

**Report to:** Cabinet

**Subject:** Council Plan and Budget Outturn and Budget Carry Forwards 2011/12

**Date:** 7 June 2012

**Author:** Senior Leadership Team

**1. PURPOSE OF THE REPORT**

- 1.1 This report presents the Council Plan and Budget Outturn and Budget Carry Forwards for 2011/12.
- 1.2 Cabinet is asked to note the final outturn position for 2011/12 and recommend to Council the method of financing the 2011/12 capital expenditure which includes making the Capital Determinations required by the Local Government and Housing Act 1989.
- 1.3 To seek approval to carry forward Capital budgets from 2011/12 as additions to the 2012/13 budgets, in accordance with the delegation arrangements detailed in paragraph 2 below.

**2. BACKGROUND**

- 2.1 The Council's financial regulations allow for the carry forward of capital and revenue budgets to the new financial year where there is an underspending against the approved budget.
- 2.2 The Corporate Director and Chief Financial Officer has delegated authority to approve the carry forward of contractually committed schemes above £50,000 for Capital and £10,000 for Revenue, and all schemes under £50,000 for Capital and £10,000 for Revenue subject to reporting the source of the underspending and the subsequent use of the carry forward to the Portfolio Holder.
- 2.3 Approval of full Council is required for schemes, which are not contractually committed, with a value over £50,000 for Capital and £10,000 for Revenue.
- 2.4 The Revenue Budget was overspent overall during 2011/12, as detailed in paragraph 5, therefore only Capital budget carry forward requests are contained in the report.

### 3. SUMMARY

- 3.1 This report highlights continued good management of the Revenue and Capital budgets and overall Council performance. The Council has a small overspend against the quarter 3 monitoring projection, mainly due to the year-end review of the balance sheet and the inclusion of the Nottinghamshire County Council Off Street Parking Agency Arrangement deficit in the accounts for the first time.
- 3.2 Given the extent of changes and costs absorbed during the year, as explained in regular quarterly monitoring reports, and the further improvements to performance targets recommended for 2012/13, this represent an excellent outturn position for the Council.

### 4. CAPITAL OUTTURN 2011/12

- 4.1 A summary of the capital outturn is presented in the table below. The latest estimate is that approved by Cabinet in February 2012. Capital outturn totals £2,075,231 compared to an approved budget of £3,080,200. This represents a net under spend of £109,269 after accounting for carry forward requests of £895,700. The main reasons for the variance include savings due to improved procurement of vehicles and savings on Photovoltaic Panels and various Leisure Area schemes. The details of the outturn for individual schemes by Portfolio area are included at Appendix 1.

#### Capital Outturn and Proposed Carry Forwards 2011/12

<b>Portfolio</b>	<b>Current Estimate 2011/12</b>	<b>Actual Expenditure 2011/12</b>	<b>Variation</b>	<b>Proposed Carry Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community & Employee Relations	28,500	7,267	(21,233)	<b>21,200</b>
Health & Wellbeing	698,500	684,978	(13,522)	<b>12,800</b>
Communication & Public Protection	41,100	34,710	(6,390)	<b>7,200</b>
Economic & Strategic Development	714,700	300,000	(414,700)	<b>414,700</b>
Environment & Sustainability	1,375,900	880,210	(495,690)	<b>404,900</b>
Leisure & Culture	116,500	97,974	(18,526)	<b>0</b>
Finance & Performance	105,000	70,092	(34,908)	<b>34,900</b>
<b>TOTAL</b>	<b>3,080,200</b>	<b>2,075,231</b>	<b>(1,004,969)</b>	<b>895,700</b>

#### 4.2 Proposed Capital Carry Forwards

The capital carry forward requests total £895,700 against a current capital programme of £3,080,200.

Attached at Appendix 2 are details of the schemes, totalling £213,400, which the Chief Financial Officer has authorised to carry forward in line with the delegation arrangements. There are three carry forward requests totalling £682,300 for non-committed schemes in excess of £50,000, which require Council approval, as detailed below:

- Economic and Strategic Development Portfolio have requested a carry forward of £264,700 for the Affordable Housing Scheme. A range of options are being considered to spend this funding with the most likely outcome being a partnership development with a housing association, ideally linked to some of the stalled sites;
- Economic and Strategic Development Portfolio have requested a carry forward of £150,000 for the Arnold Town Centre Redevelopment. This is due to ongoing deliberations over the individual schemes to be included in the final delivery plan;
- Environment and Sustainability Portfolio have requested a carry forward of £267,600 for the continuation of the Photovoltaic Panels scheme.

The level of funding available to finance the carry forwards is projected to be sufficient.

#### 4.3 Capital Financing 2011/12

The proposed method of financing the £2,075,231 capital expenditure incurred in 2011/12 is summarised below and full details are included in Appendix 3.

	£
Capital Receipts	262,619
Capital Grants and Contributions	978,608
Prudential Borrowing	834,004
<b>Total Capital Financing</b>	<b>2,075,231</b>

#### 4.4 Capital Determinations 2011/12

The Local Government and Housing Act 1989 requires each Local Authority to determine how its capital expenditure has been financed together with the amounts set aside from revenue as provision for credit liabilities (repayment of debt).

- (i) Section 42(2)(g) of the Local Government and Housing Act 1989 requires the Authority to determine the amount of expenditure which has been met out of money provided by other persons. This is:

	£
Capital grants receivable	879,652
Capital contributions	98,956

- (ii) Section 60(2) of the Act requires the Authority to determine the amount of usable capital receipts to be applied to meet expenditure incurred for capital purposes for 2011/2012. This figure is £262,619.
- (iii) Section 63(1) of the Act requires the Authority to determine the amounts set aside from revenue accounts as provision for repayment of debt, known as the minimum revenue provision (MRP). This is calculated in accordance with the MRP policy for 2011/2012 as approved by Council on 17 February 2011 and equates to £410,908.

#### 5. GENERAL FUND REVENUE OUTTURN 2011/12

- 5.1 The actual net revenue expenditure for each Portfolio area 2011/12 is detailed in Appendix 4, together with explanations of major variances in expenditure and income.
- 5.2 The table below summarises the actual net expenditure for each Portfolio in 2011/12 compared to the latest approved estimate. The latest estimate is that approved by Cabinet in February 2012, adjusted by budget virements in the fourth quarter. During the financial year Cabinet approved a number of budget amendments as part of the quarterly monitoring process. Whilst overall those net reductions to the budget were minor, this included some significant cost pressures which were absorbed by allocating savings to areas of priority. The headline cost pressures included the one off costs of the Management Restructure of £411,900 and reduced Car Park charging income of £227,400 which were partly offset by the decision to discontinue the Summer Refuse Collection Service, saving £149,300. Through strong financial management it was possible to absorb remaining costs into the budget by releasing other savings identified across the organisation, including National Insurance threshold changes, other employee efficiency savings, investment interest, receipt of Performance Reward Grant, additional Election claim income and the removal of the inflation provision.

The table shows an overall General Fund overspend of £39,729, which is broadly in line with the budget, equating to less than 0.3% of the Current Estimate.

### **General Fund Revenue Outturn 2011/12**

<b>Portfolio</b>	<b>Current Estimate 2011/12 £</b>	<b>Actual Expenditure 2011/12 £</b>	<b>Variance £</b>
Community and Employee Relations	1,001,100	1,004,855	<b>3,755</b>
Health and Wellbeing	1,474,700	1,437,816	<b>(36,884)</b>
Communication and Public Protection	863,500	759,896	<b>(103,604)</b>
Economic and Strategic Development	1,230,800	1,289,738	<b>58,938</b>
Environment and Sustainability	5,384,300	5,313,754	<b>(70,546)</b>
Leisure and Culture	2,440,800	2,404,216	<b>(36,584)</b>
Finance	1,003,500	1,228,154	<b>224,654</b>
<b>Total</b>	<b>13,398,700</b>	<b>13,438,429</b>	<b>39,729</b>

5.3 Due to the overspend position revenue budget carry forward requests totalling £136,100 have not been agreed.

5.4 The outturn expenditure requires a contribution from General Fund balances of £903,409, compared with a revised estimate of £863,680. The overall available balance on the General Fund at 31 March 2012 is £4,868,238. This gives a net decrease of £39,700 when compared to the estimated amount due to the overspend. This level of balances remains above the minimum required in the Council's Medium Term Financial Plan. Details of the total reserves held at 31 March 2012 are shown at Appendix 5.

### 5.5 Summary of Major General Fund Revenue Variances from Current Estimate

Major variances in excess of £10,000 are highlighted in this overview:

#### 5.5.1 Expenditure Areas

Additional expenditure has arisen in some services:

- Increased provision for bad debts of £223,700 for both general debtors and housing benefits. This is due to ageing debt profiles and deterioration in debt quality as a result of the ongoing decline in the economic climate, together with the impact of a significant write off of Bestwood Lodge rent following an arbitration decision.

- £48,000 due to Nottinghamshire County Council under the Off Street Car Parking Agency arrangement

Some reductions in expenditure include:

- Employee expenses – Savings of £79,400 have been achieved across the Council through efficiency reviews and positive vacancy management. This is over and above the vacancy provision target of £89,600.
- Reduction in Mayoral expenditure of £14,400
- Reduction in the Bestwood Country Park Grant £15,000
- Waste Management disposal charges due to reduced tonnages collected £15,400
- Delayed completion of Civic Centre alteration works £31,000
- Delayed Contaminated Land works £20,000

## 5.5.2 Income Areas

### 5.5.2.1 Major Income Streams

The economic downturn continues to place significant pressure on some of the Council's main income streams with many budgets being revised downward during the course of the year, the most significant of which are summarised below:

	Original Estimate 2011/12	Current Estimate 2011/12	Actual 2011/12	Variance to Original Estimate	Variance to Current Estimate
	£	£	£	£	£
Leisure Centres	(2,381,500)	(2,256,200)	(2,196,600)	184,900	59,600
Planning Fees	(320,000)	(216,800)	(209,400)	110,600	7,400
Building Control	(173,300)	(143,200)	(128,000)	45,300	15,200
	<b>(2,874,800)</b>	<b>(2,616,200)</b>	<b>(2,534,000)</b>	<b>340,800</b>	<b>82,200</b>

### Leisure Centre Income

The main areas of reduced income against the current estimate include DNA membership, swimming and fitness pay and play, bar sales/room hire at function venues and secondary spend across all sites. It should be noted that the overall DNA membership base has actually grown but the membership demographic has altered with more members being entitled to concessionary rates therefore reducing the total income. Aerobics/exercise classes, swimming lessons and all weather pitch income all achieved the current estimate.

### 5.5.2.2 Other Income Areas

Reductions in income have been recorded in some areas:

- Reduced Council Tax Summons Costs income £63,900 (net) – due to fewer summonses being issued as a result of improved collection techniques and a reduced volume of committal cases, for which offsetting expenditure budgets were reduced in quarter 3 monitoring.
- Waste Management reduced recycling tonnages £14,000.
- Used vehicle sales reduced by £17,400 due to delayed vehicle replacements as assets lives maximised.
- Investment Interest due to low bank rates £18,600.

Additional income of £19,800 has been received from Renovation Grant repayments

### 5.6 Building Control Fee Earning Trading Account

There is a statutory requirement to manage costs and set fees to break even on the Building Control Fee-Earning account to ensure the service is not subsidised by the council taxpayer.

At Quarter 3 it was reported to Cabinet that the projected 2011/12 deficit on the Building Control Fee Earning Account was £127,700. This was due, not only to the significant drop in income highlighted at 5.5.2.1 above, but also to the one off costs attributable to the restructuring of the service area. The Building Control Reserve had a balance of £8,400 at 31/3/11 which would be fully utilised leaving a projected deficit at 31/3/12 of £119,300.

The actual position on the trading account at 31/3/12 is a deficit of £107,900 which is an improvement on the estimated position at quarter 3. Measures are currently being introduced to claw back the deficit and replenish the General Fund, but further intervention may be necessary in due course.

### 5.7 Reserves and Provisions

Reserves and provision requirements have been reviewed and transactions completed within the portfolio analysis. A full list of Earmarked Reserves is included in Appendix 5 which details the actual position on Earmarked Reserves at 31 March 2012 of £2.146m compared to the estimated position of £1.974m, an increase of £172,000.

Significant movements in reserves and provisions are summarised below:

- Responsibility for administering Concessionary Fares has transferred to Nottinghamshire County Council. An earmarked reserve of £50,000 for any residual liabilities to be payable to the County was retained at the 31 March 2011. A final payment of £19,400 was made during the year and the remaining balance on the reserve has been transferred back to the revenue account.

- The Leasing reserve was maintained to cover the cost of return conditions for leased vehicles. The final vehicle lease contract ended during 2011/12 and the balance remaining on the reserve of £19,000 has been transferred back to the revenue account.
- The Grants reserve contains grants which are received for specific purposes to fund qualifying expenditure in future financial years. An additional £173,000 of grants were received in 2011/12, of this total £61,000 relates to a prepayment for 2012/13 New Homes Bonus which will be released into revenue next year. Other notable grants received relate to Homelessness Prevention (£30,000), Planning Frontrunners (£20,000), Fuel Poverty (£30,600) and Car Cruising ASB (£15,000).
- A provision of £24,700 made for the potential requirement to return unused community grants to Central Government is no longer required and has been released back to the revenue account.

#### 5.8 Members Pot Outturn 2011/12

A summary of the Members Pot Outturn for 2011/12 is attached at Appendix 6. This shows details of how the Members Pot has been spent together with a breakdown between the type of spending, ie grants to third parties or works and services carried out by directly by the Council. In 2011/12 the Members Pot budget was £25,000. Of this, £24,060 has actually been spent, £23,860 on grants and £200 on works and services completed by the Council. A full list of grants to third parties is also attached at Appendix 6.

#### 5.9 Non-Controllable Central Support, Service Administration and Capital Financing Variations

Detailed explanations of major variations at individual portfolio holder level are included at Appendix 4. Global changes in respect of the treatment of central support, service administration and capital financing can mask the detail of performance in individual areas and these 'non controllable costs' are also highlighted separately (see paragraphs below).

##### Central Support and Service Administration Recharges

The budgets of all central support and service administration providers have been monitored and updated as part of the quarterly budget monitoring process. Reallocation of support costs has been undertaken as part of the accounts closedown process based on actual outturn figures and therefore variances between the central support budgets and actual recharges have occurred as a result of this reappraisal. Variances resulting from the reappraisal of central support and service administration have occurred across the board, but the entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. **Overall, central support services have underspent compared to the current estimate by £169,700 in 2011/12.**



## Capital Financing Charges

Capital financing charges reflected in the Council's service department budgets include amortisation and depreciation.

Amortisation charges relate to the cost of Capital schemes where no asset is created and the capital expenditure is therefore charged to revenue in the year it occurs. Budget variances may occur because of capital scheme under and overspends and carry forwards/slippage. Depreciation reflects the usage of capital assets within the services and budget variances can occur due to the revaluation of assets.

The entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. The net cost to the General Fund is nil, as there is a corresponding credit within the Finance and Performance Portfolio.

- 5.10 Overall the Council has again produced a robust financial outturn in line with the revised medium term financial plan projections for 2011/12 and which increases earmarked reserve balances and provisions in a worsening economic climate.

General Fund balances remain above minimum levels and, although some individual areas will require ongoing attention in the future, the Council's financial performance remains stable.

## 6. STATEMENT OF ACCOUNTS – TECHNICAL ADJUSTMENTS

- 6.1 The Council is required to comply with International Financial Reporting Standards (IFRS) in the production of its Statement of Accounts. This requires a number of technical adjustments to be made to the portfolio totals detailed in paragraph 5.2. The adjusted totals are then presented in the Comprehensive Income and Expenditure Statement within the Statement of Accounts.

- 6.2 Adjustments will be made in respect of Employee Benefits i.e. holiday pay and pensions, and Impairments arising from asset revaluations and further details are provided below. The adjustments themselves do not impact on the budget requirement or the amount to be raised by Council Tax and therefore do not affect the General Fund balance. A summary of the adjustments to be made are detailed in Appendix 7. No budgets are set for them and managers do not have direct control of the costs. They are therefore not included within the Out-turn Portfolio balances at paragraph 5.2.

### Employee Benefits Holiday Pay

Adjustments are required for untaken employee annual leave at the financial year end. This is to ensure the charge to the revenue account fully reflects the actual work undertaken during the year. The net impact on the Net Cost of Services for 2011/12 is a reduction from 2010/11 of £7,600.

## Pension Benefits

IFRS reporting standards require recognition in the Accounts of the benefit entitlements earned by employees during the period rather than the actual amount of employer's pension contributions payable upon which charges to council tax are based. Adjustments will be made to the service revenue accounts Net Costs of Services to remove the actual pension contributions payable and replace them with the benefit entitlements earned as provided by the Actuary. For 2011/12 this adjustment adds £226,000 to the Net Cost of Services.

## Asset Impairment

A capital asset impairment review is undertaken each year end by the Council's valuer. An assessment is made of whether the asset values currently held in the Council's Balance Sheet reflect both the current physical and market conditions and determine if an adjustment is required. If an asset is impaired i.e. the value is assessed to be lower than that currently held, then the asset value is written down with the accounting loss being charged to the Comprehensive Income and Expenditure Statement.

During 2011/12 impairment charges total £2.561m. The most significant impairment relates to one of the Council's investment assets, Teal Close Development Land, which has reduced in market value by £2.406m due to a drop in market prices for housing development sites of that size. The market value of that asset now stands at £3.6m.

## **7. PERFORMANCE RESULTS AND FUTURE TARGETS**

- 7.1. The Performance Information section included in **Appendix 8** includes details of achievement against Improvement Actions and Performance Indicators for 2011/12.
- 7.2 As for quarterly reporting, these reports have been generated using the Covalent Performance Management system. The year-end reports included here largely follow the format for quarterly reports previously agreed by Cabinet and by Performance Review Scrutiny Committee. The reports are presented by portfolio holder responsibilities.
- 7.3 The main difference between these reports and quarterly reports is that performance indicator reports show both q4 results and full year results where appropriate. For indicators measured on an ongoing basis, there is generally a separate figure for the final quarter and for the full year - for those measured on a one-off basis at year end, only a year-end figure is included. In a limited number of cases, performance is measured on a 12 month rolling basis (for example, sickness absence performance) – in these instances the q4 and year-end performance data is the same.

7.4 As previously reported for quarterly reports, a system similar in principle to the traffic light system is in place. The approach uses symbols to indicate progress – details are explained at the front of each report – these show in colour on screen for easier viewing, retaining “traffic light” principles. Progress bars show progress towards for Improvement Actions, and trend arrows show direction of travel for performance indicators (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value).

7.5 To be assessed as Green at the end of the fourth quarter (i.e. end of year): -

- An Improvement Action must be completed, or be on target compared with where it should be if the project straddles more than one financial year, as set out in its Project Plan.
- A Performance Indicator must be in line with target for the year.

Progress is assessed against the latest agreed target for both actions and indicators. Generally, this will be the target agreed by Council in June 2011 as part of the Council Plan, unless a target has been amended either by Cabinet or through an executive decision.

7.6 Explanations are included for any actions or indicators assessed at Amber or Red and for some actions and indicators at green where it is felt such explanation may help explain the performance.

7.7 Progress against Improvement Actions over the year has been good, with 76% (56 out of 74) completed or on target for completion and with outcomes secured. For the few Improvement Tasks assessed as Red, in most instances the work involved has been rolled forward and incorporated in 2011/12 Priority Actions agreed in the Council Plan. There are however five tasks for which revised target dates are proposed, as set out below.

#### **Improvement action changes**

<b>Portfolio Area</b>	<b>Task</b>	<b>Original Target</b>	<b>Proposed Revised/ New Target</b>	<b>Reason for change</b>
Leisure and Culture	Review with community groups ownership and management of Community Centres	31 March 2012	31 March 2013	Community Centre Strategy review on hold until the Council further assesses the emerging impact of the Localism Act and concludes its current review of community engagement management arrangements.

## Improvement action changes

Portfolio Area	Task	Original Target	Proposed Revised/ New Target	Reason for change
Health and Wellbeing	Decrease level of fuel poverty experienced in the Borough	31 March 2012	31 October 2012	Due to refocusing of activity and movement of responsibilities this action has been delayed. With the recent appointment of the new Sustainability Officer this project can move forward across the County. Partner views requested over spending proposals, responses awaited. Implications of Green Deal, and the Council's approach to it, will also need to be taken into account.
Economic and Strategic Development	Progress development of the former Gedling Colliery/Chase Farm site	31 March 2012	31 March 2013	Early development of the full site now looks unlikely due to the wider economic environment. The site remains of significant strategic importance and we will continue to explore and bring forward development opportunities for it.
Environment and Sustainability	Explore the opportunities to generate renewable energy on the Council's own buildings and land to take advantage of 'Feed in' Tariffs	31 March 2012	30 September 2012	Solar photo voltaic panels successfully installed on the Civic Centre, Jubilee House and Depot, taking advantage of higher rate feed in tariffs. Uncertainty over the future of the feed in tariffs delayed the work and other potential applications and business cases need to be reassessed. These will be explored further during 2012/13. In the medium term, wider issues of renewable energy to be considered as part of the Sustainability Strategy and Action Plan included in the 2012/13 Council Plan.

## Improvement action changes

Portfolio Area	Task	Original Target	Proposed Revised/ New Target	Reason for change
Environment and Sustainability	Review Council's Emergency Plan	31 March 2012	30 September 2012	Update needs to reflect latest management arrangements and changes to context in which emergency planning operates

7.8 In addition, following discussion with the Council's Leadership, there are three further areas of significant activity where it is felt that additional Improvement Actions should be added to the Council Plan. These are: -

Portfolio Area	Task	Proposed Target	Lead Officer	Comment
Environment and Sustainability	Develop proposals, with costs and funding sources, to deliver Gedling Country Park	31 March 2013	Paula Darlington	To run in tandem with related action to progress development of former Gedling Colliery/Chase Farm site
Environment and Sustainability	Bring forward proposals for a new Gedling Crematorium	31 October 2012	Dave Wakelin	Follows up on feasibility project carried out during 2011/12
Environment and Sustainability	Adopt new Parks and Open Spaces strategy and progress implementation	31 March 2015	Melvyn Cryer	To take forward work progressed on strategy development in previous years

7.9 Progress against Performance Indicators overall is good, with 63% (26 out of 41 that are performance rather than tracking measures) with green status, with a further 17% (7 out of 41) with amber status. The remaining indicators show red status, but in most cases actions are being taken to address the difference.

7.10 Targets for 2012/13 were agreed by Cabinet and Council as part of the 2012/13 Council Plan earlier this year. However, in the light of outturn results, there are a small number of targets, listed below, which are recommended for amendment, in most instances because outturn performance was better than originally targeted. In such instances, it is therefore felt that future targets should reflect and further improve upon that improved performance.

Portfolio Area	Performance Indicator	2011/12		Proposed Target 2012/13
		Value	Target	
Finance and Performance	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (in calendar days)	8.0 days	10.0 days	Revise from 9.0 days to 8 days
Finance and Performance	Average time to process new Housing Benefit claims (in calendar days)	17 days	19 days	Revise from 19 days to 17 days
Finance and Performance	Average time to process Housing Benefit change in circumstances (in calendar days)	6 days	8 days	Revise from 8 days to 6 days
Leisure and Culture	Number of visits to leisure centres	1,042,208	1,075,000	Revise from 1,086,000 to 1,042,000
Environment and Sustainability	Percentage of incidents of high visibility graffiti removed within 10 working days	96%	98%	Revise from 88% to 98%
Economic and Strategic Development	Percentage of Minor planning applications processed within 8 weeks	83.12%	78.00%	Revise from 79% to 85%
Environment and Sustainability	Residual household waste per household in Kg	517.47kg	535kg	Revise from 530kg to 515kg
Finance and Performance	Working days lost due to sickness absence (rolling 12 month total)	9.92 days	9.50 days	Revise from 10 days to 9 days
Community and Employee Relations	Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total	91.1%	85.0%	Revise from 86.0% to 90%

In line with the practice introduced in 2011 to improve the reporting of achievements to members, **Appendix 9** includes a selection of achievements from q4 of 2011/12. Similar reports are produced each quarter and included in performance digests.

7.11 Consideration is currently being given to how publication of performance information can be improved. This may include a revised format Annual Report, or an alternative medium. In addition, the year-end performance digest will be made available on the Council's website in line with established practice.

## 8. RECOMMENDATIONS

### 8.1 Members are asked:

- (i) To note the Council Plan Performance and Budget Outturn figures for 2011/12.
- (ii) To note the capital carry forwards approved by the Chief Financial Officer of £213,400 included in Appendix 2, being amounts of less than £50,000 and committed schemes above £50,000.
- (iii) To agree the proposed changes to Improvement Actions and Performance Indicator targets set out in Section 7.
- (iv) To **RECOMMEND** that Council approve:
  - (a) The overall method of financing of the 2011/12 capital expenditure as set out in Appendix 3 of the report.
  - (b) The capital determinations in Section 4.4.
  - (c) The capital carry forwards of £264,700 for the Affordable Housing Scheme, £150,000 for the Arnold Town Centre Redevelopment scheme and £267,600 for the completion of the Photovoltaic Panels scheme, all being non committed Capital schemes in excess of £50,000.

## CAPITAL OUTFURN 2011/12

PORTFOLIO	SCHEME	2011/12 CURRENT ESTIMATE £	2011/12 ACTUAL EXPENDITURE £	2011/12 VARIANCE £	PROPOSED CARRY FORWARDS £
COMMUNITY AND EMPLOYEE RELATIONS	Aid to Parishes	28,500	7,267	(21,233)	21,200
		28,500	7,267	(21,233)	21,200
HEALTH AND WELLBEING	Disabled Facilities Grants	521,200	520,514	(686)	0
	Home Repairs Assistance	5,000	1,941	(3,059)	3,000
	Renovation Grants - Landlords	116,600	116,623	23	0
	Renovation Grants	55,700	45,900	(9,800)	9,800
		698,500	684,978	(13,522)	12,800
COMMUNICATION & PUBLIC PROTECTION	Document Management	16,600	13,163	(3,437)	3,400
	Citizen Access Facilities	600	0	(600)	0
	Northgate Payroll/HR	4800	951	(3,849)	3,800
	Web Content Management System	19100	20,596	1,496	0
		41,100	34,710	(6,390)	7,200
ECONOMIC & STRATEGIC DEVELOPMENT	Relocation of Shopmobility	0	0	0	0
	Arnold Town Centre Development	450,000	300,000	(150,000)	150,000
	Affordable Housing	264,700	0	(264,700)	264,700
		714,700	300,000	(414,700)	414,700
ENVIRONMENT & SUSTAINABILITY	Photovoltaic Panels	428,000	90,150	(337,850)	267,600
	DDA Compliance Works	5,000	0	(5,000)	0
	Safety Surface Renewal	26,000	25,886	(114)	0
	Replace FN66UCG Dyna 3 Way Tipper	32,000	26,507	(5,493)	0
	Replace FN66UBG Dyna 3 Way Tipper	30,000	16,048	(13,952)	10,900
	Replace FJ06TYW Shibura 364 Rotary Mower	16,000	14,500	(1,500)	0
	Replace Shredder	18,000	16,150	(1,850)	0
	Replace VU52SVS Dennis Rigid narrow	139,000	136,107	(2,893)	1,400
	Replace FJ04BNF Seddon Atkinson Rigid	142,000	140,000	(2,000)	1,400
	Replace FJ05YFY Seddon Garden Waste	142,000	139,357	(2,643)	1,400
	Replace AE07DMZ Schmidt Sweeper	64,000	0	(64,000)	64,000
	Replace FG56WFC Ford Ranger	9,000	9,018	18	0
	Replace FG06WBV Ford Ranger	9,000	9,018	18	0
	Waste Mgmt System	100,000	91,900	(8,100)	8,100
	Fleet Mgmt System	6,000	6,000	0	0
	Queensbower Ball Court & Play Area	17,700	7,568	(10,132)	10,100
	Arnot Hill Park - Replace Bowls Pavillion	9,700	3,045	(6,655)	6,700
Church Lane Play Area	4,000	0	(4,000)	4,000	
Burton Road Play area S106	142,200	132,820	(9,380)	9,300	
Monument Repairs	20,000	0	(20,000)	20,000	
Ravenshead Parish Council	16,300	16,137	(163)	0	
		1,375,900	880,210	(495,690)	404,900



<b>LEISURE &amp; CULTURE</b>	Youth Gym Equipment CFLC	20,000	19,761	(239)	0
	Replace Spinning Bikes CFLC	24,000	20,850	(3,150)	0
	Replace Spinning Bikes RHL	24,000	20,350	(3,650)	0
	Replace Gym Equipment RLC	17,400	18,013	613	0
	Honeywood Gardens Community Centre	19,100	19,000	(100)	0
	Community Centre Boiler Replacement	12,000	0	(12,000)	0
		116,500	97,974	(18,526)	0
<b>FINANCE &amp; PERFORMANCE</b>	Asset Management Fund	15,100	0	(15,100)	15,100
	AMF - ALC Water Tanks	11,600	0	(11,600)	11,600
	AMF - HN Decent Homes	46,700	46,722	22	0
	AMF - Freighter Engine	9,600	9,575	(25)	0
	AMF - Westdale Lane Floor	10,300	10,300	0	0
	AMF - Voltage Optimisation Unit	11,700	3,495	(8,205)	8,200
		105,000	70,092	(34,908)	34,900
<b>TOTAL CAPITAL</b>		<b>3,080,200</b>	<b>2,075,231</b>	<b>(1,004,969)</b>	<b>895,700</b>

**CAPITAL BUDGET CARRY FORWARDS 2011/2012 TO 2012/2013**  
**SCHEMES APPROVED BY THE DIRECTOR AND CHIEF FINANCIAL OFFICER**  
Reference A schemes and Reference B Schemes under £50,000

## Refs

A Work Committed (Ordered/Contract Agreed)

B

Non-Committed Capital Budget Carry Forward requests under £50,000

PORTFOLIO	SCHEME	PROJECT	2010/11 APPROVED BUDGET £	2010/11 FINAL OUTTURN £	MAXIMUM CARRY FORWARD £	REQUESTED CARRY FORWARD £	REF	REASON FOR CARRY FORWARD
COMMUNITY & EMPLOYEE RELATIONS	Parish Aid	C22000	28,500	7,267	21,200	21,200	B	Parish Councils requested carry forward as unable to complete capital projects in 2011/12
			28,500	7,267	21,200	21,200		
HEALTH & WELLBEING	Renovation Grant	C16019	55,700	45,900	9,800	3,700	A	Committed Grant
	Renovation Grant	C16019	55,700	45,900	9,800	6,100	B	Balance of grant not yet committed
	Home Repairs	C16017	5,000	1,941	3,000	500	A	Committed Grant
	Home Repairs	C16017	5,000	1,941	3,000	2,500	B	Balance of grant not yet committed
			121,400	95,682	25,600	12,800		
COMMUNICATION & PUBLIC PROTECTION	EDRMS	C11601	16,600	13,163	3,400	3,400	B	Ongoing EDRMS Implementation
	Northgate Payroll/HR	C11605	4,800	451	4,300	3,800	B	Ongoing Self Service improvements
			21,400	13,614	7,700	7,200		
ENVIRONMENT & SUSTAINABILITY	Replacement Road Sweeper	C15117	64,000	0	64,000	64,000	A	Unexpected delay in vehicle delivery.
	Agripa Vehicle Signs	C15114	139,000	136,107	2,900	1,400	A	Awaiting completion of artwork designs.
	Agripa Vehicle Signs	C15115	142,000	140,000	2,000	1,400	A	Awaiting completion of artwork designs.
	Agripa Vehicle Signs	C15116	142,000	139,357	2,600	1,400	A	Awaiting completion of artwork designs.
	Body for Transit/Beavertrail	C15111	30,000	16,047	13,900	10,900	A	Awaiting completion of body - original company went into liquidation causing a delay.
	Arnot Hill Park Bowls Pavilion	C17028	9,700	3,000	6,700	6,700	B	Consultation being carried out with users.
	Monument Repairs	C17050	20,000	0	20,000	20,000	A	Delay in tender process caused delay in the work commencing.
	Queensbower Ball Court	C17027	17,700	7,600	10,100	10,100	A	Contract retention.
	Church Lane Play Area	C17037	4,000	0	4,000	4,000	A	Contract retention.
	Burton Road Play Area	C17039	142,200	132,839	9,300	9,300	A	Contract retention.
Waste Management System	C13506	100,000	91,900	8,100	8,100	A	Installation of final software outstanding.	
			810,600	666,850	143,600	137,300		

**CAPITAL BUDGET CARRY FORWARDS 2011/2012 TO 2012/2013**  
**SCHEMES APPROVED BY THE DIRECTOR AND CHIEF FINANCIAL OFFICER**  
Reference A schemes and Reference B Schemes under £50,000

Ref's  
 A Work Committed (Ordered/Contract Agreed)  
 B Non-Committed Capital Budget Carry Forward requests under £50,000

PORTFOLIO	SCHEME	PROJECT	2010/11 APPROVED BUDGET £	2010/11 FINAL OUTTURN £	MAXIMUM CARRY FORWARD £	REQUESTED CARRY FORWARD £	REF	REASON FOR CARRY FORWARD
FINANCE & PERFORMANCE	Asset Management Fund	C11102	15,100	0	15,100	15,100	B	Balance of AMF for 2011/12
	AMF - ALC Water Tanks	C22207	11,600	0	11,600	11,600	A	Work delayed until Easter holidays to minimise disruption to the centre
	AMF - Voltage Optimisation Unit	C22214	11,700	3,500	8,200	8,200	A	Work scheduled for completion by 13/4/12
<b>GRAND TOTAL</b>			<b>38,400</b>	<b>3,500</b>	<b>34,900</b>	<b>34,900</b>		
			<b>1,020,300</b>	<b>786,913</b>	<b>233,000</b>	<b>213,400</b>		

Authorised Mark Kimberley

Date 26/04/12

**GEDLING BOROUGH COUNCIL - CAPITAL FINANCING SUMMARY 2011/12**

	£	£	£
<b><u>CAPITAL EXPENDITURE 2011/12 REQUIRING FINANCING</u></b>			<b><u>2,075,231</u></b>
 <b><u>RESOURCES APPLIED</u></b>			
<b><u>Money Provided by Other Persons</u></b>			
<b>Capital Grants Receivable:</b>			
Disabled Facilities Grant	410,653		
NEIP Fleet management System	6,000		
WREN Grant	50,000		
Improvement and Efficiency Grant	2,030		
Growth Point Grant	300,000		
NEIP Waste Management System	91,900		
Web Content System	19,069	879,652	
 <b>Contributions:</b>			
S106 Burton Road Play Area	82,819		
S106 Contributions	16,137	<u>98,956</u>	
 <b>Total Money Provided by Other Persons</b>			<b>978,608</b>
 <b>Total Usable Capital Receipts Applied</b>			<b>262,619</b>
 <b>Total Prudential Borrowing Applied</b>			<b>834,004</b>
 <b><u>TOTAL RESOURCES APPLIED 2011/12</u></b>			<b><u>2,075,231</u></b>

**COMMUNITY & EMPLOYEE RELATIONS PORTFOLIO****OUTTURN SUMMARY 2011/12**

Service				Analysis of Variance	
	Current Approved Estimate	Actual Expenditure	Variation To Estimate	Controllable Variance	Non Controllable Variance
	2011/12 £	2011/12 £	£	2011/2012 £	2011/2012 £
Organisational Development	2,600	1,540	(1,060)	8,370	(9,430)
Democratic Mgt & Representation	620,000	617,015	(2,985)	(17,448)	14,463
Scrutiny Officer	0	190	190	35	155
Committee Services	0	0	0	(738)	738
Community Grants	198,400	209,485	11,085	3,674	7,411
Customer Services	0	0	0	(3,898)	3,898
Parish Aid	180,100	176,625	(3,475)	(1,926)	(1,549)
<b>TOTAL COMM.&amp; EMPLOYEE RELATIONS</b>	<b>1,001,100</b>	<b>1,004,855</b>	<b>3,755</b>	<b>(11,931)</b>	<b>15,686</b>

**CONTROLLABLE VARIANCES - Total £11,931 underspend****Organisational Development - £8,370 overspend**

Mainly due to reduced income due to reduced advertising expenditure offset by a reduction in other portfolios. Additional variance due to underspends on Admin Equipment, Stationery and Occupational Health.

**Democratic Management & Representation - £17,448 underspend**

Variance due to reduced Mayoral expenditure.

**Scrutiny Officer - £35 overspend**

No major variances.

**Committee Services - £738 underspend**

No major variances.

**Community Grants - £3,674 overspend**

Variance mainly due to National Non Domestic Rates Charitable Relief.

**Customer Services - £3,898 underspend**

Variance due to savings in Supplies and Services and salary savings due to vacancies.

**Parish Aid - £1,926 underspend**

Variance due to refund from Bestwood St Albans Parish Council relating to their revenue grant underspend in 2010/11.

**Non Controllable Variances (ref: para 4.9)**

Central Support and Service Administration  
Capital Financing

£

15,685

(1)

15,686

## HEALTH & WELLBEING PORTFOLIO

### OUTTURN SUMMARY 2011/12

Service	Current Approved Estimate 2011/2012 £	Actual Expenditure 2011/2012 £	Variation To Estimate £	Analysis of Variance	
				Controllable Variance 2011/2012 £	Non Controllable Variance 2011/2012 £
Licensing & Hackney Carriages	1,900	15,492	13,592	(4,051)	17,643
Environmental Protection	400,900	377,778	(23,122)	(20,047)	(3,075)
Food, Health & Safety	316,900	306,915	(9,985)	(507)	(9,478)
Renovation Grants	402,000	376,361	(25,639)	(22,122)	(3,517)
Housing Needs	354,200	357,017	2,817	383	2,434
Residual HRA	(1,200)	4,253	5,453	5,453	0
<b>TOTAL HEALTH &amp; WELLBEING</b>	<b>1,474,700</b>	<b>1,437,816</b>	<b>(36,884)</b>	<b>(40,891)</b>	<b>4,006</b>

#### CONTROLLABLE VARIANCES - Total £40,891 underspend

##### Licensing & Hackney Carriages - £4,051 underspend

No major variance. Additional Hackney Carriage income has been offset by an increase in additional expenditure.

##### Environmental Protection - £20,047 underspend

Variance mainly due to Contaminated Land projects not completed in year.

##### Food Health & Safety - £507 underspend

No major variances.

##### Renovation Grants - £22,122 underspend

Variance relates to the repayment of Improvement Grants less than £10,000 credited to Revenue.

##### Housing Needs - £383 overspend

No major variance.

##### Residual HRA - £5,453 overspend

Variance due to write off of bad debts.

#### Non Controllable Variances (ref: para 4.9)

Central Support and Service Administration	£ 6,486
Capital Financing	(2,480)
<b>Total</b>	<u><u>4,006</u></u>

**COMMUNICATION & PUBLIC PROTECTION PORTFOLIO**

**OUTTURN SUMMARY 2011/2012**

Service				Analysis of Variance	
	Current Approved Estimate	Actual Expenditure	Variation To Estimate	Controllable Variance	Non Controllable Variance
	2011/2012 £	2011/2012 £	£	2011/2012 £	2011/2012 £
Central Print Room	0	0	0	15,165	(15,165)
Crime Reduction	336,400	298,465	(37,935)	(10,822)	(27,113)
Comm.Protection & Dog Control	521,300	461,431	(59,869)	(44,811)	(15,058)
Information Technology	5,800	0	(5,800)	(4,856)	(944)
Procurement	0	0	0	287	(287)
Communications & Publicity	0	0	0	(12,381)	12,381
<b>TOTAL COMM. &amp; PUBLIC PROTECTION</b>	<b>863,500</b>	<b>759,896</b>	<b>(103,604)</b>	<b>(57,418)</b>	<b>(46,186)</b>

**CONTROLLABLE VARIANCES - Total £57,418 underspend**

**Central Print Room - £15,165 overspend**

Recharges are less than budgeted due to efficiencies arising from service reorganisation offset within individual portfolios.

**Crime Reduction - £10,822 underspend**

Underspend on supplies & services where projects have been agreed but not completed within the financial year. Saving on employee expenses.

**Comm.Protection & Dog Control - £44,811 underspend**

Variance mainly due to CCTV, delay in works. Savings due to vacant post. A provision previously made for the potential repayment of specific grant to the government is not now required and has been released back to the revenue account.

**Information Technology - £4,856 underspend**

Mainly due on Hardware Maintenance and Computing, as less than anticipated expenditure incurred. Underspends incurred due to delays in software acquisitions

**Procurement - £287 overspend**

No major variances.

**Communications & Publicity - £12,381 underspend**

Variance mainly due to a delay in the delivery of the Councils Contacts magazine until April 2012 and salary savings.

**Non Controllable Variances (ref: para 4.9)**

	£
Central Support and Service Administration	30,378
Capital Financing	<u>(76,564)</u>
<b>Total</b>	<b><u>(46,186)</u></b>

**ECONOMIC & STRATEGIC DEVELOPMENT PORTFOLIO****OUTTURN SUMMARY 2011/12**

Service	Current Approved Estimate 2011/2012 £	Actual Expenditure 2011/2012 £	Variation To Estimate £	Analysis of Variance	
				Controllable Variance 2011/2012 £	Non Controllable Variance 2011/2012 £
Development & Enterprise Service Support	0	0	0	(49)	49
Development Control	498,800	545,957	47,157	6,504	40,653
Planning Policy	271,000	267,090	(3,910)	(6,897)	2,987
Arnold Master Plan	8,300	1,960	(6,340)	0	(6,340)
Bldg Control - Fee Earning Acct	116,900	107,897	(9,003)	4,486	(13,489)
Bldg Control - Non Fee Earning Acct	102,200	91,456	(10,744)	(200)	(10,544)
Strategy & Performance	0	0	0	1,338	(1,338)
Land Charges	3,100	34,632	31,532	1,387	30,145
Economic Development	20,900	33,856	12,956	150	12,806
Estates & Valuation	0	0	0	2,770	(2,770)
Public Land & Buildings	92,900	108,933	16,033	(3,161)	19,194
Business Units	(2,200)	(19,505)	(17,305)	(4,840)	(12,465)
Other Gen. Fund Housing Servs	(800)	(474)	326	326	(0)
Housing Strategy	119,700	117,936	(1,764)	1,780	(3,544)
<b>TOTAL ECON. &amp; STRATEGIC DEV.</b>	<b>1,230,800</b>	<b>1,289,738</b>	<b>58,938</b>	<b>3,593</b>	<b>55,345</b>

**CONTROLLABLE VARIANCES - Total £3,593 overspend****Development & Enterprise Service Support - £49 underspend**

No major variances.

**Development Control - £6,504 overspend**

Variance due to reduced planning fee income.

**Planning Policy - £6,897 underspend**

Variance due to a vacant planning officer post.

**Arnold Master Plan - nil variance****Bldg Control - Fee Earning Acct - £4,486 overspend**

variance due to reduced building control income.

**Bldg Control - Non Fee Earning Acct - £200 underspend**

No major variances.

**Strategy & Performance - £1,338 overspend**

No major variances.

**Land Charges - £1387 overspend**

No major variances.



**Economic Development - £150 overspend**

No major variances.

**Estates & Valuations - £2,770 overspend**

No major variances.

**Public Land & Buildings - £3,161 underspend**

No major variance.

**Business Units - £4,840 underspend**

Mainly due to savings on general repairs and advertising.

**Other Gen. Fund Housing Servs - £326 overspend.**

No major variances.

**Housing Strategy - £1,780 overspend**

No major variances.

**Non Controllable Variances (ref: para 4.9)**

	£
Central Support and Service Administration	52,972
Capital Financing	<u>2,373</u>
<b>Total</b>	<b><u>55,345</u></b>

**ENVIRONMENT & SUSTAINABILITY PORTFOLIO**

**OUTTURN SUMMARY 2011/12**

Service	Current Approved Estimate 2011/2012 £	Actual Expenditure 2011/2012 £	Variation To Estimate £	Analysis of Variance	
				Controllable Variance 2011/2012 £	Non Controllable Variance 2011/2012 £
Waste Management	2,234,100	2,153,606	(80,494)	(77,142)	(3,352)
Street Cleansing	879,100	940,414	61,314	50,788	10,526
Public Conveniences	55,600	32,259	(23,341)	(8,005)	(15,336)
Direct Services Support Services	0	0	0	5,597	(5,597)
Technical Services	20,300	(2,843)	(23,143)	(327)	(22,816)
Building Services	0	0	0	1,345	(1,345)
Energy Management	31,300	23,804	(7,496)	0	(7,496)
Land Drainage	19,600	14,734	(4,866)	(49)	(4,817)
Programmed Maintenance	129,500	137,257	7,757	4,505	3,252
Car Parks	198,800	275,153	76,353	35,423	40,930
Depot	0	0	0	1,334	(1,334)
Fleet Management	0	0	0	55,721	(55,721)
Public Offices	0	0	0	(46,119)	46,119
Leisure Allotments	29,700	19,659	(10,041)	(5,085)	(4,956)
Leisure Areas	1,812,000	1,791,324	(20,676)	(30,225)	9,549
Leisure Cemeteries	(25,700)	(71,612)	(45,912)	(30,061)	(15,851)
<b>TOTAL ENV &amp; SUSTAIN</b>	<b>5,384,300</b>	<b>5,313,754</b>	<b>(70,546)</b>	<b>(42,300)</b>	<b>(28,246)</b>

**CONTROLLABLE VARIANCES - Total £42,300 Underspend**

**Waste Management - Underspend £77,142**

Variance is mainly due to transfer of vehicles to Street Cleansing and re-appraisal of vehicle allocations. Lower waste disposal charges due to less tonnages than estimated being collected and reduced service charges due to non fulfilment of service level agreement by supplier. However, this is offset by lower Recycling income, again due to lower tonnages than anticipated being collected.

**Street Cleansing - Overspend £50,788**

Mainly due to Vehicle Allocations as vehicles have transferred from Refuse and Public Conveniences.

**Public Conveniences - Underspend £8,005**

Mainly due to Vehicle Allocations as vehicle has transferred to Street Cleansing.

**Direct Services Support Services - Overspend £5,597**

Variance due to expected efficiency not achieved due to the delay in the implementation of the Document Management system and an increase in property insurance.

**Technical Services - Underspend £327**

No major variances.

**Building Services - Overspend £1,345**

No major variances.

**Energy Management - Nil Variance**

No major variances.

**Land Drainage - Underspend £49**

No major variances.

**Programmed Maintenance - Overspend £4,505**

No major variances.

**Car Parks - Overspend £35,423**

Variance due to the management fee to be paid over to Notts County Council for the of off street parking services.

**Depot - Overspend £1,334**

No major variance.

**Fleet Management - Overspend £55,721**

There is a shortfall in Sales used vehicles as replacement vehicles have been delayed. Increased Fuel costs due to stock write off and price fluctuations and an overspend on parts. In addition, all vehicle leasing arrangements have now concluded and the balance on the earmarked reserve released back to the revenue account.

**Public Offices - Underspend £46,119**

Mainly due to the delayed completion of the Civic Centre alterations, service charges relating to the rental of Arnot Hill House not anticipated and minor savings on Supplies and Services.

**Leisure Allotments - Underspend £5,085**

Mainly due to vacant posts and additional income from allotment holders.

**Leisure Areas - Underspend £30,225**

Variance mainly due to an underspend on Agency, vacant posts and reduced non-contractual overtime. Also due to reduced patrolling, a reduction in grant to Notts County Council for Bestwood Country Park and delays in repairs to Bestwood Lodge Drive and Arnot Hill Park fountain. Partly offset by the reappraisal of Fleet charges .

**Leisure Cemeteries - Underspend £30,061**

Variance mainly due to increased income which is demand led, the delay in monument repairs and the draw down of the Graves in Perpetuity Reserve to revenue as this reserve is no longer required.

**Non Controllable Variances (ref: para 4.9)**

	£
Central Support and Service Administration	30,450
Capital Financing	(58,696)
<b>Total</b>	<b><u>(28,246)</u></b>

**LEISURE & CULTURE PORTFOLIO**

**OUTTURN SUMMARY 2011/2012**

Service	Current Approved Estimate 2011/2012 £	Actual Expenditure 2011/2012 £	Variation To Estimate £	Analysis of Variance	
				Controllable Variance 2011/12 £	Non Controllable Variance 2011/12 £
Leisure Services Division	0	0	0	(5,966)	5,966
Leisure Misc Expenses/Contbn	0	0	0	0	0
Calverton Leisure Centre	291,600	290,605	(995)	3,949	(4,944)
Carlton Forum Leisure Centre	379,600	397,829	18,229	6,498	11,731
Redhill Leisure Centre	119,200	114,102	(5,098)	(7,887)	2,789
Arnold Leisure Centre	484,200	502,797	18,597	5,741	12,856
Richard Herrod Leisure Centre	309,600	314,173	4,573	4,599	(26)
Twining & Tourism	48,900	44,363	(4,537)	3,656	(8,193)
Events & The Arts	232,400	220,731	(11,669)	774	(12,443)
Leisure Development	239,100	230,146	(8,954)	(8,449)	(505)
Community Centres	336,200	289,470	(46,730)	523	(47,253)
<b>TOTAL LEISURE &amp; CULTURE</b>	<b>2,440,800</b>	<b>2,404,216</b>	<b>(36,584)</b>	<b>3,439</b>	<b>(40,023)</b>

**CONTROLLABLE VARIANCES - Total £3439 overspend**

**Leisure Services Division - underspend £5966**

Savings on salaries as a result of the Leisure Resources Strategy post being deleted.

**Calverton Leisure Centre - overspend £3949**

Variance due to a reduction in income in the Main Hall and DNA memberships offset by Electricity contract prices being lower than expected.

**Carlton Forum Leisure Centre - overspend £6498**

Changes to the staffing rota have led to a number of savings, also reduced instructor hours. Increase in the water recharges. Income has reduced mainly in the Fitness Suite, DNA memberships income is down due to the average income per membership being lower. Swimming and All Weather Pitch have reached the revised targets and Swimming Lesson income has exceeded the budget.

**Redhill Leisure Centre - underspend £7887**

New Joint Use agreement in place has resulted in lower revenue income payment. DNA income overall is lower however at this site due to the split in the membership base. Other savings due to the delay in implementation of the Course Pro software. Water charges incorrectly charge in previous years have been rectified and a credit received.

**Arnold Leisure Centre - overspend £5741**

Income is lower due to Arnold Swim Club reducing their booking, this along with fewer users have caused a reduction in the swimming income. Bar income is also lower than expected.

**Richard Herrod Leisure Centre - overspend £4599**

There have been fewer functions in the Millennium Suite, this has reduced the Main Hall and Bar takings. Snooker income continues to fall. Private functions in the main bar have increased and income has improved in this area. Gas charges are lower than estimated. Water Leakage charges paid in previous year have been reimbursed.

**Twinning & Tourism - overspend £3656**

Variance due to stock write-off.

**Events & The Arts - overspend £774**

No major variances

**Leisure Development - underspend £8449**

The savings are mainly due to the licence for GrantFinder software not being renewed due

**Community Centres - overspend £523**

Salary savings resulting from reduced working hours and lower overtime payments. Lower than estimated electric and gas charges due to end of contract billing adjustments and a milder winter. This has been offset by an income shortfall due to the cancellation of room hire bookings, site closures for maintenance works and income write-offs.

**Non Controllable Variance (ref: para 4.9)**

Central Support and Service Administration	(37,748)
Capital Financing	<u>(2,275)</u>
<b>Total</b>	<b><u>(40,023)</u></b>

**FINANCE & PERFORMANCE PORTFOLIO**

**OUTTURN SUMMARY 2011/2012**

Service				Analysis of Variance	
	Current Approved Estimate	Actual Expenditure	Variation To Estimate	Controllable Variance	Non Controllable Variance
	2011/2012 £	2011/2012 £	£	2011/2012 £	2011/2012 £
Audit, Risk Management, Health & Safety	0	0	0	(2,427)	(2,427)
Corporate Management	1,059,700	1,052,257	(7,443)	(1,208)	(6,235)
Emergency Planning	41,800	30,240	(11,560)	(168)	(11,392)
Legal Services	0	0	0	(1,793)	1,793
Postages	0	0	0	2,947	(2,947)
Registration of Electors	192,800	162,408	(30,392)	(1,248)	(29,144)
Elections	221,800	248,030	26,230	(2,453)	28,683
Corporate Admin	0	0	0	(1,860)	1,860
Financial Services	0	0	0	(17,624)	17,624
Corporate Finance	0	0	0	4,843	(4,843)
Insurance Premiums	(2,500)	0	2,500	2,500	0
Revenues - Local Taxation	640,000	690,038	50,038	55,616	(5,578)
Concessionary Fares	0	(30,529)	(30,529)	(30,529)	0
Central Provisions Account	(193,200)	(139,206)	53,994	53,994	0
Non Distributed Costs	289,800	288,365	(1,435)	(1,485)	50
Council Tax Benefit	(112,400)	(112,400)	0	0	0
Rent Allowances	(229,800)	(93,380)	136,420	136,420	0
Housing Benefit Administration	574,600	478,766	(95,834)	(5,413)	(90,421)
Rent Rebates	6,500	6,500	0	0	0
Corporate Income & Expenditure	215,600	236,248	20,648	23,053	(2,405)
Movement in Reserves	(1,701,200)	(1,589,184)	112,016	111,955	61
<b>TOTAL FINANCE &amp; PERFORMANCE</b>	<b>1,003,500</b>	<b>1,228,154</b>	<b>224,654</b>	<b>325,122</b>	<b>(100,468)</b>

**CONTROLLABLE VARIANCES - Total £325,122 overspend**

**Audit, Risk Management, Health & Safety - £2,427 underspend**

No major variances.

**Corporate Management - £1,208 underspend**

No major variances.

**Emergency Planning - £168 underspend**

No major variances.

**Legal Services - £1,793 underspend**

No major variances.

**Postages - £2,947 overspend**

No major variances.

**Registration of Electors - £1,248 underspend**

No major variances.

**Elections - £2,453 underspend**

No major variances.

**Corporate Admin - £1,860 underspend**

Reduced employee expenses due to superannuation saving.

**Financial Services - £17,624 underspend**

Reduced net salary savings due to staff vacancies and lower banding, also superannuation saving partly offset by additional sick pay costs and consultancy fees.

**Corporate Finance - £4,843 overspend**

No major variances.

**Insurance Premiums - £2,500 overspend**

Insurance premiums were higher than anticipated

**Revenues Incomes - £55,616 overspend**

A reduction in the number of summonses issued has led to reduced income from recovery of costs partly offset by reduced court fees and savings on employee expenses.

**Concessionary Fares - £30,529 underspend**

Variance due to a balance on earmarked reserves released back to revenue as the payment of final liabilities following the transfer of Concessionary Fares to Notts County Council.

**Central Provisions Account - £53,994 overspend**

Variance predominantly due to net increased bad debt provision due to the economic climate and aging debts

**Non Distributed Costs - £1,485 underspend**

No major variance.

**Council Tax Benefit - £nil variance**

No major variances.

**Rent Allowances - £136,420 overspend**

Variance predominantly due to increased bad debt provisions for the recovery of overpaid Rent Allowance benefit.

**Housing Benefit Admin - £5,413 underspend**

Savings on employee expenses have been offset by additional software expenses.

**Rent Rebates - £nil variance**

No major variance

**Corporate Income & Expenditure - £23,053 overspend**

Reduced investment interest due to lower rates.

**Movement in Reserves (MiRs) - £111,955 overspend.**

Variance is due to a reduction in capital schemes and slippage offset within other portfolios.

**Non Controllable Variances (ref: para 4.9)**

Central Support and Service Administration	£ (98,224)
Capital Financing	<u>(2,244)</u>
<b>Total</b>	<b><u><u>(100,468)</u></u></b>



**GENERAL FUND BALANCES AND TOTAL RESERVES**

	<b>Current Estimate 2011/12 £000's</b>	<b>Actual 2011/12 £000's</b>	<b>Variance 2011/12 £000's</b>
<b>General Fund Balance at 1 April 2011</b>	<b>5,293</b>	<b>5,293</b>	<b>0</b>
<b>Plus:</b>			
Collection Fund Demand for 11/12	12,535	12,535	0
Parish Levy	328	328	0
New Homes Bonus 11/12	340	340	0
Council Tax Freeze Grant 11/12	139	139	0
<b>Less:</b>			
Committee Expenditure	(13,399)	(13,439)	(40)
Parish Precepts	(328)	(328)	0
<b>General Fund Balance at 31 March 2012</b>	<b>4,908</b>	<b>4,868</b>	<b>(40)</b>
<b>Earmarked Reserves at 31 March 2012</b>			
Joint Use Maintenance Reserve	105	177	72
Concessionary Fares Reserve	50	0	(50)
Arnold Masterplan Reserve	215	177	(38)
Community & Crime Reserve	108	113	6
IT Replacement Reserve	190	209	19
Disabled Adaptations Reserve	21	24	3
Leasing Reserve	19	0	(19)
Risk Management Reserve	150	150	0
S106 Revenue Reserve	112	99	(13)
Housing & Housing Benefits Reserve	278	282	4
Insurance Reserve	376	374	(2)
Building Control Reserve	(0)	0	0
Efficiency & Innovation Reserve	136	136	0
Asset Management Reserve	42	42	0
Review of Local Development Framework Reserve	65	69	4
Other Grants Reserve	57	266	209
CCTV Reserve	50	28	(22)
<b>Total Earmarked Reserves at 31 March 2012</b>	<b>1,974</b>	<b>2,146</b>	<b>172</b>
<b>Total Reserves at 31 March 2012</b>	<b>6,882</b>	<b>7,014</b>	<b>132</b>

**MEMBERS POT INITIATIVE****OUTTURN SUMMARY**  
**Members Pot Expenditure 2011-2012**

	£	£
B/Fwd from 2010/11	0	
Budget 2011/12	25,000	
		25,000
Less Total Expenditure		24,060
Balance Unspent		<u>940</u>
No. of Councillors:	50	
Spending their full allocation	43	
Part spending their allocation	6	
Not spending their allocation	1	

**Breakdown of expenditure by Key Priority :**

	<b>Grants &amp; Contributions</b>	<b>Works</b>
	£	£
A Safer Community	980	
A Good Start in Life for Children & Young People	7,680	200
A High Quality Local Environment	2,040	
Good Health for Everyone	4,615	
Community Engagement	8,545	
	<u>23,860</u>	<u>200</u>

**2011/2012**  
**Members Pot Initiative**  
**Breakdown of Grants/Contributions**






Name	£ Amount	Name	£ Amount
Ist Porchester Scouts & Guides	500	Gedling CVS	700
1st Woodborough Scout Group	250	Gedling District Youth & Community Centre	500
2nd Arnold Girls Brigade	150	Gedling Duke of Edinburgh Award Scheme	150
3rd Woodthorpe Scouts	500	Gedling Southbank FC	125
4th Carlton (st Paul's Own) Scout Group	500	Gedling Play Forum	475
74th Nottm Manvers Brownies & Rainbows	75	Guide Association	60
All Halows Lunch Club	50	Haddon Primary & Nursery School	200
All Halows Primary School	265	Haywood Road Pre-school Play Group	250
Arno Vale School	200	Honeywood Estate Action Team	425
Arnold Age Concern	135	Killisick Parents Action Group	50
Arnold Art Society	400	Kingswell Rangers Football Club	900
Arnold Hill Academy	720	Lambley Village Cricket Club	175
Arnold Hill Duke of Edinburgh Scheme	200	Less Able Bodied (LAB) Holidays	50
Arnold History Group	120	Linby Parish Council	150
Arnold Local Area Forum	100	Marion Court Social Club	80
Arnold U3A	200	Netherfield & Colwick Senior Citizens Club	500
Arnold Killisick Residents Association	485	Netherfield Community Playscheme	150
Bestwood Ladies Club	100	Netherfield Eco-Action Team	50
Bestwood Male Voice Choir	100	Netherfield Forum	100
Bestwood Park Rangers FC	400	Netherfield in Bloom	50
Bestwood Welfare Black Diamonds Band	100	Netherfield Parents Forum	100
Bestwood Vision Group	100	Newstead Primary School	250
Bestwood Village Women;s Institute	100	Netherfield Scout Group	100
Bonington Scout & Guide Band	200	Netherfield Senior Citizens Line Dancing	50
Bonington Theatre Group	400	Nottinghamshire Network of U3As	50
Brickyard Youth Club	300	PACT	400
Burton Joyce Parish Council	300	Papplewick Parish Council	150
Calverton 4 Park Community Group	400	Phoenix Boxing Club	475
Calverton Miners Welfare Colts	470	Phoenix Farm Open Door Project	200
Calverton Twinning Association	100	Phoenix Farm Pre-school Play Group	50
Carlton Academy PTFA	50	Pub People Company - Troop Aid	135
Carlton Community Fire Station	55	R2 Activity Group	105
Carlton Community Fundraising	300	Ravenshead Lawn Tennis Club	200
Carlton & District Age Concern	325	Ravenshead Leisure Centre Bowls Club	150
Carlton FC U/14	100	Ravenshead Parish Council	450
Carlton Forum Swimming Club	200	Ravenshead Reds Junior Football Club	150
Carlton Pentecostal Church	200	Ravenshead Village Hall	200
Carlton St John's Church	200	Robert Mellors Primary School	200
Carlton Top Spot FC	200	St George's Church Netherfield	100
Carlton Central Infants School	200	St Helens Burton Joyce Baby & Toddler Group	500
Central Notts Scout Group	100	St James Porchester	125
Cornwater Club	200	St John the Baptist Parish Church	50
Cornwater Junior Badminton Club	150	St Mark's Church Woodthorpe	100
Daybrook Crew	50	St Paul's Church Daybrook	450
Daybrook Learning Centre	200	St Swithun's Church Woodborough	250
Ernhale Colts FC	100	St Wilfred's School	130
Foxhill Court Residents	100	Stanhope Parents Forum	200
Foxy Creek Pre-school	100	Stuart Pickering Charity	100
Framework Housing Assn; Elizabeth House	100	Take A Break Carers Support Group	50
Friends of Carlton Digby School	50	Warren Hill Action Group	100
Friends of The Hobbucks	90	Weavarthorpe Pre-school Centre	100
Friends of Willow Farm Primary School	150	Westdale Lane Junior School	100
GASP	100	Westdale Lane Mother & Toddler Group	50
Gedling Access Group	60	Women's Aid Integrated Services	980
Gedling Ballet School	70	Woodthorpe Guides	500
Gedling Conservation Trust	50		

**23,860**













**Statement of Accounts –Summary of Technical Adjustments 2011/12**

<b>Portfolio</b>	<b>Actual Outturn</b>	<b>Employee Holiday Pay</b>	<b>Employee Pension Benefit</b>	<b>Asset Impairment</b>	<b>Adjusted Totals</b>
	£'000	£'000	£'000	£'000	£'000
Community & Employee Relations	1,005	4	20	0	1,028
Health & Wellbeing	1,437	(12)	16	0	1,441
Communication & Public Protection	760	8	15	0	783
Economic & Strategic Development	1,290	(3)	24	0	1,312
Environment & Sustainability	5,314	2	61	0	5,377
Leisure & Culture	2,404	(1)	40	0	2,443
Finance & Performance	1,228	(6)	50	2,561	3,833
<b>Total</b>	<b>13,438</b>	<b>(8)</b>	<b>226</b>	<b>2,561</b>	<b>16,217</b>
Reversal of Entries via Finance & Performance Portfolio		8	(226)	(2,561)	(2,779)
<b>Impact on Council Tax</b>	<b>13,438</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,438</b>

## Quarter 4 Actions Report









Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

















**Portfolio Owners Communications and Public Protection Portfolio**

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Continue to support South Nottinghamshire Community Safety Partnership and contribute to the implementation of agreed action plans	Andy Callingham		31-Mar-2012		
Design and implement measures to reduce business crime	Andy Callingham		31-Mar-2012		
Reduce incidents of fly tipping, graffiti and littering through education and enforcement	Andy Callingham		31-Mar-2012		
Explore means of improving engagement and communication with young people	Caroline Newson; Carolynne Tasker		31-Mar-2012		
Seek public views on priorities to inform future budget and service planning	Stephen Bray		31-Oct-2012		
Explore new ways for communication and promotion of services to customers	Caroline Newson; Carolynne Tasker		31-Mar-2012		Various new communications channels have been explored and progressed this year, including expansion of Twitter presence, a corporate Facebook page and introduction of QR codes.



Title	Managed By	Status	Completion Date	Progress Bar	Notes
					<p>These are to be further expanded in 2012/13 and this is reflected in 2012/13 Service Plans. Comparatively limited progress has been made corporately on use of SMS/text technology, but this too will be reviewed in 2012/13.</p>

**Portfolio Owners Community and Employee Relations Portfolio**











Title	Managed By	Status	Completion Date	Progress Bar	Notes
Enhance performance through improvements to employee engagement	Stephen Bray		31-Mar-2012		
Reviewing Absence Management Policies and Procedures	David Archer		31-Dec-2012		
Progress implementation of Fast4ward	Mark Kimberley		31-Mar-2012		
Improve understanding of our customers' needs and their views of our services	Stephen Bray		31-Mar-2012		Outstanding actions remain about the promotion of Gedling Insight and development of e-consultation in planning. With regard to Insight, propose that outstanding action is incorporated in Organisational Development section task for 2012/13 to update "Gedling Now" information and publicise to managers. Update meeting with system provider arranged for late April 2012. Further promotion to follow depending on outcome of that meeting. With regard to planning e-consultation, if this is an action which it is felt need to be pursued, it should be incorporated in Planning and













Title	Managed By	Status	Completion Date	Progress Bar	Notes
					Economic Development Service Plan for 2012/13, supported by Organisational Development as appropriate.
Progress opportunities for channel migration to improve customer choice and deliver services more efficiently	Mark Lane		31-Mar-2012		
Implement the requirements of the Equality Act	Stephen Bray		31-Mar-2012		
Explore the opportunities for improving skills by supporting and developing volunteers	Andy Callingham		31-Mar-2012		
Review the opportunity to increase community involvement in the planning process	Peter Baguley		30-Dec-2012		Update sessions on Aligned Core strategy run during March 2012
Continue to strengthen and develop links with and between Parish Councils	Peter Baguley		31-Mar-2012		
Explore the needs of the older population to help shape future service delivery	Stephen Bray		31-Mar-2012		
Manage election and post election process, including Members' Induction	Stephen Bray		31-Mar-2012		
Implement Member Charter Action Plan	Stephen Bray		31-Mar-2012		Action Plan completed on schedule. Plan is now being















Title	Managed By	Status	Completion Date	Progress Bar	Notes
					<p>delivered but over a two/three year period. Action to implement Member Charter Action Plan and secure Member Charter status by March 2014 included in 2012/13 Service Plan.</p>
<p>Review and where necessary improve staff communication and engagement activity</p>	<p>Caroline Newson; Carolynne Tasker</p>	<p></p>	<p>31-Mar-2012</p>	<p></p>	<p>Staff briefings, employee conference, Stars of Gedling awards, eGEN and GEN have all been successfully delivered during the year. Work on sub actions to conduct staff surveys and improve intranet have been delayed. Staff survey work to be incorporated in actions in 2012/13 Service Plan in Communications and Organisational Development. Work to improve Intranet identified as a specific task in Communications Service Plan for 2012/13 (COM1213-04), drawing on lessons learned from website improvement project.</p>







## Portfolio Owners Economic and Strategic Development Portfolio









Title	Managed By	Status	Completion Date	Progress Bar	Notes
Progress proposals to re-develop Arnold Town Centre	Mark Kimberley		31-Mar-2012		
Develop and implement a local employment scheme delivering improvements to skills and employability	Stephen Bray		30-Sep-2012		
Implement regeneration plans in priority neighbourhoods including Killisick and Netherfield	Andy Callingham		31-Mar-2012		
Support local businesses through the Creative Greenhouse network	Jayne Cox		31-Mar-2012		7 events have been delivered during 2011/12. Creative Coffee events on 4th July, 20th September, 6th December, 31st January and 20th March. Workshops on 8th March (making the leap from hobby to business) and 27th March (how to be media savvy).
Progress development of the former Gedling Colliery/Chase Farm site	Peter Baguley		31-Mar-2012		Early development of the full site now looks unlikely due to the wider economic environment. The site remains of significant strategic importance and we will continue to explore and bring forward development







Title	Managed By	Status	Completion Date	Progress Bar	Notes
					opportunities for it. <b>Recommended Revised target date of 31 March 2013</b>
Implement a 'Development Management' approach to all major planning proposals	Peter Baguley		31-Mar-2012		
Explore, and if appropriate, progress physical regeneration in Newstead Village	Alison Bennett		31-Mar-2012		
Progress the Local Development Framework including Core Strategy	Peter Baguley		31-Mar-2012		Action included as part of 2012/13 service plan
Agree and manage delivery of Gedling Local Investment Agreement and contribute to review of Nottingham Housing Market Area Local Investment Plan	Alison Bennett		31-Mar-2012		Action has been rolled forward within relevant Gedling Borough Council Action Plans for 2012/13.
Derive a robust and justifiable housing needs requirement for Gedling Borough to feed into the Core Strategy	Peter Baguley		31-Mar-2012		
Implement Housing Strategy Action Plan	Alison Bennett		31-Mar-2012		Homeless and Housing Strategy under review during 2012/13, relevant actions from current action plan will be carried forward and incorporated into this programme.



Title	Managed By	Status	Completion Date	Progress Bar	Notes
Manage the delivery of affordable housing to meet the Borough's requirements through appropriate measures including provision of on-site or commuted sums	Alison Bennett		31-Mar-2012		A range of options are being considered to spend funding to provide affordable housing in the borough. Action continuing in 2012/13 service plan
Review current health of shopping centres and deliver agreed improvement plan	Peter Baguley		31-Mar-2012		
Promote and support self employment	Peter Baguley		31-Mar-2012		
Co-ordinate and encourage local business training, seminars and networking events tailored to meet needs of local business	Peter Baguley		31-Mar-2012		
Review and assess local skills levels against current and future business/market needs	Peter Baguley		31-Mar-2012		
Strengthen school/business links through work placements, mentoring, job-shadowing programmes	Peter Baguley		31-Mar-2012		

**Portfolio Owners Environment and Sustainability Portfolio**

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Encourage and promote personal responsibility for the quality of the environment through education and enforcement activity	Melvyn Cryer		31-Mar-2012		
Implement public toilet rationalisation and improvement plan	John Evens		31-Mar-2012		
Encourage and improve participation in existing recycling schemes	Caroline McKenzie		31-Mar-2012		Talks given to promote recycling to community groups such as Brownies, Cubs, Breathe Easy, and attended school assemblies. Changed glass crews to ensure higher collection rate with regular staff. Published articles in Contacts about recycling and delivered annual waste leaflet to all homes. Targeted education delayed until 2012/13 until information available from new software so carried over into new financial year so this will be an ongoing programme of education and improvement throughout the year. <b>Recommend revised target date of 31 March 2013</b>















Title	Managed By	Status	Completion Date	Progress Bar	Notes
Explore opportunities to recycle a wider range of materials	Caroline McKenzie		31-Mar-2012		No plans at present to develop food waste as no processing facilities available nearby plus high costs to implement. Plans to introduce kerbside battery collections later in 2012 and recycling wood. New banks for small electrical items being installed as a pilot in four locations in April 2012. Action continuing in 2012/13 service plan
Explore and implement procurement of more energy efficient vehicles and plant machinery	Caroline McKenzie		30-Nov-2012		
Undertake feasibility study into future availability of cemetery land	Melvyn Cryer		31-Mar-2012		Feasibility work substantially completed. A new task to bring forward the crematorium proposals is recommended to be added to the 2012/13 Council Plan
Improve visibility of street cleaning service in town centres	Melvyn Cryer		30-Sep-2012		New vehicle delivery delayed due to 'Nottingham Body Craft' going into liquidation. A new company has taken over and has picked up the order books of the former company. Delivery is promised for May 2012 which will complete the planned changes and help







Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review Council's Emergency Plan	John Evens		31-Mar-2012		increase town centre cleansing staff presence. <b>Recommend revise target date to 30 September 2012</b>
Explore the opportunities to generate renewable energy on the Council's own buildings and land to take advantage of 'Feed in' Tariffs	Peter Baguley		31-Mar-2012		Solar photo voltaic panels successfully installed on the Civic Centre, Jubilee House and Depot, taking advantage of higher rate feed in tariffs. Uncertainty over the future of the feed in tariffs delayed the work and other potential applications and business cases need to be reassessed. These will be explored further during 2012/13. In the medium term, wider issues of renewable energy to be considered as part of the <b>Sustainability Strategy and Action Plan</b> included in the 2012/13 Council Plan. <b>Recommend revised target date of 30th September 2012</b>
Continue partnership arrangement with 'Green Energy Doctor' to install energy saving measures in houses	Andy Callingham		31-Mar-2012		


Title	Managed By	Status	Completion Date	Progress Bar	Notes
Develop and manage Public Realm Works improvement programme with Gedling Homes	Alison Bennett		31-Mar-2012		













## Portfolio Owners Finance and Performance Portfolio







Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review current organisational arrangements to achieve reductions in management costs	John Robinson		31-Dec-2011		
Minimise incidents of benefit fraud	John Vickers		31-Mar-2012		
Improve take up of Housing Benefits	John Vickers		31-Mar-2012		Second adult rebate campaign not undertaken due to resource issues within the Business Development section. With the pending Council Tax Benefit changes due to the Welfare Reform Act it is unlikely that this will be undertaken in 2012.
Improve benefit processing times	John Vickers		31-Mar-2012		
Improve take up of Small Business Rate Relief	John Vickers		31-Mar-2012		
Review charging policies including the introduction of locally set planning fees	Alison Ball		31-Mar-2013		
Explore and exploit joint procurement/service delivery opportunities where these serve the best interests of Gedling	Mark Kimberley		31-Mar-2012		Report being finalised exploring the options of joint working for Estates, Car Park Management, and Building Maintenance.

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review payment methods for council services	Mark Lane		31-Mar-2012		
Improve management information through greater use of Information Technology within Direct Services	Caroline McKenzie		30-Aug-2011		
Review and address the implications of the Localism Bill	Stephen Bray		31-Mar-2012		The Bill was monitored throughout the Parliamentary process and has now been enacted. Implementation has begun across the full range of issues within the scope of the Act, including Housing, Planning and Governance aspects. These are, in effect, ongoing commitments and in some instances government guidance is still awaited. It was therefore perhaps unrealistic to suggest that implementation would be completed during 2011/12. However, specific and general actions to implement the requirements of the Act are included in relevant Service Plans for 2012/13 - in addition, a Scrutiny review is in progress to review the impact of the Act and the opportunities it offers.









Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review and introduce new performance management framework to reflect Council's performance needs and any new Government requirements	David Archer	<input checked="" type="checkbox"/>	31-Mar-2012		









**Portfolio Owners Health and Wellbeing Portfolio**

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review Choice Based Lettings	Alison Bennett		31-Mar-2012		
Work with health colleagues to seize opportunities for health improvement arising from NHS restructure	Jayne Cox		31-Mar-2012		
Deliver health actions plans within Netherfield and Killisick wards	Andy Callingham		31-Mar-2012		
Deliver domestic abuse reduction strategy in partnership with the South Nottinghamshire Community Partnership	Andy Callingham		31-Mar-2012		
Decrease level of fuel poverty experienced in the Borough	Andy Callingham		31-Mar-2012		Due to refocusing of activity and movement of responsibilities this action has been delayed. With the recent appointment of the new Sustainability Officer this project can move forward across the County. Partner views requested over spending proposals, responses awaited. <b>Recommend revised target date to October 2012</b>












Title	Managed By	Status	Completion Date	Progress Bar	Notes
Maximise spend on Disabled Facilities Grant adaptations to allow residents to stay in their own homes	Andy Callingham		31-Mar-2012		100% spend for the year, target achieved
Support private property owners to return empty and below standard housing into habitation	Andy Callingham		31-Mar-2012		
Access funding to implement initiatives to prevent homelessness	Alison Bennett		31-Mar-2012		

## Portfolio Owners Leisure and Culture Portfolio

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Ensure appropriate facility and open space provision in development sites	Melvyn Cryer		31-Jul-2012		Parks and Open Spaces strategy has been revised and consulted on. The proposed Section 106 Policy refresh expected to begin March 2012. Task now allocated to Parks and Street Care Service Area
Ensure that the Parks & Open Spaces Strategy reflects the cross-border issues with the City of Nottingham	Melvyn Cryer		29-Feb-2012		
Develop planned programme of youth diversionary activities	Andy Callingham		31-Mar-2012		
Review with community groups ownership and management of Community Centres	Jayne Cox		31-Mar-2012		Community Centre Strategy review on hold until the Council further assesses the emerging impact of the Localism Act and concludes its current review of community engagement management arrangements. <b>Proposed new deadline for the completion of the Strategy 31st March 2013.</b>










Title	Managed By	Status	Completion Date	Progress Bar	Notes
Develop opportunities for public art in the borough	Jayne Cox		30-Sep-2012		
Co-ordinate delivery of Changing Lifestyles Action Plan focussing on priority neighbourhoods	Jayne Cox		31-Mar-2012		
Deliver a diverse range of events and projects, encouraging local organisations to participate in stage performances and community activities provided at the Arnold Carnival and Gedling Show	Jayne Cox		31-Mar-2012		
Develop sports coaches in the borough	Jayne Cox		31-Mar-2012		




## Quarter 4 indicator report

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				





**Portfolio Owners Communications and Public Protection Portfolio**








PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 182 Satisfaction of business with local authority regulation services	Andy Callingham	Operational vision and strategy: Gedling as a top performing council			91%	88%				
LI076 Level of All Crime across Gedling Borough rate per 1000 population	Andy Callingham	A place of Safe and Strong Communities	12.8	12.75	53.7	51				Annual target of 10% reduction not achieved but a 6.5% reduction was achieved. The total number of offences committed within the Borough during 2011/12 was 6025.
LI081 Level of recorded anti-social behaviour across Gedling Borough (per 1000 population) - quarterly cumulative figure	Andy Callingham	A place of Safe and Strong Communities	7.3	8.21	35.1	35.6				11.6% reduction achieved


PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI 131 Number of successful fly tipping and Duty of Care prosecutions (cumulative figure)	Andy Callingham	A place of Safe and Strong Communities	0	4	7	4		N/A	N/A	
LI 107 Number of litter and dog fouling penalty notices served	Andy Callingham	A place of Safe and Strong Communities	17	25	107	100		N/A	N/A	
LI 132 Proportion of litter and dog fouling penalty notices paid or prosecuted	Andy Callingham	A place of Safe and Strong Communities	117.6%	75%	86%	75%		N/A	N/A	

**Portfolio Owners Community and Employee Relations Portfolio**

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI006 Working Days Lost Due to Sickness Absence (rolling 12 month total)	David Archer	Operational vision and strategy: Gedling as a top performing council	9.92 days	9.50 days	9.92 days	9.50 days				Although not achieving the final year end target, there has been improvement in attendance figures since the introduction of the revised absence reporting process in September 2011. Further changes to policy and procedure are anticipated for introduction during 2012/13 which are designed to further encourage improved attendance.
LI052 Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total	Mark Lane	Operational vision and strategy: Gedling as a top performing council	91.1%	85.0%	91.1%	85.0%				

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI054 Number of services available from website	Caroline Newson; Carolynne Tasker	Operational vision and strategy: Gedling as a top performing council			38	32		N/A	N/A	
LI055 Number of 'hits' on the website	Caroline Newson; Carolynne Tasker	Operational vision and strategy: Gedling as a top performing council	7,442,145	2,515,993	16,187,589	10,063,972		N/A	N/A	Due to a fresh cleaner look and feel of the new web pages, we have regained user confidence in the Gedling website. Users are happy to return to the site to use one of the many new online services created. By introducing a mobile version of the website this now allows users to view information on the move, with over 20% of visitors now accessing the site via a mobile device.

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI078 Percentage of phone calls and emails to customer services that could have been avoided	Mark Lane	Operational vision and strategy: Gedling as a top performing council			16.5%	18%				
LI082 Percentage of households completing electoral registration forms	Stephen Bray	A place where people are treated fairly and have the opportunity to get involved			93.1%	93%				
LI 103 Percentage of new members satisfied with induction process	Alec Dubberley	A place where people are treated fairly and have the opportunity to get involved			100%	80%		N/A	N/A	







PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI097 Percentage of complaints upheld/part upheld	Mark Lane	Operational vision and strategy: Gedling as a top performing council	57.38%	Tracking indicator no target set	50.57%	Tracking indicator no target set		N/A	N/A	

**Portfolio Owners Economic and Strategic Development Portfolio**




PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 154 Net additional homes provided	Peter Baguley	A place where people can lead a healthy and active lifestyle	56	107	275	429				As anticipated, the full year figure is below the target, reflecting ongoing economic circumstances. Work is being undertaken to progress stalled sites.
NI 157a Percentage of Major planning applications processed within 13 weeks	Peter Baguley	A place where we can take care of our environment	100.00%	76.00%	70.59%	76.00%				The national target for determining major applications, involving 10 or more houses or 1000msq of new floor space, is 60% within 13 weeks. This reflects the complexity of issues these applications can raise, but also gives the flexibility to ensure that these issues are fully understood and resolved by the time the application is determined, resulting in the best possible outcomes, as opposed to allowing

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
										<p>inappropriate development or losing appeals.            If there are only 4 major applications in a performance quarter it only takes 1 application takes on a complex nature and miss the 13 week determination for the target to be missed by 25%.            The section has exceeded the national target in quarter 4 quarter, but failed to meet the local target as a result of a disproportionately high number of applications raising complex issues, resulting in large volumes of objections, and of them requiring full legal agreements to be made at the time of determination as opposed to these being controlled by condition.            These legal agreements require input from a number of Council</p>






PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 157b Percentage of Minor planning applications processed within 8 weeks	Peter Baguley	A place where we can take care of our environment	100.00%	78.00%	83.12%	78.00%				
NI 157c Percentage of Other planning applications within 8 weeks	Peter Baguley	A place where we can take care of our environment	89.36%	91.00%	88.26%	91.00%				The national target for determining other applications, mostly including householder extensions, advertisements and lawful use certificates, is 80% within 8 weeks. This reflects the less complex nature of these applications, but also that they may on occasion take longer than 8 weeks to determine. The section has exceeded the national target, but failed to meet the local target as a result of an unusually high







PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
										number of applications raising more complicated issues, and of the need to re-negotiate changes to a number of applications to reflect expectations about the quality of development taking place in the Borough.
NI 152 Working age people on Job Seeker Allowance	Peter Baguley	A place that contributes to a vibrant and prosperous Greater Nottingham	3.8%	Tracking indicator no target set	3.8%	Tracking indicator no target set		↔	↓	
LI090 Number of new housing starts	Peter Baguley	A place where people can lead a healthy and active lifestyle	65	Tracking indicator no target set	306	Tracking indicator no target set		N/A	N/A	
LI 112 Percentage of major applications submitted following pre application advice, (resulting	Peter Baguley	A place where we can take care of our environment	63%		63%	No Target setting Baseline	N/A	N/A	N/A	











PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
in better quality major applications at submission stage)										
NI 154 a Net additional homes provided - by Private Enterprise	Peter Baguley	A place where people can lead a healthy and active lifestyle	56	Tracking indicator no target set	224	Tracking indicator no target set		N/A	N/A	
LI091 Percentage of shoppers satisfied with Borough's shopping centres	Peter Baguley	A place that contributes to a vibrant and prosperous Greater Nottingham	Not measured for Quarters		98.5%	95.5%		N/A	N/A	Survey undertaken in August 2011. 610 respondents across the main shopping areas all asked how satisfied they were with their visit on that day. 601 replied either fairly or very satisfied, with 9 either fairly or very dissatisfied.
LI092 Footfall rate in Arnold Town Centre (number of people within a 30 minute sample period)	Peter Baguley	A place that contributes to a vibrant and prosperous Greater Nottingham			286 people	Tracking indicator no target set		N/A	N/A	Busy day figure and quiet day figure taken during same week in August. Aggregate figure for both days works out at 255, but chosen to use figure from the busy day as the



PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI 122 Percentage of empty shop units in main shopping areas within Gedling Borough	Peter Baguley	A place that contributes to a vibrant and prosperous Greater Nottingham			9.4%	Tracking indicator no target set		N/A	N/A	benchmark figure. No target set for 2011/12, data gathered to set baseline.  Average vacancy rate for UK centres at July 2011 is 14.5% - taken from Local Data Company figures (NB data collection methodology is slightly different to ours, but the figures provide a good guide). Average rate for Nottinghamshire at July 2011 is approx 17% (according to Local Data Company figs), so our rate currently is very good in comparison.  Gedling average at March 2010 was approx 9.3%, with individual centres fluctuating.

**Portfolio Owners Environment and Sustainability Portfolio**




PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI020 Percentage of residents satisfied with parks and open spaces	Melvyn Cryer	Operational vision and strategy: Gedling as a top performing council			70.8%	72%				Data taken from Satisfaction with Parks & Open Spaces Survey Jan 2011 prepared for the Parks & Opens Spaces Strategy. This is the best data obtained for the 2011/12 year.
NI 159 Provide adequate deliverable and sustainable housing sites to meet anticipated future demand	Peter Baguley	A place where people can lead a healthy and active lifestyle			N/A	100.0%	N/A	N/A	N/A	The 2011/12 figure will not be available until the SHLAA 2012 update has been completed (which will be in late 2012). The 5 year land supply for the period April 2010 to March 2011 was reported in the Annual Monitoring Report in December 2011. This identified that, resulting from a variety of factors, including lower housing delivery rates and new houses being built at lower



PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 191 Residual household waste per household in Kg	Caroline McKenzie	A place where we can take care of our environment	119.35kg	133.75kg	517.47kg	535kg				
NI 192 Percentage of household waste sent for reuse, recycling and composting	Caroline McKenzie	A place where we can take care of our environment	38.34%	38.50%	38.34%	38.50%				Successful waste minimisation initiatives have reduced the overall level of waste collected from 535kg per household in 2010/11 to 517.47kg in 2011/12. Further initiatives to be introduced during 2012/13 include kerbside battery collections, recycling wood and providing new collection banks for small electrical items.

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 195a Percentage of streets with unacceptable levels of litter	Melvyn Cryer	A place where we can take care of our environment	1%	4%	2%	4%				
NI 195b Percentage of streets with unacceptable levels of detritus	Melvyn Cryer	A place where we can take care of our environment	10.4%	11%	10.4%	11%				
NI 195c Percentage of streets with unacceptable levels of graffiti	Melvyn Cryer	A place where we can take care of our environment	1%	1%	1.3%	1%				Difficulties in staffing to deliver graffiti cleaning 3 have now been addressed and service standards have improved in the final quarter of the year. Improvement will continue throughout 2012/13.
LI 133 Number of fly tipping incidents reported to Gedling Borough Council	Caroline McKenzie	A place where we can take care of our environment	230	Tracking indicator no target set	840	Tracking indicator no target set		N/A	N/A	







PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI 106 Percentage of fly tipping incidents removed within 2 working days	Caroline McKenzie	A place where we can take care of our environment	95%	93%	96%	93%		N/A	N/A	
LI 134 Energy use of local authority buildings and operations	Peter Baguley	A place where we can take care of our environment			N/A	N/A	N/A	N/A	N/A	Bills for 2011/12 period expected shortly, figure anticipated to be available during May 2012.
LI 111 Number of installations of home insulation measures through The Green Energy Doctor	Andy Callingham	A place where we can take care of our environment	186	300	331	1200		N/A	N/A	Because of the withdrawal of the previous provider and the inevitable lag on appointing a new provider through the county wide Warm Streets programme, the predicted number of installations will not be achieved for the year. Work underway on active promotion of the Warm Street programme which should increase participation during 2012/13.













PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 154 b Net additional homes provided - by Registered Social Landlords	Peter Baguley	A place where people can lead a healthy and active lifestyle	0	Tracking indicator no target set	51	Tracking indicator no target set		N/A	N/A	
NI 154 c Net additional homes provided - by Local Authority tenures	Peter Baguley	A place where people can lead a healthy and active lifestyle	0	Tracking indicator no target set	0	Tracking indicator no target set		N/A	N/A	
LI 137 Percentage of incidents of offensive graffiti removed within 2 working days	Melvyn Cryer	A place where we can take care of our environment	92%	100%	93%	100%		N/A	N/A	The drop in percentage from 100 to 93% was caused by one incident of graffiti that was applied prior to heavy snow and icy conditions. During such conditions the spray equipment cannot be used. As the surface area was too large to treat with solvent hand wipes, as soon as a thaw occurred it was removed at the earliest opportunity.

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI 136 Percentage of incidents of high visibility graffiti removed within 10 working days	Melvyn Cryer	A place where we can take care of our environment	100%	98%	96%	98%		N/A	N/A	Difficulties in staffing to deliver graffiti cleaning experienced during quarter 3 have now been addressed and service standards have improved in the final quarter of the year. Improvement will continue throughout 2012/13.
LI 138 Number of reported fly tipping incidents which require clearance by Gedling Borough Council	Caroline McKenzie	A place where we can take care of our environment	205	Tracking indicator no target set	720	Tracking indicator no target set		N/A	N/A	

**Portfolio Owners Finance and Performance Portfolio**



PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI017 Percentage of Business Rates Collected	John Vickers	Operational vision and strategy: Gedling as a top performing council	98.9%	94.6%	98.9%	98.4%				
LI018 Percentage of invoices paid within 30 days	Alison Ball	Operational vision and strategy: Gedling as a top performing council	98.92%	98.00%	97.00%	98.00%				Following the upgrade of Agresso, the automated purchasing system, in the early part of 2011/12, problems were encountered with the workflow which resulted in delayed payments. The system problems were fully resolved by November 2011 and improvements in the number of prompt payments were achieved with 98.92% being paid within terms in quarter 4.

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
L1016 Percentage of Council Tax collected	John Vickers	Operational vision and strategy: Gedling as a top performing council	98.50%	98.50%	98.50%	98.50%		↑	-	
NI 181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (in calendar days)	John Vickers	A place of Safe and Strong Communities	4.0 days	10.0 days	8.0 days	10.0 days		↑	↑	
L1047 Percentage of invoices paid within 10 days - local suppliers	Alison Ball	A place that contributes to a vibrant and prosperous Greater Nottingham	94.92%	90%	90.64%	90%		↑	↑	
L1060 Achieve unqualified external Audit Certificate	Alison Ball	Operational vision and strategy: Gedling as a top performing council			Yes	Yes		-	-	Audit certificate now finalised. The auditor concluded that a public interest report was not required in respect of the public objection raised against the Nottinghamshire County Council accounts.




PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
L1074 Average time to process new Housing Benefit claims (in calendar days)	John Vickers	A place of Safe and Strong Communities	15 days	19 days	17 days	19 days				
L1075 Average time to process Housing Benefit change in circumstances (in calendar days)	John Vickers	A place of Safe and Strong Communities	3 days	8 days	6 days	8 days				

**Portfolio Owners Health and Wellbeing Portfolio**

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI051 Average time to process homeless applications (number of working days)	Alison Bennett	A place where people can lead a healthy and active lifestyle	23 days	25 days	17.63 days	25 days				
LI086 Average length of time spent in temporary accommodation (in weeks)	Alison Bennett	A place where people can lead a healthy and active lifestyle	9.8 wks	10 wks	10.2 wks	10 wks				A shortage of family sized accommodation, coupled with a number of applicants with former tenancy arrears and complex housing needs has contributed to the annual target being missed. The outlook for the forthcoming year is that these problems will continue to affect the ability to move applicants on in a timely manner as demands on the service increase. The Council is exploring options to increase the available stock of family accommodation.

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
LI 118 Number of empty properties returned to use by Local Authority action	Andy Callingham	A place where people can lead a healthy and active lifestyle	3	Tracking indicator no target set	15	Tracking indicator no target set		N/A	N/A	
LI098 Percentage of those presenting for housing advice who submit a homeless application	Alison Bennett	A place where people can lead a healthy and active lifestyle	6%	10%	4%	10%		N/A	N/A	

**Portfolio Owners Leisure and Culture Portfolio**

PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
NI 8 Adult participation in sport and active recreation	Jayne Cox	A place where people can lead a healthy and active lifestyle	Not measured for Quarters		18.3%	25.7%				The data from Active People 5 shows a slight decrease in people taking part in 3x30mins of exercise; however this result is not statistically significant and should only be used as a guideline rather than a definite score. We continue to focus heavily on the Changing Lifestyles Strategy as one of the department's core objectives for the year, tracked through our strategy action plan. As NI8 measures over 16s participation and the majority of the work in the strategy is targeted at under 16 year olds, the progress locally through the strategy isn't necessarily reflected in the NI8 score.



PI Code & Short Name	Managed By	Priority Theme	Q4 2011/12		2011/12		Status	Trend compared to previous year	Trend compared to previous quarter	Latest Note
			Value	Target	Value	Target				
L1027 Number of visits to leisure centres	Jayne Cox	A place where people can lead a healthy and active lifestyle	289,532	279,639	1,042,208	1,075,000				Whilst the target for the year has not been achieved some areas of the centres have performed well against a background of a national decline in leisure activities and the current economic situation. Specific areas that have shown improvements are holiday activities, fitness suite attendance and exercise classes. The level of communication with the public has improved; ensuring residents know what is on offer and also to ensure that centres provide a programme of activities that meets their needs. A national decline in swimming has seen the public swim figures drop across the sites, despite the piggy back onto the national Big Splash campaign. Racket sports,





# **Outcomes achieved**

**During**

**Quarter 4 2011/12**

## **A place of safe and strong communities**

**Reducing business crime** - Gedling Borough Council has worked with businesses in Netherfield and Victoria Retail Park to form a Shop Watch group as part of the local Community Safety Partnership to reduce the amount of store theft by issuing shop watch radios and an investment in a radio signal booster for the park. This has enabled stores to keep in contact and to support each other with information about suspicious activities and potential shoplifters, and has already led to incidents of store staff supporting neighbouring premises. The system also links into the borough CCTV system so that images of offenders and incidents can be recorded for evidential purposes.

**Rapid turnaround of Council Tax and Housing Benefit Claims** – against a background of an increasing caseload, applications for these benefits were dealt with within 4 days for quarter 4. The number of live caseloads as at the end of 31<sup>st</sup> March 2012 was 9,860, an increase of 294 compared to the same month in 2011.

The Section has put in place a number of initiatives to enable it to maintain high levels of performance against the increase in workloads including

- 24 Hour claim promise - we give a promise that as long as the new benefit claimant has provided all the necessary information we will process their claim within 24 hours. In practice, customer services will identify potential recipients and we will check and process the claim immediately.
- Scanning documents at source – Customer services now scan and index all documents received at reception and counters. This means that information can be worked on immediately rather than waiting for photocopies to be scanned.
- ATLAS (Automatic Transfer Local Authority Systems ) – in addition to receiving changes of circumstances electronically from the Department of Works and Pensions, we now receive electronic changes from HM Revenues and Customs. By actioning these immediately we are proactively reducing customer contact as the claimant does not need to notify us.
- Improved use of performance monitoring tool (Open Exec) – all benefits staff have been set personal performance targets which they can monitor in real time.
- Online Benefit Claim form – promoting greater use improves processing time.

## **A place that contributes to a vibrant and prosperous Greater Nottingham**

**Insulation scheme generates local employment and warm homes** - New jobs could be on offer from a scheme offering home insulation across Gedling. By January 2012 more than 40 jobs had been created across Nottinghamshire and Derbyshire by Warmstreets, a scheme which provides free and subsidised insulation to households. The insulation also helps reduce the cost of energy bills and reduces the impact of homes on the environment.

**Council Apprenticeship scheme** – Three individuals have been taken on within the parks section providing work experience and the chance to work towards a horticulture qualification.

Their days are spent tending to gardens around council offices, leisure centres and homes. Thomas Love, 26, was a horticulture apprentice with the Council, but now has a full-time job with the authority. He said: "It has been a great experience, especially now I have a job doing the same thing. It shows how useful apprenticeships can be. I'd encourage others to give it a go."

There are also three office based apprentices covering customer services and business admin. These are a two year programme with the individuals moving around different departments to give a wide experience of service areas within the Council.

**Supporting wider involvement in apprenticeships** – The council is working with other employers and Nottinghamshire and Derbyshire Chamber of Commerce, the National Apprenticeship Service, Nottinghamshire City and County Employment and Skills Board, local councils, Job Centre Plus, and other major local companies to help promote apprenticeships.

The campaign aims to support local people in their efforts to find a job. The first phase is to encourage local firms to offer apprenticeships. In addition, the campaign will ask company representatives to attend work clubs and enterprise clubs, alongside employment experts, to help unemployed Nottinghamshire residents prepare for work.

In March the Council hosted a '100 new apprenticeships within 100 days' event to help the partnership raise awareness and support of the scheme with other local employers.

**Gedling Employment and Skills Group** - In March, the Gedling Employment and Skills group met for the second time and agreed the priority for the group to be:

*"To collectively work together to deliver actions targeted at reversing the increasing levels of youth unemployment in Gedling."*

The group is now mapping current and future resource between all partners to identify gaps and opportunities for additional work.

**Creative Greenhouse events** - In March the Council hosted two Creative Greenhouse Events - 'One Giant Step... taking the leap from hobby to business' and 'How to be media savvy' aimed at local creative businesses. Taking place at the Expand Business Centre, both events attracted around 20 delegates.

Our target to deliver 4 Creative Coffee networking events was exceeded this year. 5 events were delivered with over 40 local businesses in attendance. Jointly delivered by the Council's Arts and Economic Development teams, the Creative Greenhouse and Nottingham Business Venture, the events were supported by three local artists/businesses that came along to talk about their work and share their experience.

**March Biz Ex** - The latest South Nottinghamshire Biz Ex took place in March at the Richard Herrod Centre. Run in partnership with Broxtowe Borough Council and Nottingham Business Venture, the event attracted around 30 exhibitors and a total of 150 delegates. The large scale business networking exhibition was complemented by a seminar on how to make your business stand out from the crowd, which was also well received. Feedback from the day has been very positive and the next event is being planned for autumn and will take place at a venue in Broxtowe borough.

**Start-up Workshops** - The Council hosted a series of workshops during March, offering advice to individuals thinking of starting a business. The free sessions were delivered by NBV Enterprise Solutions Ltd and were well attended by people from Gedling and further afield.

## **A place where people are treated fairly and have an opportunity to get involved**

**Burton Road Park improvements** - A £235,000 state-of-the-art park revamp was unveiled during March in Carlton. The Mayor opened the new children's play area, and skate park. Working with Nottinghamshire County Council Children and Young Peoples Services local children were asked to help design the facility and were successful in gaining £50,000 funding towards the project from Waste Recycling Environmental Ltd (WREN), the remaining £85,000 was provided by Gedling Homes' Public Realm scheme

The opening marks an 18 month transformation of the area, involving local residents, park users and primary and pre-school children. The new play area features a trampoline, climbing net, basket swing, G force roundabout and two 25 metre zip wires; alongside a new BMX park, which was installed on the site of the old play park. It cost £100,000 and was funded from Section 106 local development funding.

The BMX park has a 1.8m quarter pipe, a rounded pump bump and a 1.2m jump box, and was designed with local BMX riders, after the idea from BMX enthusiast Michael Jamson, whose initial campaign to have a BMX facility at Burton Road was successful.

There is also a memorial bench being installed, which is dedicated to the memory of Andy Bowers, a former Gedling Borough Council employee who helped to make the BMX users and young people's campaign a reality. Andy sadly passed away in 2010, but the bench is a fitting tribute to his work with the young people in the area.

The park has also been renamed the Burton Road Jubilee Park as part of the commemoration of the Queen's Diamond Jubilee.

**Chinese New Year in Arnot Hill Park** - The Chinese New Year event ran for the fourth consecutive year and for the first time we had use of the Civic Centre as well as the Bowls Pavilion in Arnot Hill Park. Feedback suggests this extra space and a wider variety of activities including storytelling and a variety of Chinese inspired arts and crafts was greatly appreciated by participants. Because of the extra Civic Centre space proceedings were rounded off with a traditional Chinese lion dance which was extremely well received.

Around 160 children their families attended the event which included a targeted session for Special Educational Needs children and their families that took place in the Pavilion before the main event. 20 children and their families attended this session. The event was organised jointly by the Arts, Events and Parks teams at the Council, alongside Gedling Play Forum.

**Art in the Reception Room** - An art exhibition of local artists displayed in the Reception Room has continued this quarter, as part of the Mayor's Charity.

The exhibition shows some great work from across the borough, including from arts societies in Arnold, Ravenshead and Woodborough.

Pieces on display have come from a number of styles including still life, land and seascapes, abstract and Chinese watercolour. Some of the items are available to buy.

**New Member Induction** – Following the district election in 2011, we undertook a comprehensive induction and training process for new and existing Members and delivered the following:

- Induction programme, programme evaluation, programme Scrutiny
- Reconstitution of the cross party Member Development Group post election – 2 meetings held
- Personal Development plans for Members – around 20 took up the opportunity post election
- Knowledge and skills assessment framework – self assessment for Members
- Foundation IT skills
- Media skills for Cabinet members
- First Contact Referral Scheme training (Members using the assessment and signposting method with their constituents)
- Understanding the Council Budget
- Using the Council's Performance Management System - Covalent and performance analysis tips.

## **A place where people can lead a healthy and active lifestyle**

**Improving housing standards** - Gedling Borough Council and Gedling Homes have been awarded a grant to bring long-term empty properties in the borough back into use over the next three years. The award, totalling £150,000 has come from a successful bid to the 2012-2015 Empty Homes programme, which is run by the Homes and Communities Agency (HCA).

The Empty Homes Programme (EHP) allows authorities to work with landlords to bring properties back onto the market, which have been unoccupied for longer than 6 months, providing urgently needed homes for families

The grant money will allow the council and Gedling Homes to work with landlords to renovate and occupy up to 15 properties in the area over the life of the EHP.

Landlords enter into a lease of up to 10-year lease with Gedling Homes, who will initially make a contribution towards repairs and modernisation costs, with the remaining cost being funded by the Empty Homes grant.

The Landlord will also have to agree to ensure that rents remain affordable throughout the lease, after which the property will be returned to the landlord at a rentable standard.

**Helping First Time Buyers** - Lloyds TSB and Gedling Borough Council have joined forces to help first time buyers purchase a home with a deposit of just 5%. The Local Lend a Hand scheme is partly funded by £1m from the council, which should help around 40 buyers on to the property ladder.

First time buyers often say that raising a deposit is the biggest challenge they face when looking to take their first steps onto the property ladder. The fixed rate mortgage products available will also be at a lower rate of interest than would normally be available for this level of deposit. The scheme enables borrowers to buy their first home with a deposit less than the 10% required by most mortgage lenders

**Successful Health Fair for Employees** - More than 120 Council employees took up the offer of a health and fitness MOT as part of a 'Health Fair', which took place at the Civic Centre in February. The Fair gave staff the chance to access medical assessments including cholesterol checks, prostate screening, bone density and body statistics analysis during the event which highlighted health, safety and welfare issues.

There was also a fitness competition involving a rowing machine, and a 'smoothie bike', where the cyclist pedals to make a drink before drinking it and the New Leaf smoking cessation advice service. In total more than 300 consultations were delivered by health professionals on the day.

**Well@work – Gedling Borough Council employee wellbeing** - It has been a successful year for the Council's Well@work team who are striving to improve employee wellbeing. A wide range of initiatives have been delivered during 2011/12 with positive feedback from colleagues. Initiatives have included:



- the establishment of weekly lunchtime fitness, pilates and Tai Chi sessions at the Arnot Hill Park site
- 61 attendees to activities during October's Wellbeing Week
- 6 staff signing up with New Leaf smoking cessation in March
- 36 staff signed up to a weight management programme
- more than 300 consultations by health professionals at the employee health fair in January.

## **A place where we can take care of our environment**

**Using Green Energy** - Solar panels have been installed on three council buildings to help reduce the council's carbon footprint and save on its energy bills. The panels will generate additional energy for the council, resulting in smaller energy bills and the possibility of selling electricity back to the National Grid and they will also reduce the council's carbon footprint.

**Reducing road pollution** - Gedling Borough Council is the first council in the East Midlands to tackle pollution on our roads by supporting local businesses who manage fleets to cut emissions and run cleaner vehicles. The council won funding to operate the ECO Stars scheme which is a free and voluntary scheme, but businesses will reap the benefits by taking part.

The scheme offers advice and support to help fleet vehicles operate more efficiently and reduce fuel and general operational costs. Businesses will also receive recognition through a star rating for the efficiency of their vehicles.

Pollution levels, particularly along the A60, encouraged the council to take a stand and tackle the problem by encouraging businesses to operate cleaner and more efficient vehicles. Businesses who have already signed up to the scheme include Frank Key of Daybrook, Nottingham City Transport and Trent Barton. The council will also be monitoring its own fleet through the scheme.

The council's fleet has received a 3 star rating under the scheme along with Frank Key. NCT and Trent Barton were awarded a 4 star rating.

**Community Clean up** - A joint operation to clean-up an area of greenbelt land near the Arnold estate in Killisick took place during March 2012. The clean-up of the Hobbucks in Killisick came after residents complaints about the level of fly-tipping and litter near to homes bordering the Guinness Northern Counties Housing Estate.

Gedling Borough Council and local housing provider Guinness Northern Counties took a partnership approach by providing workers and equipment for the clean-up, working alongside resident group 'Friends of The Hobbucks', who are committed to ensuring the estate is kept clean and tidy.

## **Operational vision and strategy: Gedling as a top performing Council**

**Council Leisure Centres performing well** - Three of our leisure centres have recently undergone Quest customer service assessments and received high praise. The centres were all inspected in a two-day audit, that takes place every two years. It looked at a number of areas of business, including maintenance, equipment and health and safety. Richard Herrod Centre, Carlton Forum and Arnold Leisure Centre received provisional 'good' ratings, the highest level for inspections carried out on the day, while Calverton Leisure Centre received a 'satisfactory' rating

**Number of visits to our Website** – the number of visitors to the Council's website has significantly exceeded the target set for 2011/12 by 6,123,617 over the course of the year to a total of 16,187,589 visits.

**Overall performance** – the Council has met or exceeded targets in the majority of actions and indicators it set out within the 2011/12 Council Plan.

**Council Tax and Business Rate Collection** – Against the background of increasing caseloads, without increasing staffing levels performance is excellent. For the period 2011/12 Gedling Borough had the best collection rate of Business Rates out of all the Nottinghamshire District Authorities at 98.9%

The Council also had the second best collection level for Council Tax at 98.5% slightly less than the highest at 99%.

**Council Tax and Housing Benefit processing** – during quarter 4 the section achieved 4 days to process new applications, against an increasing caseload.

**Open Gedling** – This service allows residents to access personal information regarding any Council Tax, Benefit or Non-Domestic Rates accounts. Over the 8 month period from August 2011 to the end of March 2012 there were 286 additional users of this portal, rising from 1296 to 1717.

**Improved Contact Centre performance** – the percentage of calls to the contact centre (or call backs made) over the 12 month period to the end of March 2012 increased to 91.1%, compared to 88.5% achieved during 2010/11.

**Development Management** - During Quarter 4 the Planning Section dealt with 100% of planning applications for major proposals and minor proposals (including housing schemes of up to 10 dwellings).