Council Tax Sharing agreement with preceptors the following variances have arisen:
 - The projected share-back income for 2018/19 has fallen compared to budget creating a £70,000 adverse variance
 - Income in relation to collection work was not budgeted for and this has created a positive £40,500 variance.
 - Income due in relation to fraud prevention work and the hardship fund was not budgeted for and this has created a £70,000 positive variance (*note this is shown in the funding adjustments line rather than the under the Governance portfolio*)

Community

- Income for rent and deposit schemes is expected to exceed the yearly budget by c.£22,000; however, this will be monitored closely to ensure that collection stays on track.
- The Housing Benefit (HB) subsidy budgets were set based on the latest figures available at budget setting. Since then the latest HB subsidy claim form shows a drop in the bed and breakfast accommodation recharge, due to lower levels of people being housed in this type of accommodation. This gives rise to a projected improvement of c.£143,000 but bed and breakfast numbers will be monitored throughout the remainder of the year.
- Flexible Homelessness Support Grant is £17,000 higher than originally budgeted for creating a positive variance; however this will be requested to be moved into the grant reserve if not fully spent at year end.

3.6 Key financial indicators are summarised in Appendix 3 and 4. These relate to budget headings which are considered significant to the overall financial position of the authority e.g. salaries (which account for 73% of total expenditure) and income streams such as planning fees and parking.

4 CAPITAL PROGRAMME

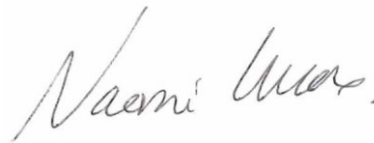
- 4.1 The current Capital Programme for 2018/19 agreed by Council on 13 February 2018, including those items agreed to be rolled forward from the 2017/18 programme, is £3.1m.
- 4.2 The forecasted outturn on the Council's capital programme as at Quarter 2 is £2.8m (91.4%). The table at appendix 3 summarises the projected position by service area. 66.5% of the planned expenditure has been completed in the year to date.
- 4.3 The overall forecasted outturn can be contained within the funds earmarked for the 2018/19 Capital Programme and is largely funded by grants, capital receipts from proceeds of a VAT Shelter arrangement and the sale of council housing under a sharing arrangement with Rochford Housing Association.

5 RISK IMPLICATIONS

- 5.1 Various projects within the Council's revenue budget and capital programme are supported by time-limited grants. Where there are delays to the implementation of these projects, there is the risk that the associated grants will be lost. If this occurs either the projects will be aborted or a decision to divert resources from other Council priorities will be required.
- 5.2 Current economic conditions still have the potential to adversely affect some of the major income streams, such as Building Control and Development Control income. Decrease in activity may lead to reductions in income. In addition delays in completing the items on the Capital Programme could prevent the Council from achieving its strategic objectives and lead to adverse publicity.
- 5.3 Regular monitoring of those budgets with the higher risk considerations will assist in providing early warnings to enable mitigation plans to be developed.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

LT Lead Officer Signature: _____

**SECTION 151 OFFICER**

Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

FINANCIAL MANAGEMENT REPORT

FORECAST YEAR-END POSITION FOR 2018/19 AS AT END OF SEPTEMBER 2018PORTFOLIO HOLDER: LEADER, CLLR T G CUTMORE

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Corporate Management	S Scrutton	125,900	182,400	181,590	(810)	
Assistant Directors	S Scrutton	736,400	727,600	688,142	(39,458)	Savings on apprenticeship budget
Executive Director	S Scrutton	123,200	123,200	119,232	(3,968)	
Managing Director	S Scrutton	152,200	152,200	149,393	(2,807)	
Conducting Elections	A Law	101,300	150,935	154,834	(2,136)	
Registration of Electors	A Law	106,200	103,200	97,165		
Health & Safety	M Harwood - White	45,700	45,700	40,202	(5,498)	
Leadership Support Team	D Tribe	150,500	150,500	82,935	(67,565)	2 x vacant posts
Civics	J Bostock	53,400	58,441	62,011	3,570	
	TOTAL	1,594,800	1,694,176	1,575,504	(118,672)	

PORTFOLIO HOLDER: FINANCE, CLLR S P SMITH

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Audit	John Bostock	143,400	143,400	111,940	(31,460)	Vacant post
Financial Services	M Petley	375,592	382,792	387,269	4,477	Income from external payroll not expected to materialise
Non Distributed Costs	M Petley	865,000	865,000	848,930	(16,070)	
Projects	M Petley	0	57,622	57,622	0	
Procurement	M Harwood - White	65,300	65,300	44,699	(20,601)	Salary savings
Risk & Performance Management	M Petley	46,900	46,900	46,240	(660)	
Other Operating Inc & Exp	M Petley	(1,100)			0	
	TOTAL	1,495,092	1,561,014	1,496,699	(64,315)	

PORTFOLIO HOLDER: ENTERPRISE, CLLR G IOANNOU

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Off St Parking	M Hotten	(1,054,700)	(1,054,700)	(1,086,781)	(32,081)	Salary savings due to vacant post Additional income expected from season tickets/ permits
Office Accommodation Rayleigh	M Harwood - White	79,600	79,600	81,794	2,194	
Office Accommodation Rochford	M Harwood – White	199,700	199,700	202,956	3,256	
Computer Services	D Tribe	929,800	929,800	903,848	(25,952)	Salary savings due to vacant post
Estate Management Services	M Harwood – White	121,800	121,800	107,349	(14,451)	Salary savings due to vacant post
Communications	S Scrutton	72,300	72,300	68,190	(4,110)	
	TOTAL	348,500	348,500	277,358	(71,142)	

PORTFOLIO HOLDER: PLANNING, CLLR I H WARD

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Development Management	M Thomas	88,500	88,400	47,211	(41,189)	Planning fee income expected to exceed budget
Building Control Client Account	M Thomas	221,600	221,600	188,947	(32,653)	
Building Control Fee Account	M Thomas	(265,000)	(265,000)	(243,795)	21,205	Building control fee income is expected to be under budget
Planning Policy & Eco Dev	M Thomas	402,000	462,000	441,332	(20,668)	Salary savings due to vacant post
	TOTAL	447,100	507,000	433,695	(73,305)	

PORTFOLIO HOLDER: ENVIRONMENT, CLLR A WILLIAMS

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Highways/ Roads Routine	M Hotten	1,500	(4,500)	(36,748)	(32,248)	Salary savings
Cemeteries & Churchyards	M Hotten	(131,300)	(125,300)	(116,825)	8,475	
Street Cleansing	M Hotten	669,400	669,400	696,182	26,782	Overspend on Suez contract
Public Conveniences	M Hotten	23,600	34,000	38,612	4,612	
Coast Protection	M Hotten	2,300	2,300	2,300	0	
Depot	M Hotten	40,900	40,900	27,523	(13,377)	Savings on repairs and maintenance budget
Recycling Collection	M Hotten	2,075,600	2,075,600	2,054,389	(21,211)	Savings on Suez contract Additional income expected from bulky waste collections
Recycling Disposal	M Hotten	(667,900)	(667,900)	(630,995)	36,905	Materials Recycling Facilities contract expected to be over budget
Parks & Open Spaces	M Hotten	715,600	721,100	698,061	(23,039)	Salary savings due to vacant post
Emergency Planning	M Harwood - White	49,700	49,700	48,305	(1,395)	
	TOTAL	2,779,400	2,795,300	2,780,805	(14,495)	

PORTFOLIO HOLDER: GOVERNANCE, CLLR C E ROE

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus)/ Deficit)	Comment
Housing Benefit Administration	M Petley	129,200	134,054	99,694	(34,360)	Salary savings due to vacant post
Housing Benefits Payments	M Petley	(254,600)	(254,600)	(247,436)	7,164	
Reception	D Tribe	141,300	141,300	113,369	(27,931)	Salary savings due to vacant post
Support Services	D Tribe	214,800	214,800	180,469	(34,331)	Salary savings due to vacant post
Legal Services	A Law	159,500	203,200	182,742	(20,458)	Salary savings due to vacant post
Human Resources	S Scrutton	188,800	188,800	183,346	(5,454)	
Licensing	A Law	60,200	60,200	50,229	(9,971)	
Customer Services	D Tribe	263,700	263,700	237,387	(26,313)	Salary savings due to vacant post
Hackney Carriage	A Law	(100,700)	(100,700)	(99,299)	1,401	
Member & Committee Services	J Bostock	427,700	430,000	425,138	(4,862)	
Local Land Charges	A Law	(160,000)	(158,500)	(137,200)	21,300	Income expected to be under budget
Council Tax	M Petley	(145,800)	(138,300)	(188,330)	(50,030)	Salary savings due to vacant post Funding received for LCTS set up fund
Business Rates	M Petley	(55,500)	(55,100)	(57,496)	(2,396)	
Information	A Law	60,900	60,900	24,945	(35,955)	Salary savings due to vacant post
Overview	J Bostock	44,100	44,100	45,617	1,517	
	TOTAL	973,600	1,033,854	813,174	(220,680)	

PORTFOLIO HOLDER: COMMUNITY, CLLR M WEBB

Service Area	Lead Officer	2018/19 Original Budget	2018/19 Latest budget	End of Year Forecast	Actual Variance (surplus) / Deficit)	Comment
Housing Strategy	L Moss	13,900	13,400	12,360	(1,040)	
Private Sector Housing Renewal	L Moss	62,800	62,800	63,646	846	
Homelessness	L Moss	710,100	710,100	509,957	(200,143)	Increased prevention work, reducing B & B placements. Supply increased in Q1-2 with 37 new developments. Adjustments to Housing Benefit subsidy claim form, based on latest figures
Corporate Policy & Partnership	L Moss	149,000	154,000	147,747	(6,253)	Salary savings
Community Safety	L Moss	34,200	36,638	36,347	(291)	
Public Health	M Hotten	24,700	24,700	24,700	0	
Environmental Health	L Moss	293,300	293,300	281,263	(12,037)	Variations to fees and income, including salary.
Culture & Heritage – Windmill	M Harwood – White	(1,200)	(1,200)	1,005	2,205	
Sports Development & Promotion	M Harwood – White	4,600	19,020	16,107	(2,913)	
Leisure Premises	M Harwood – White	245,000	245,000	244,999	(1)	

Leisure Client Account	M Harwood – White	7,600	7,600	3,396	(4,204)	
Safeguarding	L Moss	10,200	10,700	9,184	(1,516)	
	TOTAL	1,554,200	1,576,058	1,350,712	(225,346)	

QUARTER 2 CAPITAL MONITORING REPORT 2018/19

Details	Portfolio	2018/19 Latest Budget	Year to Date Actual	End of Year Forecast	Q2 Comments
INFORMATION & COMMUNICATIONS					
<i>ICT Hardware - Mobile working, ipads etc.</i>	<i>Enterprise</i>	100,000	0	100,000	Options on device rollout are being trialled, expected delivery in 18/19.
<i>ICT Software - New products/upgrades</i>	<i>Enterprise</i>	65,000	0	15,000	The Head of Finance and Section 151 Officer will be reviewing the financial management systems during the autumn with the decision on a way forward to be made later in the year. It is likely this will be rolled forward into 2019/20. Legal are currently reviewing quotes for a new case management system.
<i>Health & Management Software</i>	<i>Leader</i>	3,000	3,000	3,000	Fully procured.
<i>IT Migration Project</i>	<i>Enterprise</i>	213,400	166,056	213,400	Final payment to Eduserv due by December 2018. It is anticipated that the full budget will be used.
VEHICLES AND EQUIPMENT					
<i>Wheelie Bins</i>	<i>Environment</i>	11,300	8,423	11,300	
<i>Vehicle Replacement Programme</i>	<i>Environment</i>	20,000	0	20,000	Replacement Depot Vehicle

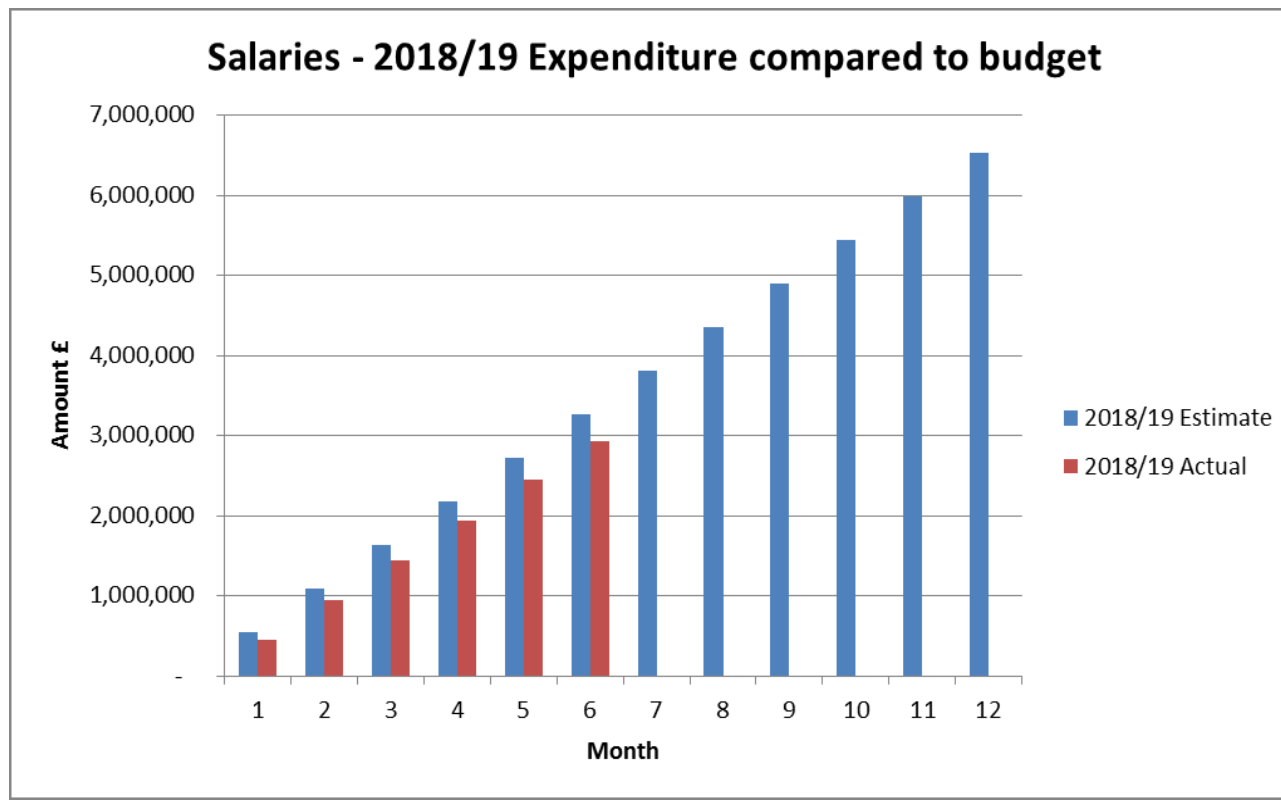
OPERATIONAL ASSETS					
<i>Cemeteries</i>	<i>Environment</i>	5,800	0	5,800	
<i>Pavilions (redec internal, external, fixtures, fittings)</i>	<i>Environment</i>	37,500	0	37,500	Conditional survey currently being carried out, MH should have findings in Q3 for work to be completed in Q3/Q4
<i>Air Quality Grant Expenditure</i>	<i>Community</i>	1,258,000	1,258,000	1,258,000	Ring fenced DEFRA funding for national air quality work.
<i>Public Conveniences Refurbishment</i>	<i>Environment</i>	235,100	218,692	235,100	
CAR PARKS					
<i>Car park rolling programme</i>	<i>Enterprise</i>	71,400	3,285	50,000	Work is due to be carried out by the end of Q4 to resurface section of Back Lane car park Rochford. Other car parks including Bellingham Lane/ Mill Hall are also being considered for work this financial year.
<i>Cherry Orchard Car Park Works</i>	<i>Enterprise</i>	9,500	0	9,500	
<i>Electric Charging Points</i>	<i>Enterprise</i>	12,000	0	12,000	Works to be investigated during Q3
PARKS & PLAY FACILITIES					
<i>Match Funding - New Play Spaces</i>	<i>Environment</i>	100,000	0	15,000	£45K funding to be received in Q3, RDC will match this with £5k. Further bids expected for 2018/19. However budget is likely to cover a number of years.
<i>Play Space Works</i>	<i>Environment</i>	62,100	53,771	62,100	
<i>Condition Survey</i>	<i>Environment</i>	10,000	3,500	10,000	

<i>Parks & Open Spaces Programme</i>	<i>Environment</i>	17,500	2,085	17,500	
OFFICE ACCOMODATION					
<i>Rochford Accommodation works</i>	<i>Enterprise</i>	52,400	6,021	27,500	New infrastructure for drainage at 3-15 South Street, replacement equipment and carpets for Rochford Reception. Improvement/ alterations to Rochford training room
<i>Rochford Asset Survey works</i>	<i>Enterprise</i>	35,000	0	10,000	Surveys have been completed for the offices, minor works have been identified for 2018/19
<i>Rayleigh Accommodation works</i>	<i>Enterprise</i>	31,500	7,486	10,000	Awaiting decisions on future of building use
<i>Rayleigh Asset Survey works</i>	<i>Enterprise</i>	25,000	0	5,000	Surveys have been completed for the offices, minor works have been identified for 2018/19
<i>Windmill</i>	<i>Community</i>	15,000	12,109	15,000	
<i>Health and Safety Adaptations</i>	<i>Leader</i>	29,300	4,875	10,000	Surveys from DDA have been completed, works to be reviewed. Fall arrest/ restraint systems to be reassessed once building use determined.

PROJECTS					
<i>Wallasea Island - match funding</i>	<i>Enterprise</i>	50,000	0	50,000	Details of capital expenditure on this project will be brought before the Executive later in the year. Dependent on timings this budget may be carried forward in to 2019/20 to support capital infrastructure on the island.
HOUSING					
<i>Disabled Facilities Grant</i>	<i>Community</i>	558,000	137,026	558,000	
<i>Homeless solution - temporary accommodation</i>	<i>Community</i>	10,000	0	10,000	Ring fenced for King's Head capital need.
<i>Housing renewal grant</i>	<i>Community</i>	40,000	2,000	40,000	New well homes policy agreed Q1 - future commitments (Q2-4) will include funding of a new well homes navigator pilot, current partner dependencies.
OTHER					
<i>Discretionary Voluntary Grants</i>	<i>Community</i>	25,000	0	25,000	
2018/19 CAPITAL PROGRAMME TOTAL		£3,102,800	£1,886,508	£2,835,700	
Funded by:					
<i>Disabled Facilities Grant via Better Care Fund</i>		408,000		408,000	

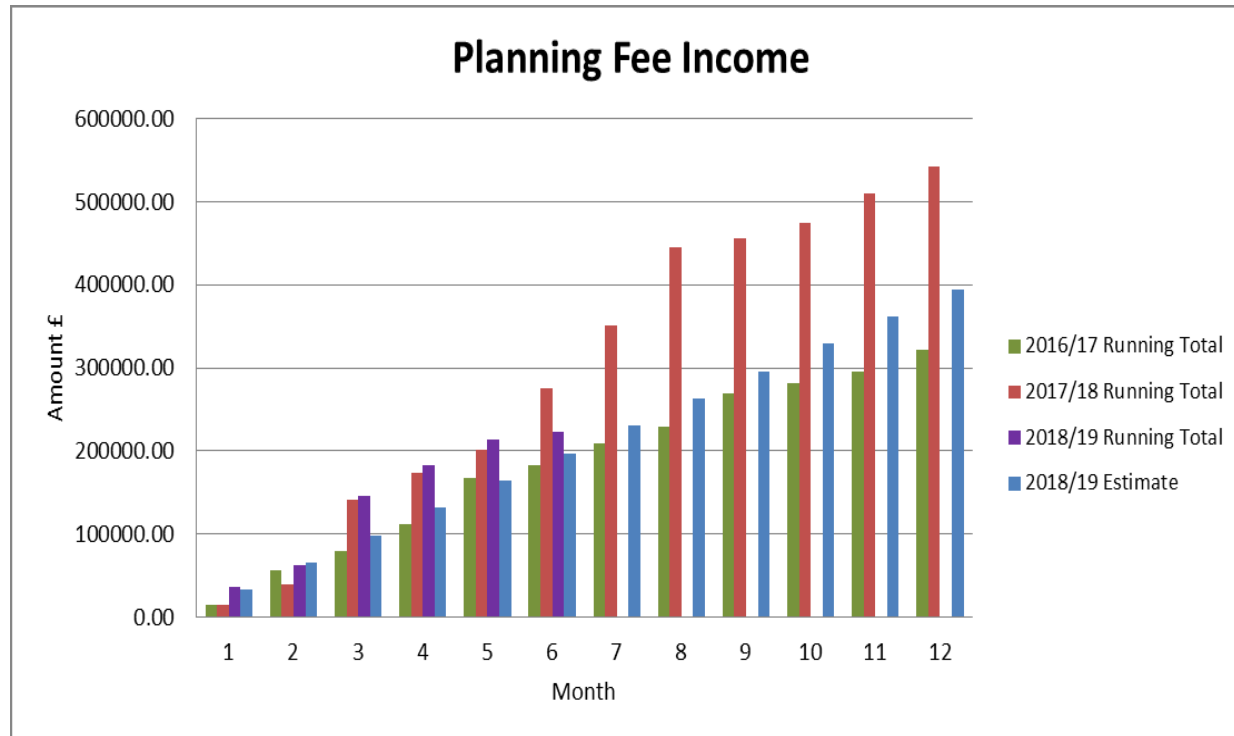
<i>Insurance Claim</i>		6,000		6,000	
<i>Capital Finance Reserve</i>		979,300		712,200	
<i>Air Quality Grant Income</i>		1,258,000		1,258,000	
<i>R&M Reserve</i>		3,000		3,000	
<i>IT Reserve</i>		213,400		213,400	
<i>Transformation Reserve</i>		235,100		235,100	
Total Funding		£3,102,800		£2,835,700	

FINANCIAL MANAGEMENT REPORT
KEY FINANCIAL INDICATORS AS AT END OF QUARTER 2

Salaries**Commentary**

The original budget for salaries was set at £6.53m. At the end of Q2 there is an underspend of c. £339,000.

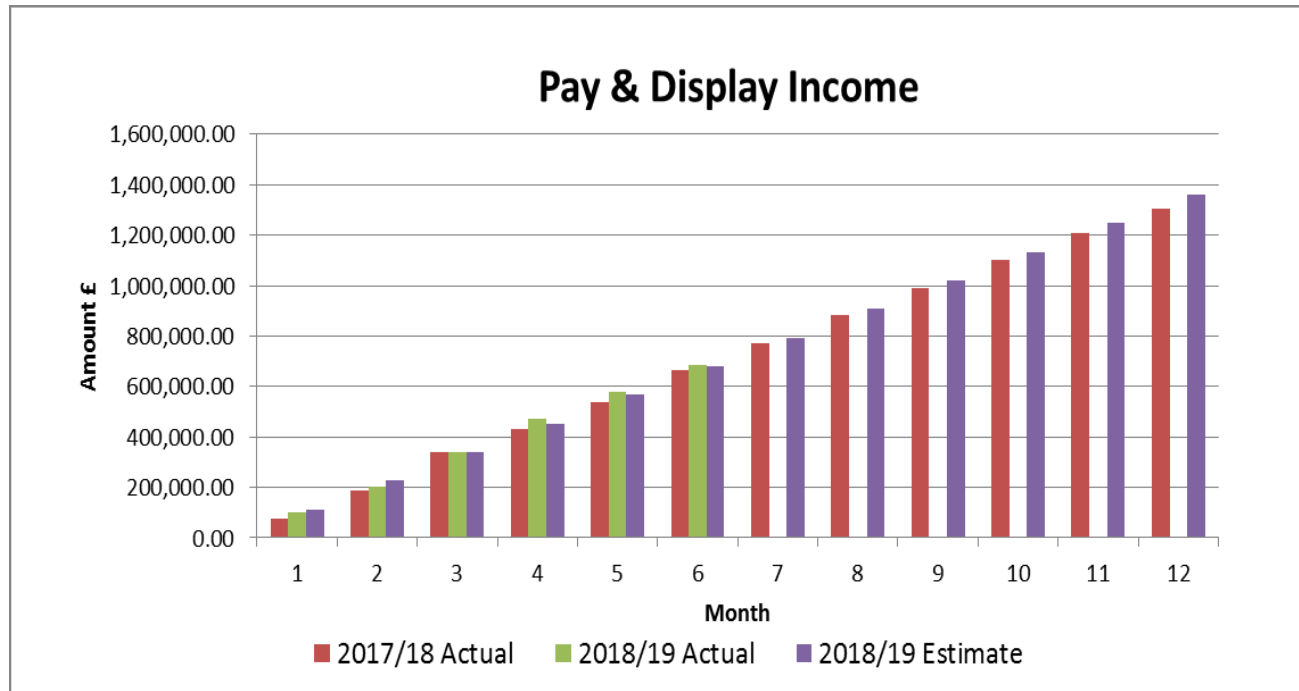
Expenditure on salaries is managed corporately to both reduce employment costs and improve services through better job design.

Planning Fees**Commentary**

The original budget for planning fee income was £395,000. This was based on officer assumptions on Planning Applications for 2018/19.

At this stage, the year to date position is £223,800, a favourable variance against budget by c£26,300.

Parking Fees



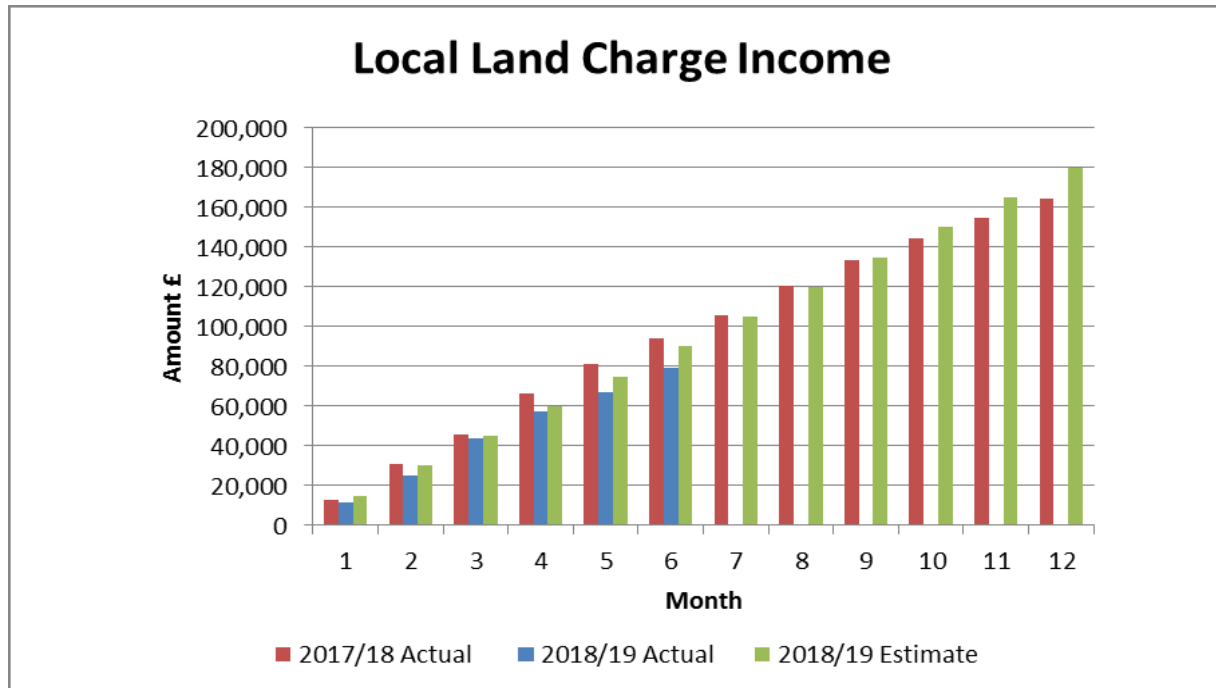
Commentary

The original budget for 2018/19 is £1,360,000.

Income to date is £683,911 against a year to date target income of £680,000.

This is slightly up compared to the same position as last year, where income was £664,946

Local Land Charges



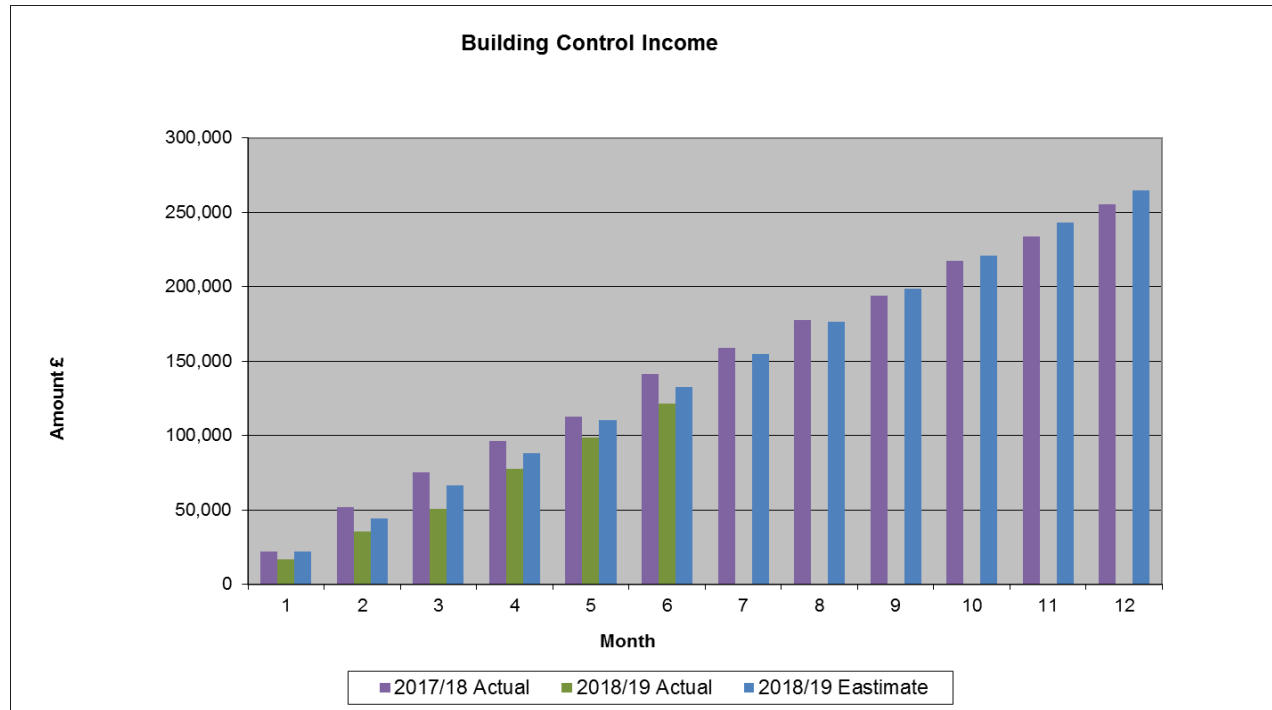
Commentary

The original budget for 2018/19 is £180,000. Income to date is £79,358 against a year to date target of £90,000.

Income to date is down compared to the same position as last year, where income was £94,088 as at Q2.

Based on income to date, total income for the year is forecast to be under original budget by c. £21,000

Building Control Income



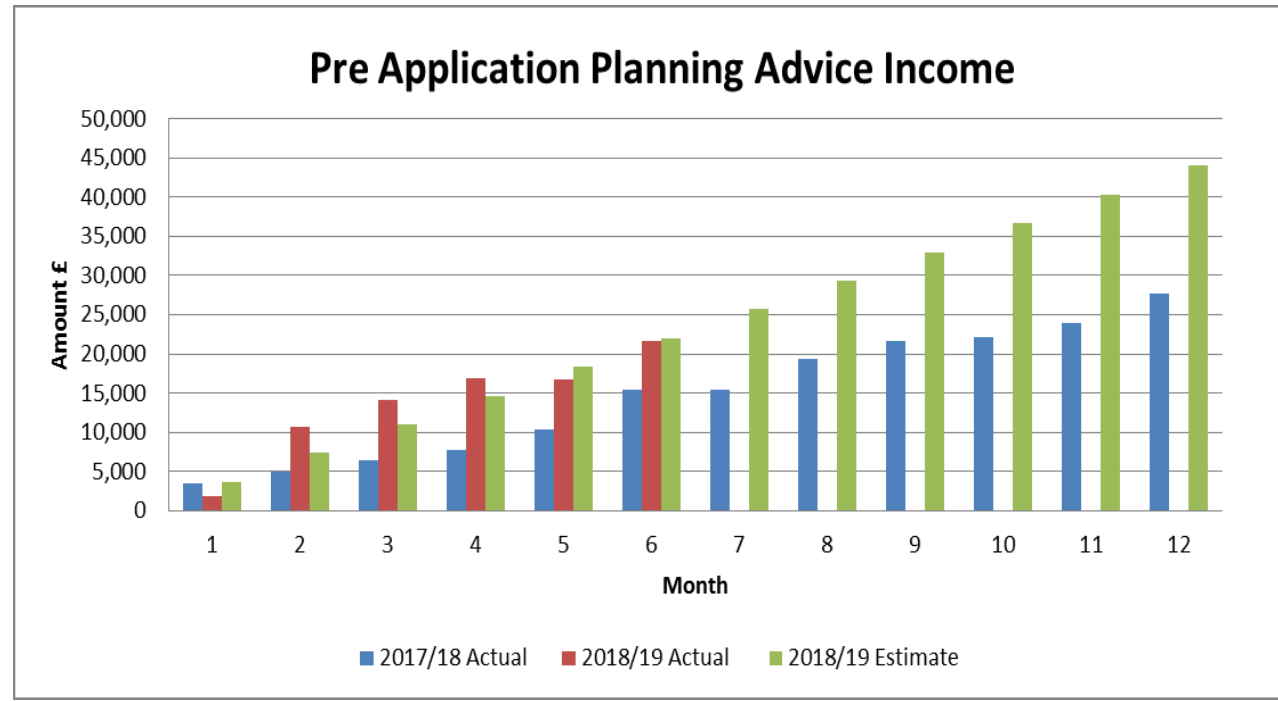
Commentary

The original budget for 2018/19 is £265,000.

Income to date is £121,687 against a year to date target of £132,500, this compares to income of £141,228 for the same period last year.

The forecast outturn is expected to be c. £21,000 adverse compared to budget.

Pre Planning Application Advice



Commentary

The original budget for 2018/19 was set at £44,000. This was based on officer assumptions on the take up of this service.

Income to date is £21,660 against a year to date target of £22,000.

Car Park	Financial Year	Income Received Q1	Income Received Q2	Income Received Q3	Income Received Q4
		£	£	£	£
Webster's Way	2017/18	151,903	134,551	136,952	119,680
	2018/19	137,859	143,466		
Castle Road	2017/18	50,142	46,606	46,456	60,416
	2018/19	56,440	56,932		
Back Lane	2017/18	35,414	36,239	35,202	35,551
	2018/19	38,546	36,715		
Market Car Park	2017/18	21,678	22,430	22,491	22,209
	2018/19	23,818	23,770		
Bellingham Lane	2017/18	38,740	44,091	39,925	40,573
	2018/19	41,910	40,290		
Southend Road	2017/18	16,926	15,362	15,058	15,201
	2018/19	15,381	15,357		
The Approach	2017/18	9,741	10,896	11,250	11,512
	2018/19	11,888	11,317		
Hockley Woods	2017/18	6,481	7,837	5,483	4,499
	2018/19	5,371	6,155		
Freight House	2017/18	5,045	4,427	4,865	4,646
	2018/19	6,445	5,601		

Old Ship Lane	2017/18	1,906	4,532	4,903	2,244
	2018/19	2,232	4,419		
Total	2017/18	337,976	326,971	322,585	316,532
	2018/19	339,889	344,022		

Becoming Financially Self Sufficient										
G = Green A = Amber R = Red		Quarter to Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Commentary
PR009	Percentage of Collectible Council Tax collected	53.1%	55.7%	G	Worse	53.1%	55.7%	G	Worse	2.6% collected over target, representing £1,776,336 more collected than at this point last year.
PR010	Percentage of Collectible Business Rates collected	57.3%	57.7%	G	Better	57.3%	57.7%	G	Better	0.4% collected over target, representing £620,096 more collected than at this point last year.
PR011	Percentage of Housing Benefit Overpayments recovered to date	15.0%	12.2%	R	Worse	15.0%	12.2%	R	Worse	The recovery rate is -2.8% under target, representing -£19,817 recovered less than at this point last year. A review of this area is currently underway. We will be looking at our policies and procedures for dealing with HB overpayments.
PR012	Percentage of invoices paid in 30 days	98.0%	100.0%	G	Better	98.0%	97.8%	A	Better	Invoices Paid within 30 days is over its target performance of 98% with 100.0% of invoices paid in time during July to September.

PR025	Percentage of invoices for commercial goods and services paid by the Authority within 10 days of receipt to Local Suppliers	90.0%	93.9%	G	Better	90.0%	91.9%	G	Better	Invoices Paid within 10 days to Local Suppliers is over its target performance of 90% with 94% of invoices paid in time during July to September
Early Intervention										
G = Green A = Amber R = Red		Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Commentary
PR001	Number of households in B & B/Nightly lets/HMO's (direct cost provision)	0	24	R	Better	0	24	R	Better	Number of units significantly reduced since September 2017 when 54 households were recorded in B&B/Nightly Lets.
PR002	Number of Homeless Preventions									Data Not Available. Software dependencies.
PR003	Homeless Prevention Savings									Data Not Available. Software dependencies.
PR004	Number of dwellings improved (occupied by vulnerable households)	25	10	A	Worse	50	29	A	Worse	To date, 60 housing hazards removed. Over £360,000 in estimated NHS and wider society savings.
PR005	Number of food businesses made safer (cumulative)	69	68	A	Worse	139	106	A	Better	This is a risk based programme of work.
PR006	Number of Out of Work Benefit Claimants: Actively Seeking	800	485	G	Worse	800	485	G	Worse	This result is 45 more that at the same time last year.

PR007	Average number of days to process new benefit claims	21.0	21.6	A	Better	21.0	20.9	G	Worse	The average time taken to action New Benefit Claims is currently - 0.6 day(s) over target.
PR008	Average number of days to process benefit claims changes in circumstances	12.0	29.7	R	Better	12.0	22.5	R	Better	The average time taken to action New Benefit Claims is currently - 17.7 day(s) over target. A review of this area is currently underway. We will be looking at our policies and procedures for dealing with changes.

Quarter 2 Performance Indicator Monitoring

Maximise our Assets										
G = Green A = Amber R = Red		Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Commentary
PR013	Planning Enforcement: Percentage of Initial Site Visits conducted within target time	60%	63%	G	Worse	60%	55%	G	Better	63% of initial Planning Enforcement visits are now conducted within their target time. This is worse than previous quarter. Site visit performance was affected in August and September due to leave, appeal work and the IT system issues.
PR014	Planning Enforcement: Cases being investigated including appeals	347	216	G	Better	347	216	G	Better	Planning Enforcement cases under investigation have continued to perform above their target and the next stage is to focus on the older, outstanding cases as part of a larger caseload review.
PR015	The number of working days lost to the Local Authority due to sickness absence per FTE	4.0	2.0	R	Worse	4.0	2.0	G	Better	This quarters result is only 0.2 days above this time last year. There was a higher than usual number of staff off with long term sick issues in Quarter Two.
PR016	Number of employees: FTE	N/A	144.0	N/A	Lower	N/A	144.0	N/A	Lower	This quarters result is 6.6 lower than at this time last year.

Enable Communities										
G = Green A = Amber R = Red		Quarter To Date Target	Quarter To Date Result	QTD Result Vs. QTD Target	Trend (QTD This Year Vs. QTD Last Year)	Year To Date Target	Year to Date Result	YTD Result Vs. YTD Target	Trend (YTD This Year Vs. YTD Last Year)	Commentary
PR017	Residual waste Kg per household	85	95	A	Worse	85	95	A	Worse	Quarter One result shown. Residual waste per household is slightly over its target performance of 85.0kg with a result of 95.4kg.
PR018	Percentage of waste recycled or composted	66.0%	65.2%	A	Worse	66.0%	65.2%	A	Worse	Quarter One result shown. The recycling rate is slightly under its target performance of 66.0% with a result of 65.2%.
PR019	Percentage of Missed bins vs total collected	0.010%	0.058%	A	Worse	0.010%	0.057%	A	Worse	There were 858,318 bins collected this quarter, of which 488 were missed.
PR020	Percentage of Major Planning Apps determined in 13 weeks	75.0%	0.0%	R	Same	75.0%	0.0%	R	Same	Quarter One result shown. There was 1 Major Planning application(s) subject to the Government Target of 13 weeks, of which 0% were determined in time.

PR021	Percentage of Major Applications determined within agreed Extension of Time	75.0%				75.0%				Quarter One result shown. No applications with extensions received in this quarter.
PR022	Percentage Remaining Planning Applications determined in 8 weeks	75.0%	63.1%	A	Worse	75.0%	63.1%	A	Worse	Quarter One result shown. There was 103 Major Planning application(s) subject to the Government Target of 8 weeks, of which 63% were determined in time.
PR023	Non Major Applications determined within agreed Extension of Time	75.0%	77.4%	G	Worse	75.0%	77.4%	G	Worse	Quarter One result shown. There was 31 Major Planning application(s) subject to extensions of time, of which 77% were determined in time.
PR024	Percentage of Planning appeals allowed	30.0%	50.0%	R	Worse	30.0%	28.6%	G	Worse	There were 4 planning appeals, of which 50% were allowed.