

# Cherwell District Council

## Executive

4 June 2018

<p><b>Monthly Performance, Finance and Risk Monitoring Report – April 2018</b></p>
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### **Report of Assistant Director: Performance and Transformation and Assistant Director: Finance and Governance**

This report is public

#### **Purpose of report**

This report summarises the Council's Performance, Finance and Risk monitoring position as at the end of each month.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To note the monthly Performance, Finance and Risk Monitoring Report.

#### **2.0 Introduction**

- 2.1 This report provides an update on progress made so far in 2018-19 to deliver the Council's priorities through reporting on performance, the financial position and providing an update on the Leadership Risk Register. The report highlights areas of good performance to be celebrated and areas where performance is below the set target for the month or the year to date.

- 2.2 The Report details section is split into three parts:

- Performance Update
- Finance Update
- Leadership Risk Register Update

- 2.3 There are three appendices to this report:

- Appendix 1 – Monthly Performance Report
- Appendix 2 – Monthly Finance Report (**Unavailable for April 2018**)
- Appendix 3 – Leadership Risk Register

### 3.0 Report Details

#### Performance Update

##### 3.1 Joint Business Plan Measures

The table below shows the current position of the joint business plan measures for 2018-19.

Status	Description	Number of Measures	% of Measures
Green	On target	19	95%
Amber	Slightly off target	1	5%
Red	Off target	0	0%

##### 3.2 Joint Key Performance Indicators (KPIs)

The table below shows the current position of joint key performance indicators contained within the 2018-19 business plan.

Status	Description	Number of Measures	% of Measures
Green	On target	19	95%
Amber	Slightly off target	0	0%
Red	Off target	1	5%

3.3 The tables above show a strong performance position for the first month of the year. Of the 40 measures in total, 38 are on target with only 1 measure reporting as slightly off target and 1 measure reporting as off target.

##### 3.4 Performance Highlights

This section of the report presents an overview of the performance highlights for the month:

#### **Maintain the district as a low crime area – Reporting as Green**

The two authorities are low crime areas but the impact of crime and criminality on those involved, either as perpetrators or victims, is significant. The Community Safety Partnerships in each area continue to drive effective co-commissioning and action to maintain this status.

Safeguarding training for taxi drivers is fully embedded and will continue to be rolled out for all new applicants. All complaints regarding licensed premises are being investigated in line with corporate timescales.

### **Prevent homelessness – Reporting as Green**

The Homelessness Reduction Act 2017 (HRA) became 'live' on 3 April 2018. The HRA shared housing project ensured that both CDC and SNC achieved at least basic legal compliance with the new legislation.

Both teams will continue to move beyond compliance with the Act and develop services further, adopting a 'holistic' approach to homelessness prevention. This will include responding to new guidance, case law and developing and supporting a shift in working culture and behaviour.

The Housing Strategy and Partnerships team are currently producing new homelessness strategies for both CDC and SNC to ensure our strategy documents are up to date and reflect the new legislative and operational environment.

### **Average time taken to process housing benefit changes – Reporting as Green**

Performance for Cherwell in April was excellent at 5.01 days; well below the target time of 8 days.

## 3.5 Areas for Improvement

This section presents an overview of those measures that require improvement in order to meet the target:

### **Average time taken to process housing benefit new claims – Reporting as Red**

The average time taken to process new claims for April 2018 is slightly higher than the target of 15 days at 17.43 days. However, it should be noted that the target for this measure is more challenging this year at 15 days, compared to 22 days for the previous year. It should also be noted that April is traditionally the most challenging month for this service area due to annual billing and year end.

### **Delivery against local plans for CDC & SNC – Reporting as Amber**

The Cherwell Local Plan Partial Review was submitted for examination on 5 March 2018 and we are waiting for the hearing dates to be set. The programme for the examination is overseen by the Planning Inspectorate, and not the Council.

### **Finance Update**

- 3.6 During 2018/19 the financial reporting will be developed and incorporated into this report. The financial information will include a summary view of the financial position of the organisation and set out financial highlights and achievements across all service areas.

The alignment of Performance, Finance and Risk will provide a full picture of activity with the Council and identify areas of improvement as well as areas of opportunity.

Providing a monthly financial overview will demonstrate a step change in the approach we are taking to improving the availability and timeliness of financial information.

2017/18 was a challenging year for the organisation with the delays experienced in finalising the 2016/17 Statement of Accounts. The organisation has reviewed the impact of delays relating to 2016/17 and is committed to improving its processes and reporting during 2018/19. The alignment of finance with performance and risk is one of a number of ways this is taking place.

### 3.7 Revenue Position

The 2018/19 revenue budget was approved in February 2018. The financial monitoring information will be provided in future reports and will identify key variances across the organisation and highlight areas of financial risk and opportunity.

### 3.8 Capital Programme

The 2018/19 capital programme was approved in February 2018. The capital programme monitoring information will be provided in future reports and will identify key variances across the organisation and highlight areas of financial risk and opportunity.

## Risk Update

3.9 The heat map below shows the overall position of all risks contained within the Leadership Risk Register

		Risk Scorecard – Residual Risks				
		Probability				
		1 - Remote	2 - Unlikely	3 - Possible	4 - Probable	5 - Highly Probable
Impact	5 - Catastrophic					
	4 - Major		L04, L11		L05, L07	
	3 - Moderate			L01, L02, L03 L10, L12, L14	L06, L08	L09, L13a, L13b
	2 - Minor					
	1 - Insignificant					

3.10 The heat map above shows the overall position of all 14 Leadership risks contained within the Leadership Risk Register for April 2018.

3.11 Risk L13 Local Government Reorganisation has been split into two risks L13a and L13b to reflect the impact on each Council and the risk score has increased.

## 4.0 Conclusion and Reasons for Recommendations

4.1 It is recommended that the contents of this report are noted.

## 5.0 Consultation

- 5.1 This report sets out budgetary, performance and risk information from the previous month and as such no formal consultation on the content or recommendations is required.

## 6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report illustrates the Council's performance against the 2018-19 business plan. As this is a monitoring report, no further options have been considered. However, members may wish to request that officers provide additional information.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 There are no financial or resource implications arising from this report.

Comments checked by:

Adele Taylor, Executive Director: Finance and Governance (Interim), 0300 003 0103, [Adele.taylor@cherwellandsouthnorthants.gov.uk](mailto:Adele.taylor@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 There are no legal implications from this report.

Comments checked by:

James Doble, Assistant Director: Law and Governance, 0300 003 0207  
[James.doble@cherwellandsouthnorthants.gov.uk](mailto:James.doble@cherwellandsouthnorthants.gov.uk)

### Risk management

- 7.3 This report contains a full update with regards to the Council's risk position at the end of the previous month. A risk management strategy is in place and the risk register has been fully reviewed.

Comments checked by:

Louise Tustian, Team Leader Strategic Intelligence & Insight Team, 01295 221786,  
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## 8.0 Decision Information

### Key Decision

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

**Wards Affected**

All

**Links to Corporate Plan and Policy Framework**

All

**Lead Councillors**

Councillor Richard Mould – Lead Member for Performance Management

Councillor Tony Illott – Lead Member for Financial Management

**Document Information**

<b>Appendix No</b>	<b>Title</b>
Appendix 1	Monthly Performance Report
Appendix 2	Monthly Finance Report <b>(Unavailable for April 18 report)</b>
Appendix 3	Leadership Risk Register
<b>Background Papers</b>	
None	
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