



Forest of Dean
— DISTRICT COUNCIL —

CABINET

15 November 2018

SD.???

Subject	SECOND QUARTER PERFORMANCE REPORT 2018/2019										
Key Decision	This item is not a key decision.										
Accountable member	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	Head of Paid Service 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 2018/2019 financial year containing information for July to September 2018. The report also contains a summary of the client monitoring and the financial position.										
Annexes	Annex A – Performance summary Annex B – Financial summary Annex C – Budget virements										
Recommendation	Cabinet is asked approve the virements in Annex C.										
Corporate priorities	This report will allow members to monitor progress made in achieving our Community Outcomes and Objectives 2016-2020: <ul style="list-style-type: none"> • Strong Communities • Thriving Economy • Enhanced Environment • Value for Money 										
Implications (details at end of report)	<table border="1"> <tr> <td>LEGAL</td> <td>FINANCIAL</td> <td>RISK</td> <td>EQUALITIES</td> <td>SUSTAINABILITY</td> </tr> <tr> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> </tr> </table>	LEGAL	FINANCIAL	RISK	EQUALITIES	SUSTAINABILITY	NO	NO	NO	NO	NO
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.** We are keen to improve our reporting and will continue to work with members to identify the performance information they would find most useful and how they would prefer it to be presented. We would be very interested to hear what you think and if you would like to provide any feedback please email 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:
 - Six affordable housing units have been delivered this quarter, four in Manor Road, Newent and two in Barnett Way, Lydney. During 2018/2019 it is estimated that we will potentially see an overall affordable housing delivery of up to 25 dwellings. Whilst this is below target, we are aware that a number of Registered Provider partners are in advanced discussions with developers to secure the delivery of up to 98 new affordable homes over the next few years. Whilst predicted delivery for 2018/2019 is disappointing it recognised that actual delivery per year can fluctuate. Looking forward there is a number of planning permissions which are yet to be implemented and through which the Council has secured the delivery of nearly 400 affordable homes.
 - The average amount of waste per household not sent for reuse, recycling and composting is performing well at 94kg against a target of 98kg. However, at a cumulative rate of 57.55% the percentage of the total household waste reused, recycled and composted is below the target of 60%. These figures may be subject to some minor adjustment once the final figures are received from Gloucestershire County Council.
 - Processing of major, minor and other planning applications are all exceeding target. However, at 38.1% planning appeals allowed is above the target of 30% (although this has improved since last quarter when performance was 44.4%). The relatively low number of appeals can result in one or two decisions significantly affecting the outcome and to put the figure in context, during the same quarter we determined 224 applications. The four decisions allowed at appeal is 1.79% of the decisions for the quarter.

- Full Council adopted the Allocations Plan which provides detailed guidance as to what development can be expected between now and 2026 identifying sites for new employment, housing and green space.
- If predicted levels of return continue, the interest raised by the Council's investments is predicted to more than double during this financial year due to a Cabinet decision to invest in pooled funds resulting in a more diversified investment portfolio.
- We purchased our first investment property based on the criteria agreed by Full Council.
- The High Court has upheld the Council's decision to issue a Notice, requiring demolition, to the owners of the Granary, Eastwood Lodge Farm, Woolaston who were also instructed to pay the Council's legal costs.
- Former Chairman, Cllr Jane Horne, presented a cheque for over £1360 to her official charity, The Forest Read Easy Deal, from funds raised through various fundraising events.
- During the last five years the Forest Routes Community Transport lottery funded project has transported 277,000 people, recruited 21 volunteers, trained 175 people, engaged with 1,172 people through forums and reached 1,075 young people. The volunteer drivers are able to help unpack shopping or provide a listening ear and the project has significantly increased the number of people who are able to get out and about in the district.
- At 17 seconds the length of time taken to answer a call to customer services this quarter is above the target of 15 seconds. However, at 3.8% the percentage of calls abandoned is well within the target of 5%.
- The Street Warden team has received a Gold Stray Dog Footprint award for the fifth year running which means they qualify for the Platinum version of the same award. The wardens maintain excellent animal welfare standards whilst taking a proactive stance in dealing with stray dogs across the district.
- Publica employees based in Coleford joined local volunteers to help clean up Beachley Slipway and Lydney Harbour as part of a wider initiative co-ordinated by the Severn Estuary Partnership. Staff spent a combined total of 56 hours volunteering and collected 33 bags full of rubbish.

3. FINANCIAL RESULTS SECOND QUARTER 2018/2019

- 3.1.** A summary of the financial position at 30th September 2018 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. It is also recommended that the virements in Annex C are approved.

3.2. Council Advisory Services

3.2.1 Biffa Contract – as reported in the quarter 1 performance report, waste and recycling services is estimated to be overspent by £37,000 for the year as a result of a shortfall of income.

3.2.2 Car Parking Income - the budget in respect of fees and fines for the year is £142,000, based on historical income trends. However, there is a forecast shortfall in car park income of £15,000 for 2018/2019 based on the 1st half of the year performance plus expected charges for the 2nd half of the year based on previous year trends.

3.3. Council and Company Support

Land Charges – there continues to be a downturn in the number of applications for searches, if this trend continues it will lead to an income shortfall of £19,000 by the year end.

3.4. Planning and Regeneration

Planning Fees – fee income for planning applications is significantly above target and is expected to be over achieved by £60,000 at the end of the year; this was highlighted in the quarter 1 performance report.

3.5. Customer Services

Linkline – there is a shortfall at 30th September 2018 which is expected to be £10,000 for the financial year. This is partly due to lower than expected take up of the service during the year. This also includes additional spend in the year for replacement systems over and above forecasted numbers.

3.6. Professional Services

3.6.1 Licencing - Two new posts have been appointed by Publica in ERS to cope with growth within this statutory service due to changes in legislation.

3.6.2 Firstly, the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 will be coming into force on 1 October 2018 which will change the licensing arrangements for home and commercial boarders, pet shops, riding establishments, dog breeding and performing animals.

3.6.3 Secondly, the Government has issued an Order, redefining what constitutes a licensable House in Multiple Occupation. It is now a dwelling with 5 or more persons with 2 or more single households. Previously, they had also to be 3 storeys or more to be licensable, but the 3 storey requirement has been removed. The legislation imposes duties on landlords and local authorities for the licensing, inspection and maintenance of safe conditions in these dwellings. Landlords and owners of such properties have until October 2018 to apply for a licence. The local authority's responsibility is to process each application and issue a licence once it is duly made. The property must be inspected within the licensing period and it is currently good practice to inspect at the time of application to ensure it meets the required health and safety standards.

3.7. Legal, Land and Property

- 3.7.1** Cemetery Fees – There is currently a shortfall in income, it is predicted that this will be £11,000 at the end of the financial year.
- 3.7.2** Rental Income – Following the successful purchase of a commercial property in early October 2018, it is expected that we will have around £47,000 of additional income from this purchase for the remainder of the year. This will also generate approximately £100,000 next financial year.
- 3.7.3** There is also £15,000 of reduced income from the rental of the Council Offices as per the expected savings within the MTFs.
- 3.7.4** Legal Appeals – it is anticipated that there will be £60,000 of legal appeals this financial year. We have also received £16,000 from an old written off debt claimed against a sale of a property due to a legal claim that was made at the time. This is to be funded from the Legal Appeals Reserve which currently holds £110,846.

3.8. Summary and recommendation

- 3.8.1** The Council is expected to deliver its activities and services within budget for the year, based on the reported position as at 30 September 2018. It is recommended that the virements in Annex C are approved to ensure that budgets are correct for the remainder of the financial year.
- 3.8.2** The next detailed performance report in February 2019 may result in the identification of further projected variances. It will be for Cabinet to decide, in July 2019 when outturn is finalised, how to apply any potential savings. However it is recommended that any such underspend is transferred firstly to the Future Deficits Reserve and secondly to support general balances, bearing in mind the need to keep the level of reserves robust and the uncertainty surrounding possible future budget funding gaps as outlined in the Council's Medium Term Financial Strategy.

BACKGROUND PAPERS

None identified

Priority 1: Strong Communities

Quarter 2 2018/2019

Local Projects

Shaping Five Acres

Negotiations between the Council and Homes England have concluded and a report recommending that the Council acquires the site will be considered by Full Council in October 2018.

Leisure Strategy

- We received the Facilities Planning Model which considers the districts supply and demand for swimming pools and sports halls both now and projected in 2040.
- This and other information such as health profiles, deprivation statistics, site availability and economic growth will help shape our leisure strategy once a decision has been made on the acquisition of the Five Acres site.

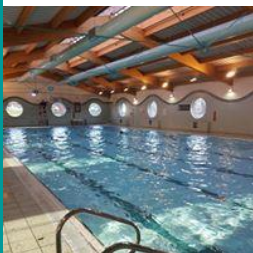
Service Level Agreements

- We continued our review of the way we fund existing and new voluntary sector bodies to ensure we are meeting the needs of our communities.
- We are developing a policy which will set out our future funding process and will be consulting with the public in October 2018.



Community Engagement

- Community Grants totalling just under £24k were awarded to seventeen organisations and a further five organisations received a Community Defibrillator Grant.
- The street warden team have received a gold award from the RSPA for their animal welfare work for the fifth year in a row.



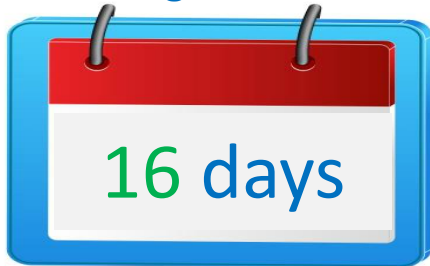
Priority 1: Strong Communities

Quarter 2 2018/2019

Service Information

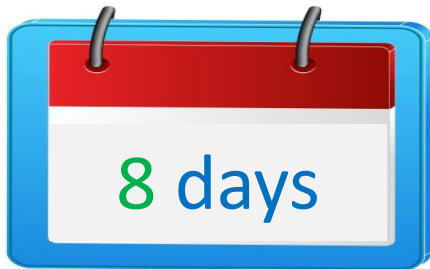
Time taken to process new claims for housing benefit

Target 20 days



Time taken to process change of circumstances for housing benefit

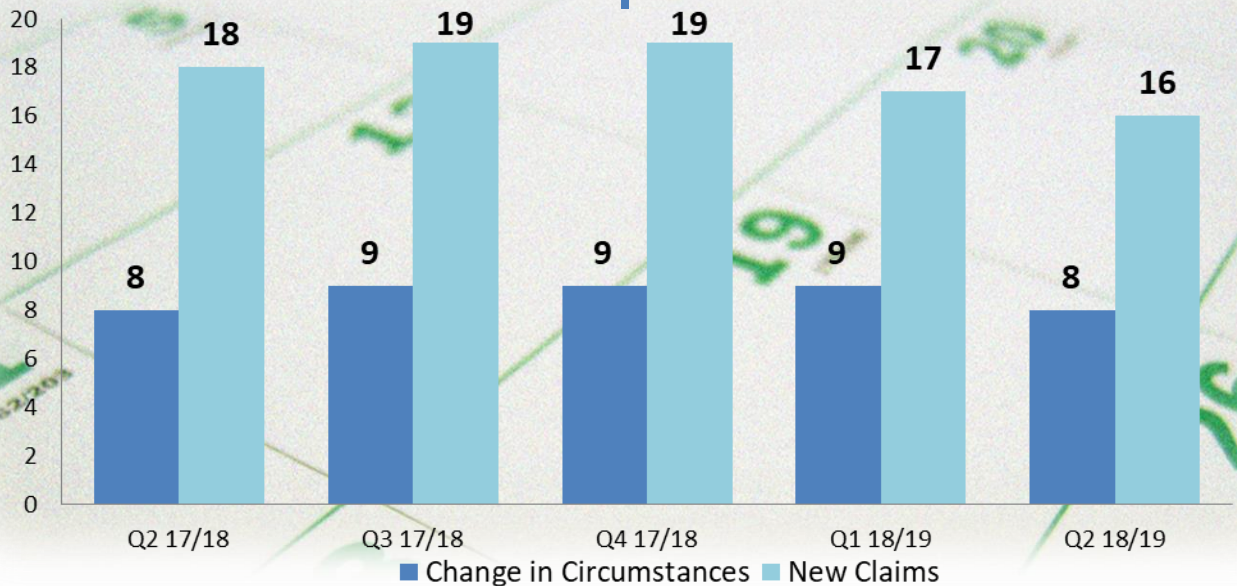
Target 10 days



HEALTHY LIFESTYLE



- 72 exercise class and falls prevention referrals
- 157 Community Wellbeing Service referrals



Priority 1: Strong Communities



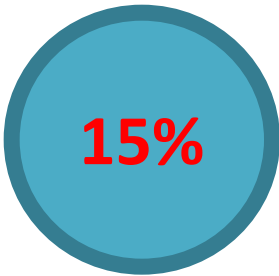
Quarter 2 2018/2019

Service Information

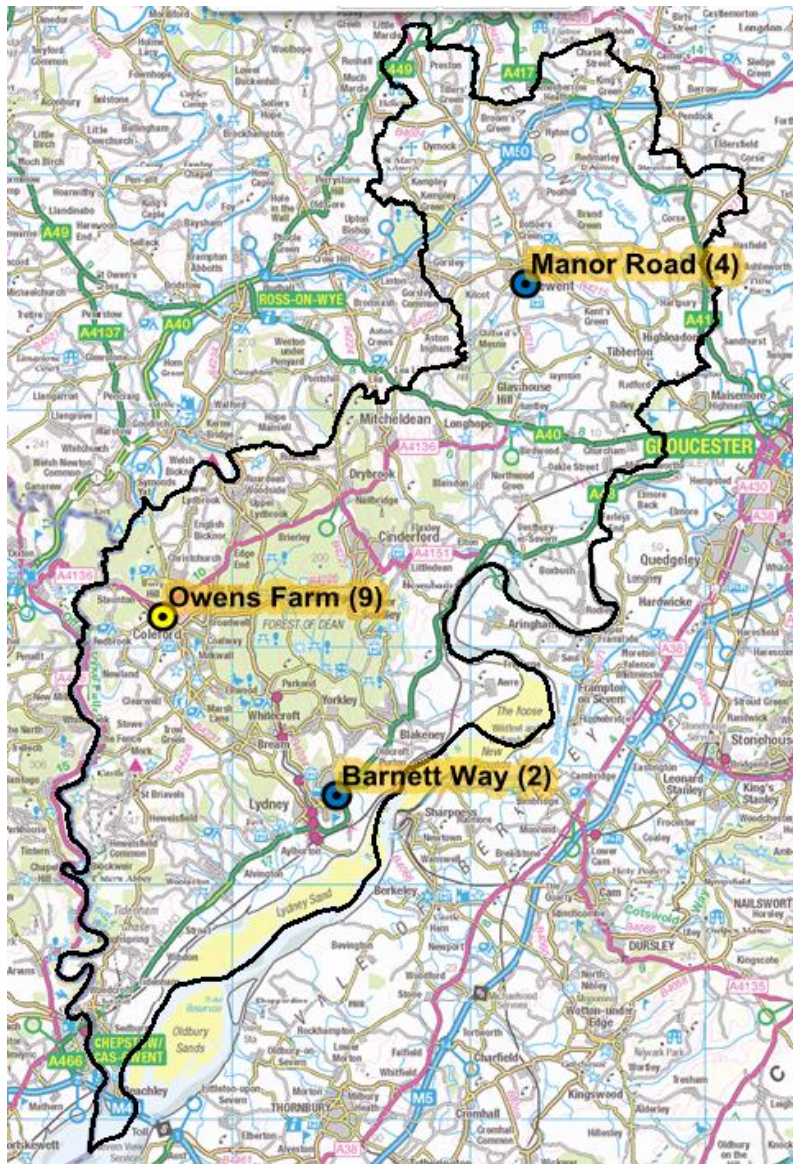
15

Affordable homes delivered by end of quarter two against a cumulative target of **30**

Target for 18/19 is 60



Q2 17/18 cumulative	50
Q3 17/18 cumulative	75
Q4 17/18 cumulative	100
Q1 18/19 cumulative	9
Q2 18/19 cumulative	15



Priority 2: Thriving Economy



Quarter 2 2018/2019

Local Projects

Lawnstone Site

We have submitted applications to discharge pre-commencement conditions with a view to starting work on site in November 2018.



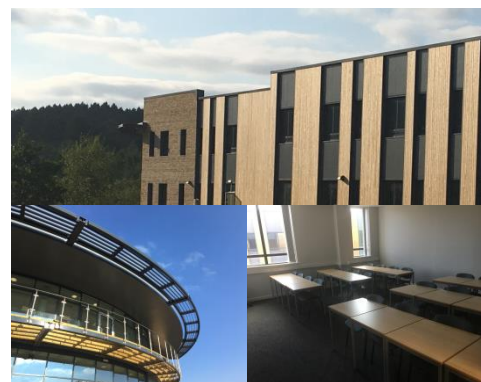
Regenerating Lydney Docks

- Lydney Coastal Community Team Economic Plan complete.
- Planning application approved to develop the harbour and provide visitor facilities.
- Awaiting outcome of funding bid submitted to Coastal Community Fund for £1.9m.



Cinderford Regeneration

- Gloucestershire College campus opened as planned for the new academic year in September 2018.
- Revised design for Phase 2 of the Spine Road complete.
- Architects being engaged to prepare detailed designs for 50 homes and office/light industrial site.
- We are liaising with Homes England over the acquisition of the Northern United site.



Priority 2: Thriving Economy



Quarter 2 2018/2019

Forest Economic Partnership

- Chair and Vice Chair appointed, branding & twitter account launched.
- There were 67 attendees at the second quarterly stakeholder meeting.
- Four subgroups formed:
 - Education & skills
 - Transport & infrastructure
 - Digital connectivity
 - Bridges and borders



Service Information

54.66%

of council tax was collected

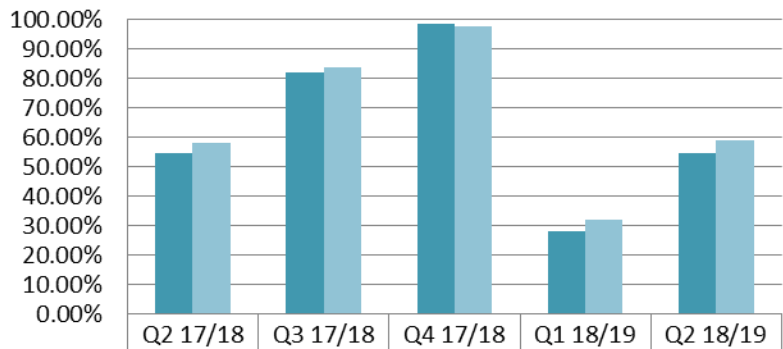
£27,249,000

58.80%

of non-domestic rates was collected

£7,491,189

Percentage Collected - cumulative



■ Council Tax	54.66%	81.96%	98.51%	28.16%	54.66%
■ Non-Domestic Rates	58.19%	83.61%	97.59%	32.00%	58.80%

Priority 3: Enhanced Environment



Quarter 2 2018/2019

Local Projects

'Love Your Forest' campaign

- The Trashconverter trailer attended schools and key events such as Park Run and the Newent Onion Fayre converting trash into treats.
- Over 100 people attended the Litter Critter workshops at Taurus Crafts, Lydney.
- A new #LoveYourForest scouts activities badge and a car window sticker competition were launched with winning number plates published each week.
- A primary school poster competition and anti-litter assemblies were held.

#LOVEYOURFOREST



Local Plan

- Early scoping and evidence gathering has commenced for the next Local Plan.
- A draft timetable has been prepared and the next plan will run to 2041.

Flood Protection Projects

- Contractor bids have been returned and the scheme for Newent will commence in October 2018 subject to landowner agreement and the ground conditions being supportive of the planned work.
- A maintenance programme has been introduced for Grills and watercourses.



FLOOD WARNING

FLOODING IS EXPECTED. IMMEDIATE ACTION REQUIRED.

Priority 3: Enhanced Environment



Quarter 2 2018/2019

Service Information

94kgs

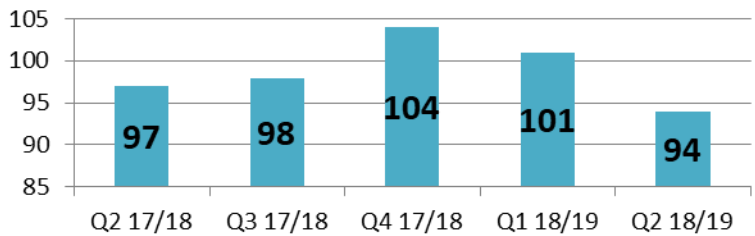
Of waste was put in the average household's black bin

That's 376 punnets of strawberries!



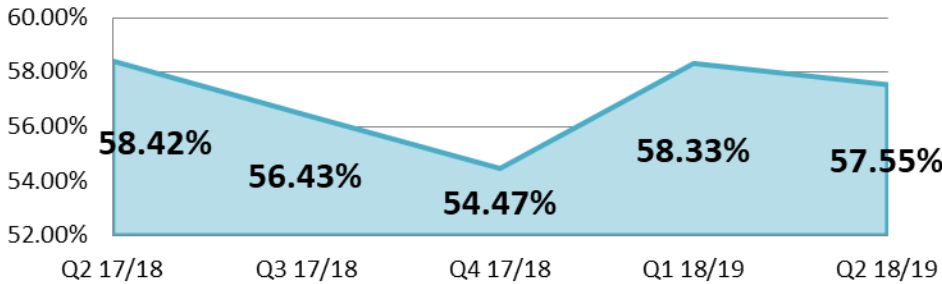
Household waste not sent for recycling, reuse or composting (Kg per Household)

Target of 106kg



Total household waste reused, recycled and composted (%) - cumulative

Target of 60%



57.55%

of waste was recycled, reused or composted



159

flytipped were collected costing

£7,621

190 during Q2 17/18 costing £7,532

4

Fixed Penalty Notices were issued

Priority 4: Value for Money



Quarter 2 2018/2019

Local Projects

Peer Challenge

- A Local Government Association Peer Challenge was carried out in July 2018.
- The Peer team acted as “critical friends” to evaluate our ability to deliver on our plans, proposals and ambitions and assess how effective we are at delivering services.
- An action plan has been developed from their recommendations which was reported to Full Council in October 2018.



Asset Management

- Work has commenced on developing a new asset management strategy to ensure we make best use of our assets.

Shared working

- Day to day service delivery, including producing new policies for the Council, is progressing as normal.
- Plans are in place for the Forest of Dean Revenues and Benefits service to join Publica in November 2018, though customers should not be affected.
- Publica is on target to deliver the budgeted savings for the Council for this financial year.

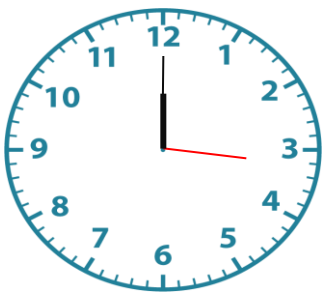


Priority 4: Value for Money



Quarter 2 2018/2019

Service Information

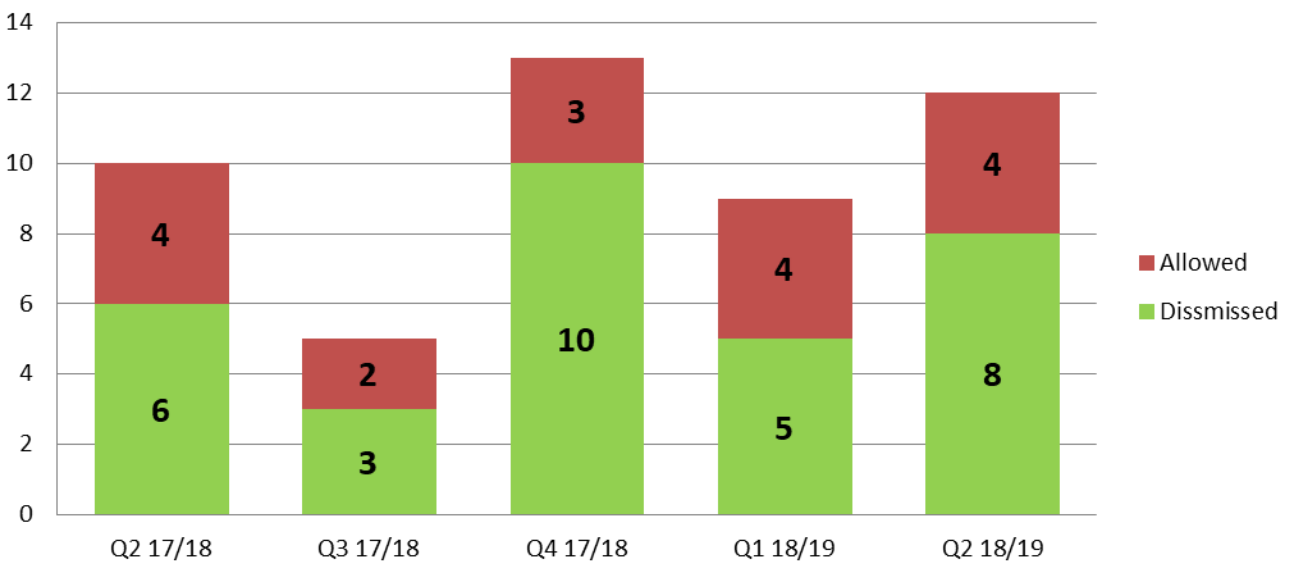


17 seconds is the average time taken to answer a call to customer services in Q2 18/19
11 seconds in Q2 17/18
(target =15 seconds)

3.8% of calls to the customer contact centre were abandoned in Q2 18/19
3.2% in Q2 17/18
(target = less than 5%)



Planning Appeals



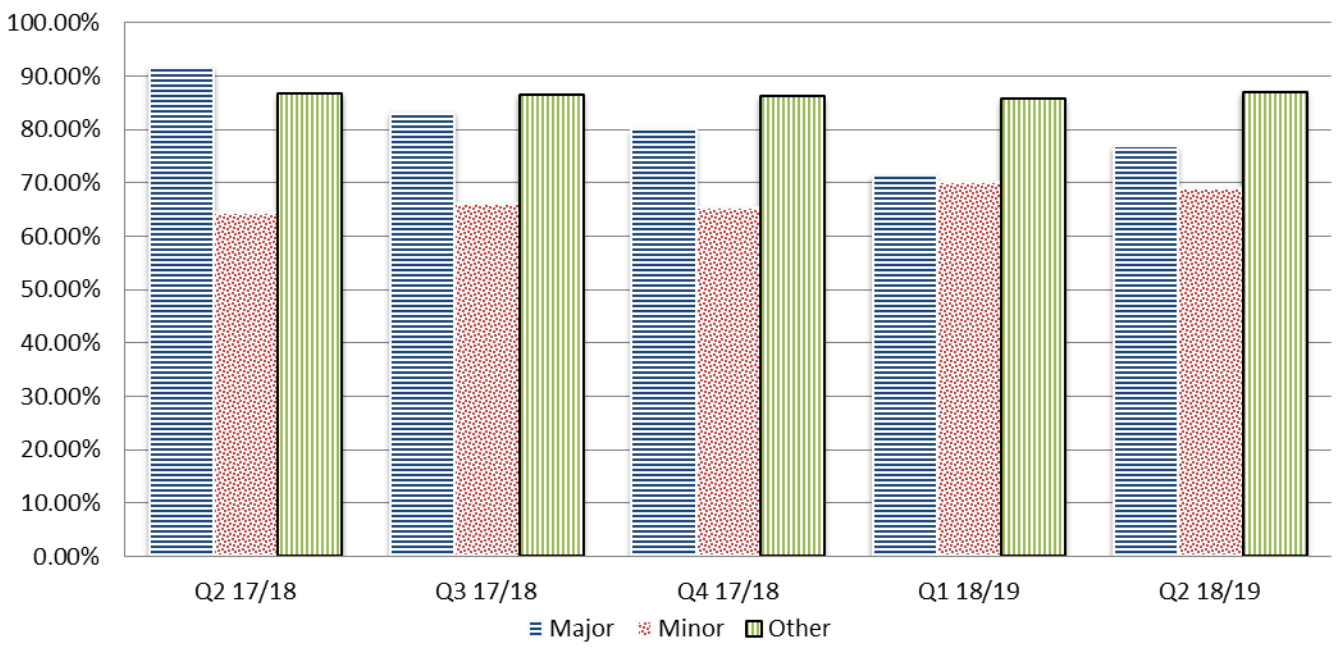
Priority 4: Value for Money



Quarter 2 2018/2019

Service Information

Planning applications processed within timescales



Major Planning Applications

76.92% (cumulative) **Target 60%**

91.67% (Q2 17/18 cumulative)

5 out of 6, 83.33% (this quarter)

Minor Planning Applications

69.07% (cumulative) **Target 65%**

64.57% (Q2 17/18 cumulative)

75 out of 110 68.18% (this quarter)

Other Planning Applications

87.11% (cumulative) **Target 80%**

86.78% (Q2 17/18 cumulative)

96 out of 108, 88.88% (this quarter)

Planning Appeals Allowed

38.10% (cumulative) **Target 30%**

50.0% (Q2 17/18 cumulative)

4 out of 12, 33.33% (this quarter)

Client Summary



Quarter 2 2018/2019

Revenues and Benefits

- At the end of quarter 2 we had awarded £51k in Discretionary housing payments against a threshold point of £62k (the proportion of government contribution year to date). 106 awards have been made this quarter compared to 168 in Q2 17/18 (£53k).
- All key performance indicators are on track to be on target by the end of the financial year.
- The Revenues and Benefits Service transfers back to the Council on 1 November 2018.



Waste and Recycling

- Street cleaning crews litter picked 277km of roadsides, collecting 800 bags of litter (3.5 bags per km).
- There are approximately 66,000 collections every week and on average this quarter only 39 collections per week were missed.
- The new waste vehicle fleet was delivered in July and we supported the national recycle week campaign 24-28 September 2018.



Leisure

- Active participation has decreased with 9967 less recorded visits compared to the previous quarter (9.89%). The largest decreases are in group exercise and fitness suite usage. This is partly due to the upcoming closure of the Coleford site.
- Active Communities initiatives include Coleford Summer Multi-sports, badminton, walking sports and inclusive multi-sports. The team also supported the community triathlon in Newent, Forestry Commission's Play Day, Soudley Fete and Cinderford Holiday Club.



Legal Cases



Quarter 2 2018/2019

LEGAL CASES

Case	Outcome	Costs incurred (excluding VAT)
FoDDC v Graham Wildin – Council application for injunction to secure removal of unauthorised development	Awaiting Judgment	£9,651.74
Application for permission to appeal against decision of Secretary of State to grant planning permission at Lower Lane, Berry Hill for up to 200 houses	Permission refused	£3,325
Eastwood Lodge Farm – Judicial Review of Councils decision to issue a Breach of Condition Notice	Judicial Review dismissed	Nil £9,8477.68 costs recovered from Appellant

PLANNING APPEALS

Appeal	Outcome	Costs incurred (excluding VAT)
Mannings Farm, Drybrook - Outline application for the erection of up to a maximum of 57 residential units including access with all other matters reserved.	Appeal in progress	£3,225
Appeal against Enforcement Notice – Land adjacent to Hill View, Morse Lane, Drybrook	Appeal in progress	£743.33

2018/19 Quarter 2 Budget Monitoring

	Actuals	Current Budget	Projected Outturn	Variance
Chief Finance Officer	140,636.56	2,032,070.00	2,032,070.00	-
Biffa Contract	1,148,117.10	3,202,170.00	3,239,170.00	37,000.00
Leisure Services	86,651.99	400,640.00	400,640.00	-
Parking and public Conveniences	76,007.91	116,400.00	131,400.00	15,000.00
Council Advisory Services	1,451,413.56	5,751,280.00	5,803,280.00	52,000.00
Civica contract	- 1,036,415.57	319,940.00	319,940.00	-
Community Engagement	- 21,569.11	325,200.00	325,200.00	-
Council & Company Support Management	53,850.00	101,460.00	101,460.00	-
Democratic Services	309,867.28	575,170.00	575,170.00	-
Electoral Services and Land Charges	47,623.81	78,660.00	97,660.00	19,000.00
Corporate Policy	113,659.70	208,020.00	208,020.00	-
Council and Company Support	- 532,983.89	1,608,450.00	1,627,450.00	19,000.00
Housing Enabling	27,175.00	48,280.00	48,280.00	-
Head of Paid Service	35,026.77	160,010.00	160,010.00	-
Planning	40,917.67	183,840.00	123,840.00	- 60,000.00
Planning Policy	110,019.85	185,730.00	185,730.00	-
Regeneration	45,048.64	98,860.00	98,860.00	-
Sustainability	79,733.83	138,010.00	138,010.00	-
Planning and Regeneration	337,921.76	814,730.00	754,730.00	- 60,000.00
Executive Director Commissioning	1,256,351.43	8,174,460.00	8,185,460.00	11,000.00
Commercial Services	823.38	258,330.00	268,330.00	10,000.00
Customer Services	105,817.12	203,940.00	203,940.00	-
Health	- 35,935.93	7,970.00	7,970.00	-
Housing	- 572,987.58	- 121,520.00	- 121,520.00	-
Customer Services	- 502,283.01	348,720.00	358,720.00	10,000.00
Executive Director	97,731.00	201,210.00	201,210.00	-
Flooding	- 53,029.70	74,780.00	74,780.00	-
Public Protection	248,152.94	386,100.00	386,100.00	-
Professional Services	195,123.24	460,880.00	460,880.00	-
Executive Director	- 209,428.77	1,010,810.00	1,020,810.00	10,000.00
Finance	457,282.09	558,430.00	558,430.00	-
Human Resources	113,493.30	239,600.00	239,600.00	-
ICT	519,616.98	855,650.00	855,650.00	-
Business Support	1,090,392.37	1,653,680.00	1,653,680.00	-
Emergency Planning	17,816.00	19,080.00	19,080.00	-
Transformation	407,686.64	665,340.00	665,340.00	-
Commercial Development	425,502.64	684,420.00	684,420.00	-
Buildings and Estates	534,468.84	331,510.00	294,510.00	- 37,000.00
Legal	105,496.78	170,040.00	230,040.00	60,000.00
Legal, Land and Property	639,965.62	501,550.00	524,550.00	23,000.00
Group Finance Director	2,155,860.63	2,839,650.00	2,862,650.00	23,000.00
TOTAL SERVICES	3,202,783.29	12,024,920.00	12,068,920.00	44,000.00
Interest and Investment Income	- 70,735.28	- 348,930.00	- 348,930.00	-
GF balance - Depreciation	-	780,580.00	780,580.00	-
GF balance - Capital grants and contributions applied and unapplied	-	500,000.00	500,000.00	-
GF balance - MRP and voluntary provision	-	46,350.00	46,350.00	-
Gains / (losses) on the disposal of fixed assets	53,801.90	-	-	-
Capital Charges	53,801.90	- 234,230.00	- 234,230.00	-
GF balance - Transfers to/from earmarked reserves	- 241,010.00	- 625,580.00	- 669,580.00	- 44,000.00
Levies	19,056.62	38,120.00	38,120.00	-
Parish Council precepts	2,165,335.00	2,165,335.00	2,165,335.00	-
Council Tax Income	-	7,240,815.00	7,240,815.00	-
Non-domestic rates income and expenditure	1,709,437.14	- 3,051,730.00	- 3,051,730.00	-
Revenue Support Grant	-	-	-	-
General Government Grants	- 1,362,103.00	- 2,727,090.00	- 2,727,090.00	-
NET COST OF SERVICES	5,476,565.67	-	-	-

Summary of Virements

<u>Cost Centre</u>	<u>£</u>
RYC001 Recycling	62,000
RYC002 Green Waste	(25,000)
CPK001 Car Parks - Off Street	15,000
LLC001 Local Land Charges	19,000
DEV001 Development Control - Applications	(60,000)
OVS201 Linkline	10,000
CCM201 Mile End Cemetery	5,000
CCM202 Yew Tree Brake Cemetery	6,000
FIE040 Income and Expenditure on Investment Properties	(63,000)
SUP207 Council Offices	15,000
SUP004 Legal	60,000
BAL100 Legal Appeals Reserve	(44,000)
Total	-