Forest of Dean — DISTRICT COUNCIL —				16 N	CABINET November 2017 SD.237		
Subject	SECOND QUA	ARTER PERF	ORMANCE	REPORT 201	7/2018		
Key Decision	This item is no	ot a key decisi	on.				
Accountable member	Governance, I	Roger James – Deputy leader and Cabinet Member for Finance, Governance, Performance and Shared Working Tel: 01594 812623, email: roger.james@fdean.gov.uk					
Accountable officer	If you have an please contact	Corporate Leadership Team. If you have any questions relating to the report content and its annex please contact a member of the Corporate Support Team on 01594 812524 who will direct you to the appropriate manager.					
Summary	This is the second performance report for the 2017/2018 financial year containing information for July to September 2017. The report also contains a summary of the client monitoring and the financial position. The format of this report has been developed to make the data easier to read and understand. However, this is a prototype and feedback on the format is welcomed and will be used in developing a final model.						
Annexes	Annex A – Performance Summary. Annex B – Financial Summary.						
Recommendation	Cabinet is asked to note the report.						
Corporate priorities	This report will allow members to monitor progress made in achieving our Community Outcomes and Objectives 2016-2020: Strong Communities Thriving Economy Enhanced Environment Value for Money						
Implications							
(details at end of report)	LEGAL	FINANCIAL	RISK	EQUALITIES	SUSTAINABILITY		
. ,	NO	NO	NO	NO	NO		

1. BACKGROUND

- 1.1. Performance reports are presented to Cabinet on a quarterly basis. They demonstrate how the Council is performing in achieving its corporate priorities. The financial information, service information and local projects highlighted in these reports reflect any new or changing priorities to ensure the reports remain focussed on the most important performance messages.
- **1.2.** From quarter one 2017/2018 we took the opportunity to present the information in a different way with the aim of making it more user-friendly for those who wish to understand more about how the Council performs.
- 1.3. We acknowledge that the management information will be provided by Publica from November 2017 and that further work will be required to decide what performance information should be presented, however, we would be very interested to hear what you think. If you would like to provide feedback please email the Corporate Support Team on Corporate.Support@fdean.gov.uk.

2. HIGHLIGHTS AND ISSUES FOR THE SECOND QUARTER

- **2.1.** Annex A provides a summary of the local projects and service information that is helping the Council to achieve its Corporate Priorities.
- **2.2.** Highlights and issues for the second quarter include:
 - We have worked in partnership with Guinness to provide nine new high quality sustainable homes for rent in St Braivels. Cabinet also approved funding to develop ten one bedroom apartments for rent in Newent to help meet the affordable housing need in the district.
 - Fly tipping has increased this quarter but this is a normal trend as incidents do tend to increase in the summer. 45% of fly tipping occurred at the recycling bank sites across the district where people are leaving items such as children's toys and furniture. To try and prevent this we have signage at the sites and we actively communicate with residents about reuse schemes, charity shops and bulky waste collection schemes.
 - Following on from the successful introduction of the new waste collection system last year we are now sending out targeted letters and information packs to residents to help them do the right thing and provide advice on how to reduce waste to landfill and recycle more
 - At 91.67% processing of major planning applications within 13 weeks is well above the target of 60% Processing of other applications (such as change of use, householder development, adverts, etc.) has dipped but is still above the target of 80% at 86.78%.
 - Performance on the percentage of planning appeals allowed has improved slightly but still remains below target at 44.4% cumulative (target 30%). Eight appeals were allowed and ten dismissed.

- Eighteen new local projects have benefitted from a share of £99k from the Council's Economic Growth Development Fund.
- We have appointed five Dementia Friendly Community Enablers as outreach workers building on the dementia friendly work already being done in the community.
- The High Court has overturned the Councils decision to grant planning permission for a supermarket off Tufthorn Avenue in Coleford. The application has been returned to the Council for redetermination.
- Over £4.5k has been presented by the Chairman of the Council to Great Oaks Dean Forest Hospice. The money was raised through the Chairman's Charity Dinner and Pride of the Forest Awards.
- We have consulted on proposals to regenerate the former Lawnstone house site in Coleford. Proposals include a mix of high quality housing and commercial units suitable for small business start-ups, together with an attractive and versatile open space for residents and visitors to enjoy.

3. FINANCIAL RESULTS SECOND QUARTER 2017/2018

3.1. A summary of the financial position at 30th September 2017 is included in Annex B to this report. Historically, the first half of the year's performance does not generally highlight significant variances in the budget. However, in accordance with financial rule B4.2 the following areas are worth noting at this stage in the financial year.

3.2. Community, Client and Commercial Group

- Rent Allowances it is anticipated that there will be a surplus of £55,000 compared with the original budget for the recovery of overpayments.
- Pest Control There is a shortfall in pest control income at 30th September 2017. This is due to lower than expected take up of the service during the year and it is predicted there will be a shortfall of £10,000 for the financial year.
- Legal Services at the end of September the legal and planning appeals costs are overspent by £100,000. This overspend is estimated to be £125,000 at the year-end which is recommended to be met by a contribution from the legal and planning appeals reserve, as per paragraph 3.6 below.
- Recycling- as reported in the quarter 1 performance report recycling material is under budget however this can be offset against the higher than anticipated garden waste income.
- Investment Properties there is a small budget (£10,000) for business rates which is held for vacant properties, it is not expected that this will be needed during this financial year.
- Property Services a targeted saving was included in the budget for the 'accommodation strategy' which will not be fully achieved during this year leaving an anticipated shortfall of £12,500 at the year end. However, there is an anticipated saving of £2,500 in business rates on the Council Offices as a result of the ground floor works which will partly mitigate this shortfall.

3.3. Planning, Housing and Regeneration Group

Development Management – The fee income for planning applications is under target, with a deficit of £40,000 against the profiled budget of £282,000 for the first half year. This budget will be monitored closely in the second half year as it is expected that the Government will allow Council's to increase fees with effect from January 2018 which would increase income for the last quarter of the year.

3.4. Strategic Services Group

Land Charges – There has been a downturn in the number of applications for searches in the first half of the year which if this trend continues will lead to an income shortfall of £15,000 by the year end.

3.5. Interest and Investment Income

Interest Income – There is an expected increase of £10,000 in investment income due to securing an increase in the anticipated average interest rate.

3.6. Use of Reserves

Financial rule B11.4 provides the Section 151 Officer with delegated authority to approve in year transfers to and from earmarked reserves to support the activities of the council. In light of the above, the Section 151 Officer recommends the following:-

A transfer of up to £125,000 from the legal appeals reserve, to offset the projected overspend in legal appeal costs, as detailed in paragraph 3.2.

3.7. Summary

It is pleasing to note that the council is expected to deliver its service within overall budget in 2017/18, although the variances will continue to be closely monitored and reported throughout the second half of the financial year.

BACKGROUND PAPERS

None identified.

Priority 1: Strong Communities



Quarter 2 2017/2018

Local Projects

Shaping Five Acres

- Gloucestershire College are relocating from the site to Cinderford Northern Quarter.
- We are working with our leisure partner to investigate potential options.



Community Wellbeing service

- We've been awarded the contract to provide the Community wellbeing service for the district
- This will improve community resilience and reduce reliance on statutory services



Leisure Strategy

- Portfolio support group will be established for Leisure
- New leisure strategy will be developed



Stray Dogs

- The Street Warden team have been received the RSPCA's Gold Footprint Award for the fourth year.
- In 2016/17, 85% (167) of stray dogs were reunited with their owners and the rest were rehomed, the highest rate in Gloucestershire.



Priority 1: Strong Communities



Quarter 2 2017/2018

Service Information

Time taken to process new claims for housing benefit



Time taken to process change of circumstances for housing benefit





92%

Of people that took part in a healthy lifestyle course have improved their well being score





Priority 1: Strong Communities



Quarter 2 2017/2018

Service Information

36

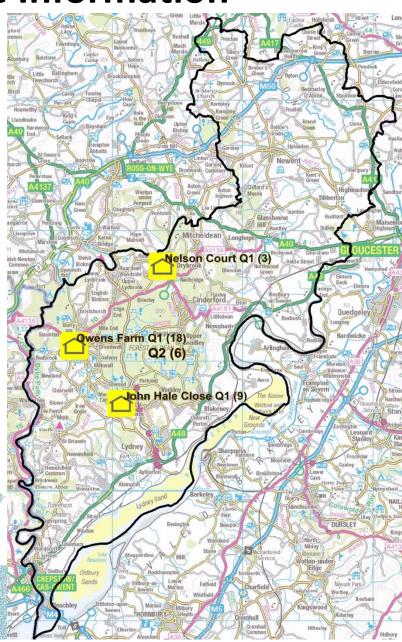
Affordable homes delivered this quarter against a total target of

60 for 17/18

Q2 16/17	27
Q3 16/17	27
Q4 16/17	40
Q1 17/18	30
Q2 17/18	36



affordable homes delivered in quarter 2 2016/2017



Priority 2: Thriving Economy



Quarter 2 2017/2018

Local Projects

Lawnstone Site

- Public consultation on the draft design ran for two weeks from 31 August.
- A revised design is emerging following the consultation.
- A further all member briefing was held on 17 October
- Funding for the project was approved by Full Council on 19 October.







- Planning application being prepared for new public toilets, visitor information spaces and temporary café building.
- Funding bid submitted for £104k towards building refurbishment work.
- Project plans shared at Gloucestershire Market Towns forum event during September

Cinderford Regeneration

- £1.9m site preparation funding bid due for consideration in December.
- Gloucestershire College on target to complete July 2018.
- Investigating options for affordable housing in Steam Mills Village West.



Priority 2: Thriving Economy



Quarter 2 2017/2018

Service Information

54.66%

of council tax was collected

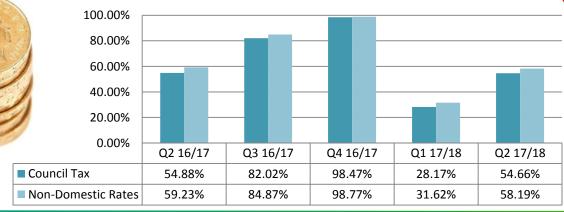
£25.69m

58.19%

of non-domestic rates was collected

£7.18m

Percentage Collected - cumulative





Priority 3: Enhanced Environment



Quarter 2 2017/2018

Local Projects

'Love Your Forest' campaign

- Quarter page articles on different aspects of 'litter' appeared in Forest Review.
- Over 400 cars have been seen displaying a #LoveYourForest car window sticker.
- 400 entries received for the Primary school anti-litter poster competition, 13 children were presented with a certificate and a mug and four designs will be recreated on the street cleansing vehicles.
- Stickers to remind customers to find a bin for their packaging have been distributed to fast food outlets.

Plastic recycling

- The weight of plastic bottles collected has increased by 139% since the new service.
- That's an extra 276 tonnes (five and a half million more plastic bottles!).







Flood Protection Projects

- Flood alleviation scheme upstream of Lakeside Avenue, Lydney is complete.
- Scheme for Newent designed and will be completed in Spring 2018.

Priority 3: Enhanced Environment



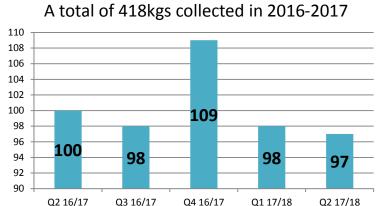
Quarter 2 2017/2018

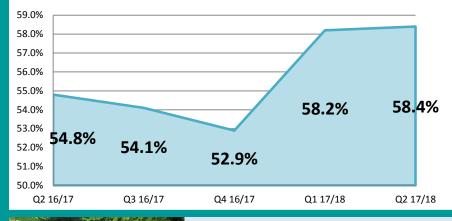
Service Information

97kgs

Of waste was put in the average household's black bin

That's 16 Pumpkins!





58.4%

of waste was recycled, reused or composted





190

flytips were collected costing

£7,532

150 in quarter one 17/18 costing £6,315

Priority 4: Value for Money



Quarter 2 2017/2018

Local Projects



District Electoral Boundary Review

- Boundary commission issued draft warding proposals, consultation closes on 6 November 2017.
- Boundary review group met on 18 September to consider the consultation.
- The views of town and parish councils reported back to the group on 9 October with a report going to Full Council on 19 October.

Shared working through 2020 partnership

- Publica is a local authority owned company that will deliver council services.
- Work is underway for the majority of staff to TUPE to Publica on 1st November 2017.
- The services we provide will stay the same and residents can still contact the Council in the usual way.
- Work on a Transformation Programme has started and will improve services over time.



Priority 4: Value for Money



Quarter 2 2017/2018

Service Information



11 seconds is the average time taken to answer a call to customer services.



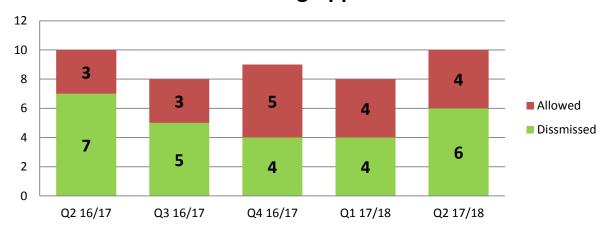
15 seconds in September 2016

An average of **6.68** working days per employee have been lost to sickness.

7.3 in Quarter 2 2016/2017



Planning Appeals



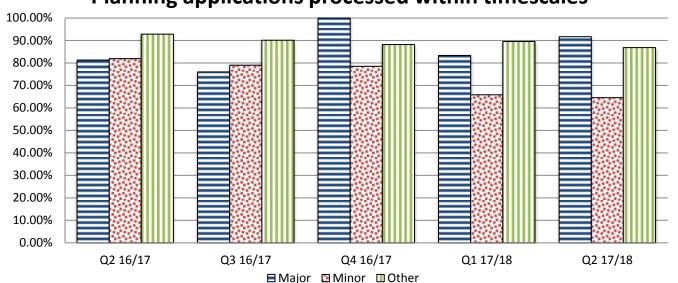
Priority 4: Value for Money



Quarter 2 2017/2018

Service Information

Planning applications processed within timescales



Major Planning Applications

91.7%

5 out of 6

81.25% (Q2 16/17)

Target 60%

Minor Planning Applications

64.6%

52 out of 79

81.87% (Q2 16/17)

Target 65%

Other Planning Applications

86.8%

128 out of 143

92.78% (Q2 16/17)

Target 80%

Planning Appeals Allowed

44.4%

4 out of 10

21.40% (Q2 16/17)

Target 30%

Client Summary



Quarter 2 2017/2018

Revenues and Benefits

- **£53,000** discretionary housing payments awarded (168) compared to £17,000 (116) during the same quarter last year
- Following the 2017 revaluation of business premises the Council awarded new rate reliefs to 279 businesses, totalling almost £171,000 in support.
 - Local Revaluation Support Scheme £112,592.53 (221 ratepayers)
 - Pub Relief £34,295.04 (36 ratepayers)
 - Supporting Small Business £24,097.64 (22 ratepayers)

Waste and Recycling

- Projects to replace refuse and street cleaning vehicles and to let a new street cleaning contract are underway.
- BBC covered the Biffa DROPS (Driving recklessly on pavements) campaign to help improve crew safety.
- No incidents or accidents were reported during the quarter.
- Recycle week campaign encouraged wider recycling around the home and showed what happens to recycled materials. There were press adverts and releases, social media, posters and banners.



- Active participation has increased by 19% compared to the same period last year
- Lifetime Membership presented to 93 year old Maisie Crawford, Freedom Leisure's oldest active member.
- Freedom Leisure has introduced a reduced price membership for serving military personnel and free swimming for ex-military personnel.

2480

members 1505 in quarter 2 2016/2017

Legal Cases



Quarter 2 2017/2018

LEGAL CASES

Case	Outcome	Costs incurred (excluding VAT)	
FoDDC v Peter Wright — Council challenge against decision of the High Court to quash planning permission for wind turbine at Severndale Farm	Hearing scheduled 7-8 November 2017	£13,150	
Midcounties Co-operative v FoDDC (Aldi Store, Tufthorn Avenue, Coleford)	Judicial Review successful and planning permission quashed	£15,000 plus costs of £35,000 paid to Midcounties Co-operative	

PLANNING APPEALS

Appeal	Outcome	Costs incurred		
Lydney Road, Yorkley – Appeal against refusal for 37 dwellings	Appeal dismissed	£9,395		
Green Acres, Gloucester Road, Corse – Appeal against refusal for additional gypsy pitches	Appeal allowed	£3,250		
Land at Beachley Road, Sedbury – Appeal against refusal to modify section 106 agreement to reduce affordable housing	Appeal scheduled for 31 January 2018	£0.00		

FINANCIAL PERFORMANCE 2017/18 QUARTER 2 SUMMARY TO 30TH SEPTEMBER 2017

		Original Budget	Current Budget	Profiled Budget	Actual	Year Forecast	(Positive) Adverse Variance
CCR204	Street Wardens	254,440	263,630	126,230	103,725	263,630	0
CCR206	Community Engagement Team	204,920	208,580	91,710	68,133	208,580	0
COM001	Community Development	163,130	163,160	81,580	73,943	163,160	0
HBP001	Rent Allowances	134,390	130,020	(651,165)	(596,165)	75,020	(55,000)
LTC001	Council Tax Collection	327,480	317,310	228,655	229,983	317,310	0
LTC011	NNDR Collection	54,870	56,690	95,440	81,961	56,690	0
OWS201		24,120	79,010	(126,415)	(121,927)	79,010	0
REC002	Recreational Facilities Development	725,600	583,420	132,560	126,509	583,420	0
REC003	Play	1,130	1,280	640	2,703	1,280	0
REC004	Health Development	7,790	17,450	8,725	8,462	17,450	0
REC213	Community Transport Partnership	1,660	2,640	(33,720)	(33,720)	2,640	0
REC215	External Funds	250	420	(48,000)	(48,459)	420	0
REG008	Health Promotion	5,680	0	0	0	0	0
REG018	Pest Control	72,300	80,940	40,470	48,185	90,940	10,000
RYC001	Recycling	537,990	631,200	313,318	304,874	645,200	14,000
RYC002		(53,700)	(200)	(303,071)	(329,885)	(14,200)	(14,000)
RYC003	Refuse - Organic / Food Waste	105,930	201,590	102,050	103,106	201,590	0
RYC005	Bring Sites	129,810	147,870	62,584	59,410	147,870	0
RYC201	Recycling Schemes	59,440	73,550	36,775	9,854	73,550	0
STC001	Street Cleaning	557,700	580,470	249,591	226,137	580,470	0
SUP105	Corporate Fraud Unit	25,050	40,000	30,000	30,000	40,000	0
SUP201	CS Group Support	1,510	0	13,791	13,791	0	0
SUP212	Revenues - Client	1,390	0	39,632	39,632	0	0
SUP213	Revenues - Contract	10,090	(14,950)	165,933	171,433	(14,950)	0
SUP217	Environmental Contracts	7,410	0	(33,803)	(38,123)	0	0
TOU001	Tourism Strategy and Promotion	146,900	54,020	20,760	10,133	54,020	0
WST001		1,653,290	1,620,980	661,678	641,717	1,620,980	0
	Bulky Household Waste.	8,580	8,450	1,433	(1,319)	8,450	0
SUP003	Human Resources	(8,870)	0	(39,778)	(39,778)	0	0
SUP009	Accountancy	119,540	0	(189,303)	(189,303)	0	0
SUP011	Creditors	(4,400)	0	(6,034)	(6,034)	0	0
SUP012	Debtors	4,830	0	(12,748)	(12,748)	0	0
SUP013	Payroll	(1,870)	0	(16,972)	(16,972)	0	0
SUP019	Health & Safety	(7,890)	0	(7,865)	(7,865)	0	0
SUP020	Training & Development	8,600	0	(21,465)	(21,465)	0	0
SUP033	Central Purchasing	2,180	0	(8,565)	(8,565)	0	0
SUP035	Insurances	(39,230)	0	(36,610)	(36,610)	0	0
SUP005	ICT	92,510	17,250	84,351	84,351	17,250	0
SUP006	Telephones	10	0	3,020	3,020	0	0
SUP008	Reception/Customer Services	7,600	0	5,403	5,403	0	0
SUP022	Printing Services	0	0	(185)	(185)	0	0
SUP042	GO Support and Hosting	0	0	59,000	62,432	0	0
SUP208	IT Operational	0	0	(1,371)	(1,371)	0	0

FINANCIAL PERFORMANCE 2017/18 QUARTER 2 SUMMARY TO 30TH SEPTEMBER 2017

		Original	Current	Profiled		Year	(Positive) Adverse
		Budget	Budget	Budget	Actual	Forecast	Variance
FLD001	Flood Defence and Land Drainage	85,570	90,880	16,035	(13,016)	90,880	0
HLD235	Newent Closed Churchyard	0	0	1,281	1,281	0	0
HLD236	Lydbrook Closed Churchyard	0	0	720	720	0	0
OPS001	Parks & Gardens	50,530	93,450	46,725	38,519	93,450	0
OPS005	Section 106 Maintenance	0	0	(108,313)	(108,313)	0	0
OPS201	Ad Hoc Land & Property	33,360	56,610	28,305	29,214	56,610	0
REG019	Public Conveniences	178,620	118,330	52,860	79,992	118,330	0
SUP004	Legal	59,710	(28,730)	(14,365)	103,654	96,270	125,000
SUP025	Property Services	(10,410)	(3,690)	(1,845)	19,329	(3,690)	0
SUP207	Council Offices	4,890	95,000	90,520	100,886	105,000	10,000
SUP218	Direct Labour Operations	33,810	0	0	0	0	0
FIE040	Income and Expenditure on Investment Properties	(82,630)	(87,570)	(43,785)	(91,205)	(97,570)	(10,000)
BUC001	Building Control - Fee Earning Work	8,590	(26,370)	(11,935)	(30,817)	(26,370)	0
BUC003	Dangerous Structures	11,240	6,610	3,305	3,305	6,610	0
EMP001	Emergency Planning	90,940	72,100	36,050	28,870	72,100	0
ESM001	Environment - Service Management and Support Services	93,210	0	(21,911)	(21,911)	0	0
REG001	Environmental Health General	(111,930)	0	0	0	0	0
	Licensing	130,000	211,560	105,780	151,165	211,560	0
REG009	Environmental Protection	60,310	152,730	76,865	59,687	152,730	0
	Air Quality	1,500	1,970	985	857	1,970	0
REG013	Polution Control	74,670	74,670	37,335	26,240	74,670	0
	Contaminated Land	28,910	6,900	3,450	3,764	6,900	0
	Food Safety	65,930	128,610	64,305	84,151	128,610	0
REG020	Water Sampling	0	540	270	729	540	0
COR011		0	0	(18,596)	(18,596)	0	0
D110000	Community, Client and Commercial Group	6,148,980	6,228,380	1,462,302	1,446,906	6,308,380	80,000
BUC006	Building Control - Administration Service	(109,760)	0	0	0	0	0
CCM201	,	50,860	34,590	10,410	19,020	34,590	0
	Yew Tree Brake Cemetery	38,730	2,430	(1,420)	(6,503)	2,430	0
CPK001		12,060	61,880	46,085	38,987	61,880	0
DEV001	Development Control - Applications	695,740	510,890	255,445	334,512	550,890	40,000
ECD208	Regeneration	168,700	201,730	98,365	105,918	201,730	0
ENA001	Housing Enabling	70,940	73,810	38,905	40,098	73,810	0
HAD001	Housing Advice	268,330	274,790	137,395	17,877	274,790	0
HAV001	Housing Advances	4,570	5,050	2,525	1,719	5,050	0
HOM001		63,740	80,780	40,390	(3,211)	80,780	0
HOS001	Housing Strategy	59,710	62,410	31,205	13,231	62,410	0
HOS003	Choice Based Lettings	2,500	9,090	(24,455)	(40,792)	9,090	0
PLP002	Local Development Framework	216,470	212,340	113,295	79,945	212,340	0
PLP004	Conservation	34,250	34,010	17,005	23,810	34,010	0
PLP201	AONB Project Officer	2,760	2,680	1,340	11,042	2,680	0
PSH002	Private Sector Housing - Condition of Dwellings	51,970	(222.252)	0	176	0	0
PSH003	Disabled Facilities Grants	(335,530)	(282,250)	(335,315)	(346,390)	(282,250)	0

FINANCIAL PERFORMANCE 2017/18 QUARTER 2 SUMMARY TO 30TH SEPTEMBER 2017

		Original Budget	Current Budget	Profiled Budget	Actual	Year Forecast	(Positive) Adverse Variance
REG021	Statutory Burials	5,180	7,620	3,810	3,810	7,620	0
SUP024	Postal Services	0	0	11,433	11,433	0	0
SUP032	Strategic Directors	0	130,660	65,330	65,123	130,660	0
	Planning, Housing and Regeneration Group	1,301,220	1,422,510	511,748	369,806	1,462,510	40,000
COR001	Corporate Management	555,200	611,780	290,890	289,975	611,780	0
COR002	Chief Executive	(167,720)	0	(15,350)	(12,690)	0	0
COR003	Corporate Policy Making	23,580	0	4,515	(4,907)	0	0
COR006	Treasury Management	120,670	113,350	56,675	54,776	113,350	0
DRM009	Civic Expenses	37,900	33,140	16,570	15,543	33,140	0
ECD202	RDPE	170	170	85	99,556	170	0
NDC201	Service Strategy	1,784,410	1,788,900	753,668	750,815	1,788,900	0
SUP010	Internal Audit	(10,070)	0	22,490	21,943	0	0
DRM001	Democratic Representation and Management	815,960	899,030	447,475	453,963	899,030	0
DRM005	Committee Services	5,680	0	(1,380)	(1,380)	0	0
ELE001	Registration of Electors	168,620	215,050	107,525	106,186	215,050	0
ELE002	District Elections	11,720	6,860	6,860	0	6,860	0
ELE004	Parliamentary Elections	0	0	112,254	112,254	0	0
ELE005	Parish Elections	0	0	1,589	1,589	0	0
ELE006	County Elections	0	0	(17,295)	(17,295)	0	0
ELE008	Police & Crime Commissioner Elections	0	0	92,710	92,710	0	0
ELE011	Referendum	0	0	108,120	108,120	0	0
LLC001	Local Land Charges	7,120	(17,400)	(13,360)	(9,287)	(2,400)	15,000
SUP034	Fleet Management	(22,100)	0	(2,635)	(2,300)	0	0
TMR001	Street Naming	2,190	400	200	(4,014)	400	0
	Strategic Services	3,333,330	3,651,280	1,971,606	2,055,556	3,666,280	15,000
	TOTAL SERVICES	10,783,530	11,302,170	3,945,656	3,872,268	11,437,170	135,000
	Interest and Investment Income	(54,080)	(54,080)	(49,750)	(5,521)	(64,080)	(10,000)
	Capital Charges	(249,970)	(249,970)	104,218	104,218	(249,970)	0
	Transfers to/from earmarked reserves	65,500	(334,550)	(128,730)	(128,730)	(459,550)	(125,000)
	Drainage Board Levy	36,770	36,770	18,385	18,384	36,770	0
	Parish Council Precepts	0	2,060,437	2,060,437	2,060,437	2,060,437	0
	Council Tax Income	(4,939,020)	(6,999,457)	0	0	(6,999,457)	0
	Non-domestic rates income and expenditure	0	(2,095,832)	1,411,217	1,243,559	(2,095,832)	0
	Revenue Support Grant	(721,420)	(721,420)	(360,710)	(375,138)	(721,420)	0
	Other Government Grants	(4,921,310)	(2,825,478)	(1,337,739)	(1,407,339)	(2,825,478)	0
	NET BUDGET	-	118,590	5,662,983	5,382,139	118,590	