

Chorley

Borough Council



Business Plan Monitoring Statements October to December 2005



BUSINESS PLAN MONITORING STATEMENTS OCTOBER – DECEMBER 2005

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Note of Clarification

Business Plan Monitoring Statements:

The Business Plan Monitoring Statements report progress against the key actions included in Unit Business Plans for 05-06. They also include monitoring of key performance indicators.

Key Performance Indicators:

Each Unit has identified a set of 'key' Performance Indicators (PIs) in their 2005-06 Business Plan. These PIs measure at least one of the Unit objectives and/or the corporate priorities, and are intended to give an overall indication of how the Unit is performing.

Each PI has a target set for the year. The variation of the actual performance from the target generates an alert symbol, as described below. The IT system used for monitoring also looks at performance between reporting periods to see whether it is improving, getting worse or staying the same. Again, the symbols are shown below.

Symbols

Symbols and Colours are used to provide a quick guide to how Service Units are performing against Key Performance Indicators:



= Green KPI Performance is better than target and the tolerances set for this indicator.



= Blue KPI Performance is on track and within the tolerances set for this indicator.



= Red KPI Performance is worse than target and the tolerances set for this indicator.

Symbols are also used to show whether performance is improving between reporting periods or not:



= Performance is improving between reporting periods



= Performance is getting worse between reporting periods



= Performance is the same as last period

For further information on the way in which Performance Symbols are calculated please contact Jenny Rowlands (01257 515248) or Lindsay Parr (01257 515341) or Sarah Dobson (01257 515325) in Corporate and Policy Services.

BUSINESS PLAN MONITORING STATEMENT FOR THE DEVELOPMENT & REGENERATION UNIT

1. KEY MESSAGES

The Development and Regeneration Unit has now been established for three months and measures are being put in place to ensure that the Unit is focused on the key tasks set out in the Business Plan.

Partnership work with South Ribble and Preston continues on the Core Central Lancashire Sub Regional Strategy, the Northern Way, the Regional Spatial Strategy and the Regional Economic Strategy. In addition the Unit has contributed to the Lancashire Local Area Agreement in particular the Economy block.

Development Control Performance although on track with regards Major and Other applications has fallen with regards Minors. Measures have been put in place to bring this on track which are already having a positive effect.

Progress continues to be maintained on the Local Development Framework programme with all milestones being met including the submission of the monitoring statement at the end of December which it is anticipated will bring in £52k planning delivery grant.

Following lengthy discussions with Preston and South Ribble it has been decided to withdraw from the Building Control Partnership.

It will also include a summary of KPI performance as follows:

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI's	2	2
Number of blue KPI's	2	2
Number of red KPI's	0	0
Number of KPI's not yet measured	9	*

* The KPI's not yet measured are new for 05/06 and their outturn cannot be predicted at this stage. This year will be used to establish a base line and targets for future years.

2. BUDGET UPDATE

Please see next page.

SERVICE LEVEL BUDGET MONITORING 2005/2006

ECONOMIC REGENERATION

DECEMBER 2005

£'000 £'000

ORIGINAL CASH BUDGET

246

Add Adjustments for In year cash movements

Slippage from 2004/2005

- Use of Earmarked Reserves

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED CASH BUDGET

246

Less Corporate Savings

Contribution to Corporate savings targets

(11)

CURRENT CASH BUDGET

235

FORECAST

EXPENDITURE

Savings on vacant posts

(30)

Leased cars

1

Agency staff

2

Car allowances

1

Computer software/hardware

5

Expenditure under(-) or over (+) current cash budget

(21)

INCOME

Grant income: Withnell Fold

(19)

Pro rata reduction in recharges to Astley Park LHF capital scheme re salary costs

21

Income under (+)/ over (-) achieved

2

FORECAST CASH OUTTURN 2005/2006

216

Key Assumptions

Astley Park Project Officer post filled from 23rd January 2006

The United Utilities funded Rivington Park Project is scheduled to finish at this financial year end.

Key Issues/Variables

Maintaining matched funding for Project Officer posts

Key Actions

It is critical that all costs associated with the Rivington Park Project are promptly recovered from United Utilities to prevent them falling on the Units revenue account which has no budget provision for a net cost or surplus.

PLANNING SERVICES

December 2005 £'000

ORIGINAL CASH BUDGET 468

Add Adjustments for In year cash movements

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED CASH BUDGET 468

Less Corporate Savings

Contribution to Corporate savings targets

CURRENT CASH BUDGET 468

FORECAST

EXPENDITURE

Staffing costs (17)

PDG Funded Expenditure 123

Relocation Expenses 3

Car Allowances 3

Mapping Services Agreement 1

Agreed budget savings - discretionary spending (9)

INCOME

Planning Application Fees 8

Building Control Fees (9)

Additional Planning Delivery Grant (123)

Other Income (6)

FORECAST CASH OUTTURN 2005/2006 442

Key Assumptions

- current income levels are maintained
- recruitment to 2 vacant posts from 1 March
- agency staff in Building Control to end of March

Key Issues/Variables

- level of grant received higher than budgetted
- reduction in level of Planning Application fees received

3. SERVICE DEVELOPMENTS

Strategic Regional Site - Plot 1 of the SRS was sold to LEX Autologistics in December 2005. The development will provide 268,000 sq ft warehouse and offices, safeguarding 200 jobs. The site at Pilling Lane will be developed for housing.

Economic Regeneration Strategy - The draft Economic Regeneration Strategy was presented to all the Council at the end of January. The Strategy will be finalised the end of March.

Retail Strategy - The White Young Green study has been take forward with the development of draft policies to be included in the LDF and a Town Centre Strategy.

Astley Park - a Project Officer has been appointed. Detailed surveys have been carried out. A programme has been established and tenders for the first part of programme sent out.

Enforcement - The Enforcement Service continues to be developed with regular reports on caseloads and a review of the Enforcement Charter and establishing priorities.

4. PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS

Indicator Description	Performance 2004/05	Target 2005/06	Performance at 31/12/05	Comments
Planning Apps. (major) determined in 13 weeks	74	60	74	
Planning Apps. (minor) determined in 8 weeks	71	65	62	
Planning Apps. (other) determined in 8 weeks	88	80	83	
Days lost to Sickness Absence	N/A	8.9	6.85	

5. CONCLUSION

The transition from Planning and Economic Regeneration to Development and Regeneration went very smoothly thanks to efforts from all the staff involved. There has been increased pressure in some areas, particularly the need to respond to all the consultations on the various strategic documents while continuing with the 'day' job. The new joined up team has helped us do this. The highlights for this quarter have to be the sale of Plot 1 on the SRS to LEX and the development of the Economic Regeneration Strategy and the Town Centre Study.

Signature: ***J Meek***

HEAD OF DEVELOPMENT AND REGENERATION

**BUSINESS PLAN MONITORING STATEMENT FOR THE
LEISURE AND CULTURAL SERVICES UNIT**

1. KEY MESSAGES

The period has seen an extensive programme of activities for young people. Both the Midsummer Festival and our Get Up and Go programme attracted more visitors than in previous years.

Usage rates across the facilities are on schedule to meet targets. Usage rates at Astley Hall Museum and Art Gallery and Yarrow Valley Country Park have exceeded seasonal targets. However, school groups visiting Astley Hall has reduced. We are taking corrective action to ensure that improvements are made. The full benefit of these improvements will not be seen until 2006/07. The number of rounds, and as a result income, has fallen below target at Duxbury Park Golf Course. Corrective action has been taken with the proposed outsourcing of the course.

We have delayed the completion of the Forward Plan for Astley Hall so that we can take on board issues that emerge from the new museum accreditation process and the Heritage Lottery project in Astley Hall.

A further bid to the Green Flag award scheme is being made for Yarrow Valley Country Park.

The following table gives you a summary of KPI performance at 31 December 2005. As a Unit, we use 25 performance indicators – only 4 of which are our KPI's. Of the remaining 21, two indicators are falling short of target: school group visits at Astley Hall and golf course usage.

	CURRENT POSITION	FORECAST OUTTURN
Number of green KPI's	2	2
Number of blue KPI's	2	2
Number of red KPI's	0	0
Number of KPI's not yet measured	N/A	N/A

2. BUDGET UPDATE

The budget monitoring report for the period is shown on the last page of this statement.

3. SERVICE DEVELOPMENTS

A significant amount of officer time has gone into the development of the young peoples programme. Likewise, the negotiation of the new Indoor Leisure Contract and the market testing of Duxbury Park Golf Course have taken up a significant amount of officer time. Progress is starting to be made with the wider community management programme and this will continue over the next couple of years.

4. PERFORMANCE AGAINST UNIT KEY PERFORMANCE INDICATORS

Indicator Description	Performance 2004/05	Target 2005/06	Performance at 31/12/05	Comments
Young people participating in Unit activities	New indicator	6,500	5,363) See Note 1))))
% of above young people from priority areas	New indicator	30%	40%	
Visits to leisure and cultural amenities	New indicator	1,003,000	1,002,277	
Satisfaction:	65%	66%	61%	
Sport/leisure	63%	64%	60%	
Astley Hall Theatres/halls Parks/open space	58% 76%	59% 77%	54% 82%	

Note 1

Where respondents express an opinion, many opt for a neutral response, such as 'neither satisfied nor dissatisfied', presumably because they are non-users.

Nevertheless the pattern which emerges shows that significantly more residents are satisfied rather than dissatisfied with the facilities. (The figures exclude 'don't knows' and neutrals).

	% saying satisfied	% saying dissatisfied	2005 difference %	2003 difference %
Sports and Leisure	86.0	14.0	72.0	66
Museum / Gallery	91.3	8.7	82.6	66
Theatres / Concert Halls	91.2	8.8	82.4	70
Parks, Open Spaces etc	91.2	8.8	82.4	79

5. **CONCLUSION**

The first 9 months of 2005/06 has seen significant progress made against the Unit's Business Plan.



Signature:

JAMIE CARSON
HEAD OF LEISURE AND CULTURAL SERVICES

SERVICE LEVEL BUDGET MONITORING 2005/2006

LEISURE & CULTURAL SERVICES

DECEMBER 2005

	£'000	£'000
ORIGINAL CASH BUDGET		1,043
Add Adjustments for In year cash movements		
Slippage from 2004/2005		
Golf course consultancy		16
Midsummer Festival		1
CSC Fund Slippage		6
Transfer from contingency		
Cabinet approved decisions		
Trf from Change management Reserve for Community mgmt		10
Delegated Authority decisions		
ADJUSTED CASH BUDGET		<u>1,076</u>
Less Corporate Savings		
Contribution to Corporate savings targets		(14)
CURRENT CASH BUDGET		<u><u>1,061</u></u>
FORECAST		
EXPENDITURE		
Expenditure under(-) or over (+) current cash budget		
Professional and consultancy fees for indoor leisure contract	51	
Professional and consultancy fees for golf course market test	12	
Savings on indoor Leisure Contract	(99)	
Energy recharges at ASLC	<u>10</u>	(26)
INCOME		
Income under (+)/ over (-) achieved		
Arts officer funding	(17)	
Reduction in Golf Course Income	<u>35</u>	18
FORECAST CASH OUTTURN 2005/2006		<u><u>1,053</u></u>

Key Assumptions

Key Issues/Variables

Key Actions

A further review of golf income is required as it is now probable that the loss of income is greater than previously forecasted. However the increase in losses should be offset by potential savings in salaries and discretionary spending in other areas of the service. Head of Service will report these changes in January's monitoring report.

Development and Regeneration Unit Key Performance Indicators								
Unit Key Performance Indicators	Oct	Nov	Dec	YTD Perf	YTD Target	YTD Perf v/s Target	Change in Perf	Year End Target
DR BV12 sickness absence	6.07	6.52	6.85	6.85	6.67			8.90
PLBC004: % Building Plan Determined by Statutory Target Date	?	?	?	?	?			?
BV109a.02 % Planning apps - major	77.00	75.00	74.00	74.00	60.00			60.00
BV109b.02 % Planning apps - minor	63.00	60.00	62.00	62.00	65.00			65.00
BV109c.02 % Planning apps - other	83.00	83.00	83.00	83.00	80.00			80.00

Key Performance Indicators Annual			
	Year End Target	Year End Perf	Year End Perf v/s Target
PL005 Av density new hsg on devpts	30.00	?	?
BV200a.05 Plan making - development plan	?	?	?!
BV200b.05 Plan making - milestones	?	?	?!
BV219a.05 Conservation areas - number	?	?	?!
BV219b.05 Cons. Areas Character Appraisal	40.00	?	?
BV219c.05 Cons. Areas Mngmt Plans	20.00	?	?
ER002: No Jobs Created/Preserved	?	?	?!
ER003: Area Floorspace Created/Improved	?	?	?!

Leisure and Cultural Services Unit Key Performance Indicators - Monthly								
Unit Key Performance Indicators	Oct	Nov	Dec	YTD Perf	YTD Target	YTD Perf v/s Target	Change in Perf	Year End Target
LC BV12 sickness absence	4.92	4.90	5.04	5.04	6.67	★	▲	8.90
LC009: No of Young People Engaged in Act	4884.00	5025.00	5363.00	5363.00	?	!	?	?
LC010: % Participation Target Young People	?	?	40.00	40.00	30.00	★	?	30.00
LC014: Num of Visits to LCS amenities	?	?	1002277	1002277	?	!	?	?

Unit Key Performance Indicators - Annual			
	Yr End Perf	Yr End Target	Yr End Perf vs Target
BV119a.02 Satisfaction Sport users	61.00	66.00	●
BV119c.02 Satisfaction Museum users	60.00	64.00	●
BV119d.02 Satisfaction Theatre users	54.00	59.00	●
BV119e.02 Satisfaction Park/Open Spc	81.70	77.00	●