

AGENDA MANAGEMENT SHEET

Report Title:	Finance & Performance Monitoring 2017/18 – Quarter 2
Name of Committee:	Cabinet
Date:	4 th December 2017
Report Director:	Head of Corporate Resources & Chief Financial Officer
Portfolio	All Portfolios
Ward Relevance	All Wards
Prior Consultation	None
Contact Officer	Mannie Ketley - Head of Corporate Resources & Chief Financial Officer
Report Subject to Call-in	Yes
Report En-Bloc	No
Forward Plan	Yes
Corporate Priorities	This report relates to the following priority(ies): All Council Priorities
Risk Management Implications	This report is intended to give Cabinet an overview of the Council's spending and performance position for 2017/18 to inform future decision-making.
Financial Implications	As detailed in the main report.
Environmental Implications	There are no environmental implications arising from this report.
Legal Implications	There are no legal implications arising from this report.

Equality and Diversity

No new or existing policy or procedure has been recommended.

Recommendation

- 1) The Council's anticipated financial position for 2017/18 be considered;
- 2) A Supplementary General Fund capital budget of £10,000 be approved for 2017/18 for the enhancement of the Council's HR and Payroll system, to be funded from borrowing;
- 3) A General Fund capital budget of £13,870 be approved for 2017/18 for Weighbridge Digitalisation to be funded from revenue salary savings found within the Work Services Unit;
- 4) A net nil supplementary General Fund revenue budget of £12,000 be approved, to implement the local discretionary rate relief scheme which will be fully funded from central government grant; and
- 5) A General Fund revenue budget virement to Corporate Savings of £48,000 be approved following salary savings within Environmental Services.

IT BE RECOMMENDED TO COUNCIL THAT:

- 6) A HRA capital budget of £50,000 for 2017/18 for Door Security Systems be approved to be met from the Sheltered Housing earmarked reserve;
- 7) A supplementary HRA capital budget of £1,811,590 be approved for 2017/18 for Housing Window Replacement to be funded from the Major Repairs Reserve; and
- 8) Performance summary and performance data included in Appendix 4 be considered and noted.

Reasons for Recommendation

The performance and financial position of the Council's General Fund revenue and capital budgets need to be noted by Cabinet to ensure Members are fully aware of the current status.

The report also includes supplementary, virement and savings requests that will require consideration for inclusion in the current 2017/18 budgets.

Agenda No 7

Cabinet – 4th December 2017

Finance & Performance Monitoring 2017/18 – Quarter 2

Report of the Head of Corporate Resources & Chief Financial Officer

RECOMMENDATION

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- 2) A Supplementary General Fund capital budget of £10,000 be approved for 2017/18 for the enhancement of the Council's HR and Payroll system, to be funded from borrowing;
- 3) A General Fund capital budget of £13,870 be approved for 2017/18 for Weighbridge Digitalisation to be funded from revenue salary savings found within the Work Services Unit;
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IT BE RECOMMENDED TO COUNCIL THAT:

- 6) A HRA capital budget approval of £50,000 for 2017/18 for Door Security Systems be approved to be met from the Sheltered Housing earmarked reserve;
- 7) The supplementary HRA capital budget of £1,811,590 is requested for approval for 2017/18 for Housing Windows Replacement to be funded from the Major Repairs Reserve; and
- 8) Performance summary and performance data included in Appendix 4 be considered and noted.

1. INTRODUCTION

This is the second of the quarterly finance and performance monitoring reports for 2017/18, which combines both finance (revenue and capital) and performance monitoring. The purpose of the report is to inform Cabinet of the Council's overall financial and performance position for the year to-date and also the year-end projections as supplied by officers. A final report will be presented to Cabinet in June 2018 for year-end.

The key sections of the report are laid out as follows:

- General Fund (GF) Revenue Budgets - Section 2 and Appendix 1;
- Housing Revenue Account (HRA) Revenue Budgets - Section 2 and Appendix 2;
- Capital Budgets - Section 4 and Appendix 3;
- Performance – Section 5 and Appendix 4

Throughout the report, from a financial perspective, adverse variances to budget, expenditure overspends and income shortfalls, are shown as positive values. Favourable variances, such as expenditure underspends and additional income, are shown as negative values.

2. GENERAL FUND (GF) REVENUE BUDGETS:

2.1 Overview and key messages

- There is a favourable variance to date of **£395,100**, based on actual spend to the end of the Quarter 2 against profiled budgets.
- GF services show an anticipated favorable variance of **£256,600** at year-end.
- This includes forecast income of £870,000 from the green waste service subscriptions, exceeding income expectations for the year by **£470,000**.
- An adverse variance of **£195,000** from underachievement of ticketing income and ancillary services including sale of guidebooks and hospitality from the Hall of Fame.
- The Corporate Savings Target has been set at **£200,000** for 2017/18, to include all savings achieved through more efficient working and savings realised through vacant posts. To date officers have been able to identify **£188,640**.

2.2 Major Variances

A summary of the key variances is included within the table below:

Portfolio / Service Area	Variance at Quarter 2 £	Variance Forecast to Year-End £
Growth and Investment		
Art Gallery & Museum- The variance relates to an overspend on salaries for data transfer work of the Collections database.	+12,000	+17,900
Benn Hall - The service has seen an increase in bar sales over the first half of the year, given the busy Christmas period is likely that sales will overachieve at year-end.	-19,100	-18,200
Planning Services- The variance to date relates to an underachievement of planning income.	+176,200	+100,000
Hall of Fame - The variance to date relates to an underachievement of ticketing income and ancillary services including sale of guidebooks, hospitality etc. It is expected that the income will not be recovered by year-end.	+95,300	+195,000
Sports & Recreation- The variance relates to an unbudgeted spend on salaries and an underachievement of income.	+32,200	+41,400
Other minor variances	-2,000	+800
Subtotal	+294,600	+336,900

Corporate Resources		
Legal Services – Variance relates to an overachievement of income received from court cases.	-18,400	-28,900
Housing Benefit Payments – The variance is due to an increased net cost of Housing Benefit payments following the mid-year subsidy claim.	+4,900	+72,100
General Financial Services - The variance to period relates to debt management expenses which are due to be recharged to the HRA at year-end, plus a projected overspend on payment card costs at year-end.	+31,000	+14,500
Resources- The variance relates to recruitment expenses for vacant posts. Approximately £25,000 has been spent on advertising for professional positions which can be offset with salary savings in the region of £50,000 in areas such as Planning, Legal, Audit & Risk Assurance and IT.	+8,300	+32,100
Other minor variances	+7,200	-4,200
Subtotal	+33,000	+85,600

Environment and Public Realm		
Allotments- The service will incur implementation charges as part of the service being moved to a new provider.	+5,100	+16,700
Cemeteries – Higher than anticipated income from burial and license income.	-49,700	-42,000
Crematorium – Sales of memorial items continue to improve and exceed budget expectations.	-23,900	-13,100
Regulatory Services – A number of salary vacancies has resulted in the service projecting an underspend to year-end.	-47,800	-55,100
Parks, Recreation Grounds & Open Spaces – Unplanned repairs on park equipment following incidence of vandalism and a general need for additional repairs maintenance.	+12,400	+20,800
Safety & Resilience- Variance relates to salary vacancies.	-5,900	-19,000
Green Waste Scheme – Following the successful launch of the Green Waste Scheme the service had recognised £868,000 of income by the end of September, representing a £468,000 overachievement against budgeted to Quarter 2.	-450,700	-450,700
Refuse and Recycling - Reduced charges for recycling gate fee have been recognised to date, however a prudent forecast has been made to year-end due to the volatility of the charges throughout the year.	-135,000	-33,400
Works Services Unit – The variance to year-end is mainly due to an overachievement of income on the Trade Waste service (-£95,000) plus forecast salary savings from vacant posts of approximately £150,000. These salary savings will be considered for allocation against the corporate savings target, once a review of the structure of the Waste and Transport team has been completed. These underspends are offset by an underachievement of income on the Highways service (+£140,000) and other variances within the service.	-21,900	-79,900
Other minor variances	-11,500	-5,800
Subtotal	-728,900	-661,500

Communities and Homes		
Customer & Information Services – Increase in the number of mobile devices issued as part of the digitalisation scheme.	+14,300	+16,300
Housing Options Team – Increased costs of temporary accommodation due to a rise in demand, but due to new Universal Credit procedures the Council is not able to recover costs at the level of previous Housing Benefit Subsidy.	+18,500	+63,200
Other minor variances	-17,200	-2,000
Subtotal	+15,600	+77,500

Executive Directors Office		
Minor variances (no individual variances +/-£10k)	-9,400	-1,800
Subtotal	-9,400	-1,800
Other Corporate Items		
Net Cost of Borrowing - Exchange rate gains following sale of Icelandic bank assets	0	-93,300
Net Variance	-395,100	-256,600

Positive Figures (+): Overspend/Underachievement of income
Negative Figures (-): Underspend/Additional income

2.3 Anticipated General Fund Balances

	£	£
GF Balance at 31st March 2017		-2,159,350
Approved budget carry forwards from 2016/17	+136,870	
Contribution from balances 2017/18	+120,000	
Supplementary budget approvals/pending	+59,720	
Anticipated variance to the end of 2017/18	-256,630	
Amount to be added to balances		+59,960
Anticipated GF Balance at 31st March 2018		-2,099,390

Positive Figures (+): Contribution from Balances
Negative Figures (-): Contribution to Balances

The table above shows that GF balances are forecast to be just below £2.1 million at the end of 2017/18, after considering the projected variance and other budget adjustments.

2.4 General Fund Risks

The main financial risks to the delivery of the forecast year-end position for 2017/18 are:

- **Hall of Fame** - Receipt of budgeted ticket income and sponsorship income from the Hall of Fame, with significant income yet to be secured against annual budgets of £165,000 and £200,000 respectively
- **Housing Options** – Universal Credit continues to impact on the amount of income that can be recovered from temporary accommodation, however the Council has measures in place to mitigate this rise
- **Highways** – The Highways service within the WSU has an anticipated reduction in income of £140,000 due to market conditions, which is being investigated by the budget officer

- **Recycling Gate Fee** – the level of fee paid is heavily influenced by the prevailing market conditions for the sale of recycled materials. The actual fee paid at year-end could vary significantly in either direction from the amount currently forecast depending on the market conditions for the remainder of the year.
- **Crematorium Income** – whilst the service continues to establish a strong proportion of the local market, actual income received is largely determined by mortality rates which can be affected by seasonal and other factors outside of the Council's control.

2.5 Supplementary Budget Requests

HR & Payroll System – Recommendation 2

Additional budget had been requested to enhance and develop the Council's I-Trent HR & Payroll system. The scheme will deliver:

- Enhancement of the Learning and Development module
- Development of the expenses module to include non-mileage claims
- Development of the annual leave module to include flexi-time functionality
- An improved interface with the finance system

Weighbridge Digitalisation – Recommendation 3

An automated weighbridge system installed at the Work Services Unit in Hunters Lane will provide a smoother and quicker service to users of the depot. There will be a financial saving achieved through the need of less manual officer time, and a time saving through the more efficient recording of data.

The funding for this project is to be met from savings already achieved in the service, following the resignation of a part-time member of staff and the subsequent disestablishment of that post.

Discretionary Relief – Recommendation 4

On the 30th October Cabinet approved the Council's scheme to provide discretionary revaluation support for business ratepayers. A budget has been requested to fund the implementation costs of £9,000 for software changes and £3,000 for billing, which will be wholly met by 'New Burdens' grant funding provided by central government.

3 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS:

3.1 Context

Housing Rents were set by Council on 7th February 2017, in the context of rent policy changes from government, most notably the imposition of 1% rent reductions for the period 2016/17 until 2019/20.

3.2 Overview and key messages

- There is an underspend to date of **£143,360**, based on actual spend to the end of the Quarter 2 and monitored against profiled budgets.
- HRA services show an anticipated underspend of **£315,440** at year-end.
- In accordance with principles set out in the Council's response to the implementation of HRA self-financing in 2012/13 all in-year surpluses will be utilised in the repayment of debt subject to the maintenance of a prudent HRA working balance. The HRA revenue balance currently stands at £1.431m and will be reviewed in light of service requirements and risks in preparation for 2018/19 rent setting.

3.3 Major Variances

A summary of the key variances follows:

HRA Income and Expenditure	Variance at Quarter 2 £	Variance Forecast to Year-End £
Rent income from dwellings, land, and buildings - Income levels for service charges and garages are currently lower than estimates. This is subject to change based on the turnover rate of re-lets, voids and Right to Buy applications during the remainder of the financial year.	+21,760	-930
Supervision and Management – Forecast variance arising from net effect of replacing current CCTV/Concierge monitoring contract with in-house provision; vacant posts within the following teams: Estate Management; Property Maintenance, Independent Living Service offset by redundancy costs arising from housing services restructure	-164,010	-202,930
Provision for bad or doubtful debts – the level of arrears categorised as 'Above 52 weeks' has risen from £71,000 to £150,000 over a 12-month period and the contribution to the provision has been increased in 2017/18 to reflect this.	0	+65,000
Interest and investment income –outturn is based on current forecast HRA balances and market interest rate expectations.	0	-181,040
Other minor variances	-1,110	+4,460
Net Variance	-143,360	-315,440

Positive Figures (+): Overspend/Underachievement of income
Negative Figures (-): Underspend/Additional income

3.4 Anticipated HRA Balances

	£	£
HRA Balance at 31st March 2017		-1,431,000
Anticipated underspend to the end of 2017/18	-315,440	
Supplementary budget approvals/pending	+37,430	
Indicative allocation of underspends to amounts set aside for the repayment of debt	+278,010	
Amount to be taken from balances		0
Anticipated HRA Balance at 31st March 2018		-1,431,000

Positive Figures (+): Contribution from Balances
 Negative Figures (-): Contribution to Balances

It is anticipated that £278,010 will be utilised to increase the amount set aside for the repayment of debt in 2017/18, subject to a review of ongoing HRA revenue balances based on risk analysis.

4 CAPITAL:

4.1 General Fund Capital – Overview

- The General Fund capital programme is currently budgeted at £5.408 million for 2017/18 (including £1.197m carry forwards from 2016/17.)
- At the end of Quarter 2, the General Fund capital programme shows an overspend of **£60,060** against profiled budgets.
- There is currently a projected underspend to year-end of **£628,640**.

4.2 General Fund Capital – Major Variances

A summary of the variances by portfolio is included within the table below:

Portfolio / Service Area	Variance at Quarter 2 £	Variance Forecast to Year-End £
Growth and Investment	-500	0
Communities and Homes		
Capital Digitalisation Work – a supplementary capital budget will be requested at year end to be met from the Digitalisation and Commercialisation reserve.	+32,820	+32,820
Payroll/HR Scheme – a supplementary capital budget is requested for approval to be funded from borrowing.	+4,080	+10,000
Other minor variances	+3,550	0
Subtotal	+40,450	+42,820
Environment and Public Realm		
Rainsbrook Cemetery Preparation – it is anticipated that the £100,000 of spend will be deferred and slipped in to 2018/19, as the project is delayed whilst officers liaise with the Environment Agency to provide data on the protection of water courses prior to commencement of works.	-1,290	-100,000
Weighbridge Digitalisation – a capital budget is requested for approval to be funded from revenue savings (see section 2.5)	0	+13,870
Capital Expenditure Section 106 – a capital budget will be requested at year end to be funded from s.106 income	+13,680	+13,950
Other minor variances	-3,690	0
Subtotal	+8,700	-72,180
Corporate Resources		
Carbon Management Plan – it is anticipated the project will be delayed due to staff resource restrictions and procurement timetabling. A carried forward request to 2018/19 will be submitted at the year-end if required.	-3,280	-607,450
Other minor variances	+14,690	+8,170
Subtotal	+11,410	-599,280
Net Variance	+60,060	-628,640

Positive Figures (+): Overspend

4.3 HRA Capital - Overview

- The HRA capital programme is currently budgeted at £12.314 million for 2017/18 (including £0.420m carry forwards from 2016/17).
- At the end of Quarter 2, the HRA capital programme shows an overspend of **£606,960** against the profiled budget.
- There is currently a projected overspend to year-end of £1,833,590 which relates predominantly to a requested supplementary budget for the Housing Window and Door Replacement scheme.

4.4 HRA Capital – Major Variances

A summary of the key variances follows:

	Variance at Quarter 2 £	Variance Forecast to Year- End £
Housing Window and Door Replacement – a supplementary HRA capital budget of £1,811,980 to be met from the Major Repairs Reserve is requested for 2017/18 for completion of the scheme. This is the result of an omission from capital estimates at HRA budget setting in February 2017. This will bring the total budget for the project to £11.150m during the period 2014/15 to 2017/18 as opposed to the initial estimate of £12m at project inception.	+620,880	+1,811,980
Other minor variances	-13,920	+21,610
Net Variance	+606,960	+1,833,590

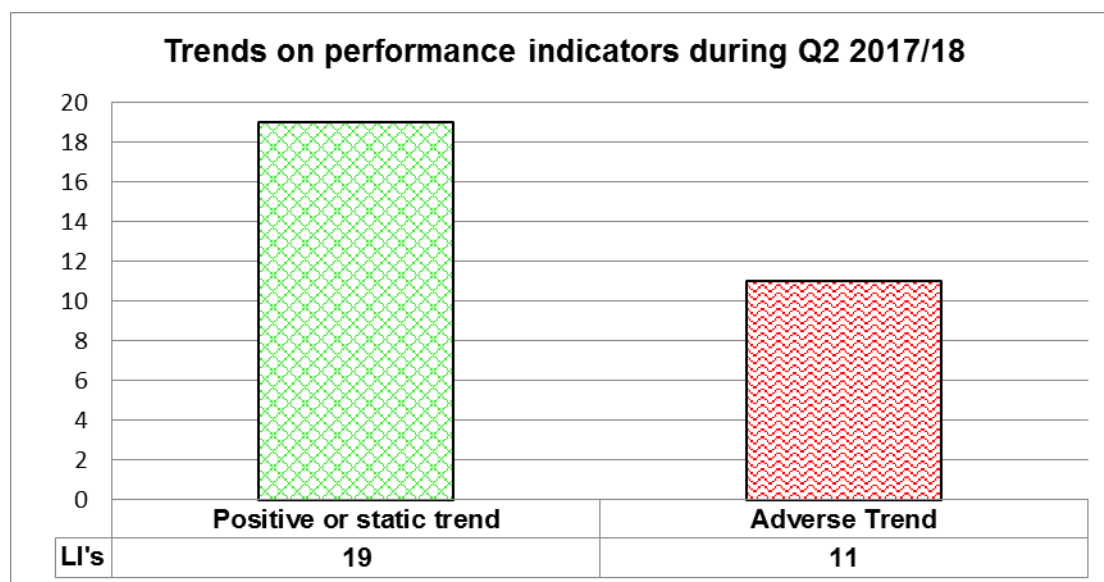
Positive Figures (+): Overspend
Negative Figures (-): Slippage / Underspend

5. PERFORMANCE

This is the monitoring report for the second quarter of 2017/18 and the reported data for each portfolio can be seen in Appendix 4. To further interrogate the data please login to the Rugby Performance Management System (RPMS).

Q2 Summary:

On the whole the Council is performing reasonably well over the range of data that is currently reported with 63% of the performance indicators showing as a positive trend or falling within the 5% tolerance of a target.



Communities & Homes

- The Voids & Lettings data for end to end time is undergoing data cleansing to assure accuracy of the data and may be altered during Q3, if changes occur they will be visible on the RPMS. Due to the Housing restructure this will fall under the Corporate Resources portfolio as of Q3.
- The rent arrears collection indicator is currently undergoing a data quality review so the data may be altered depending on the outcome of the review which is expected to be completed by the end of the calendar year.

Corporate Resources

- The processing of benefits claims has taken less time this quarter compared to Q1. Due to the Housing restructure this will fall under the Communities & Homes portfolio as of Q3.

Environment & Public Realm

- This portfolio is performing well.

Growth & Investment

- The number visits to the leisure centre currently only has data for two months for this quarter and this is likely due to data coming from an external organisation.

To get login details for the RPMS or a refresher course on using the system please contact RPMSsupport@rugby.gov.uk

Name of Meeting: Cabinet

Date of Meeting: 4th December 2017

Subject Matter: Finance & Performance Monitoring 2017/18 – Quarter 2

Originating Department: Corporate Resources

LIST OF BACKGROUND PAPERS

Document No.	Date	Description of Document	Officer's Reference	File Reference

General Fund**Revenue Budget Monitoring 2017/18 April 2017 to September 2017****Key:**

+ = over spend / income shortfall

- = under spend / additional income

	Profiled Budget to Qtr 2	Actual Spend to Qtr 2	Variance to Profile Qtr 2	Current Budget	Projection to Year-End	Variance to Year-End
Portfolio Expenditure :-	£'000	£'000	£'000	£'000	£'000	£'000
Growth & Investment	2,173	2,468	295	3,298	3,635	337
Corporate Resources	8,032	8,065	33	1,609	1,695	86
Environment & Public Realm	4,218	3,489	-729	7,440	6,779	-661
Communities & Homes	759	775	16	1,071	1,148	77
Portfolio Expenditure	15,182	14,797	-385	13,418	13,257	-161
Executive Director Office	1,351	1341	-10	1,897	1,895	-2
	16,533	16,138	-395	15,315	15,152	-163
Less Corporate Savings Target				-200	-200	0
Less IAS 19 Pension Adjustment				-309	-309	0
Less Capital Charge Adjustment				-2,392	-2,392	0
Net Expenditure				12,414	12,251	-163
Net Cost of Borrowing				628	534	-94
MRP Adjustment				1,476	1,476	0
Revenue Contribution to Capital Outlay				88	88	0
Total Expenditure (before Parish Precepts)				14,606	14,349	-257
Parish Council Precepts & Council Tax Support				731	731	0
Total Expenditure				15,337	15,080	-257

Housing Revenue Account (HRA)**Revenue Budget Monitoring 2017/18 April 2017 to September 2017**

Appendix 2

Key:
+ = over spend / income shortfall
- = under spend / additional income

Description	Profiled Budget to Qtr 2 £'000	Actual Spend to Qtr 2 £'000	Variance to Profile Qtr 2 £'000	Current Budget £'000	Projection to Year-End £'000	Variance to Year-End £'000
Income						
Rent income from dwellings	-7,791	-7,808	-17	-16,253	-16,301	-48
Rent income from land and buildings	-75	-70	+5	-152	-149	3
Charges for services	-706	-685	+21	-1,473	-1,440	33
Contributions towards expenditure	-64	-51	+13	-215	-204	11
Total Income	-8,636	-8,614	+22	-18,093	-18,094	-1
Expenditure						
Transfer to Housing Repairs account	0	0	0	3,237	3,237	0
Supervision and Management	1,404	1,240	-164	4,659	4,456	-203
Rents, Rates, Taxes and other charges	3	2	-1	3	3	0
Depreciation & Impairment	3,681	3,681	0	3,681	3,681	0
Debt Management Cost	0	0	0	15	15	0
Provision for Bad or Doubtful Debt	0	0	0	131	196	65
Amounts set aside for the repayment of debt	0	0	0	4,922	4,922	0
Total Expenditure	5,088	4,923	-165	16,648	16,510	-138
Net Cost of Services	-3,548	-3,691	-143	-1,445	-1,584	-139
HRA Share of Corporate & Democratic Core Costs	200	200	0	200	205	5
Interest Payable & Similar Charges	0	0	0	1,251	1,251	0
Interest & Investment Income	0	0	0	-26	-207	-181
Net Operating Expenditure	-3,348	-3,491	-143	-20	-335	-315
Contributions to (+) / from (-) Reserves	0	0	0	57	57	0
Surplus(-)/Deficit(+) for year	-3,348	-3,491	-143	37	-278	-315

Capital Budget Monitoring 2017/18
April 2017 to September 2017

Appendix 3

Key:
+ = over spend / income shortfall
- = under spend / additional income

Portfolio	Profiled Budget to Qtr 2 £'000	Actual Spend to Qtr 2 £'000	Variance to Profile to Qtr 2 £'000	Current Budget £'000	Projection to Year-End £'000	Variance to Year-End £'000
Growth & Investment	3	3	0	49	49	0
Corporate Resources	172	183	+11	953	354	-599
Environment & Public Realm	467	476	+9	3,299	3,226	-73
Communities & Homes	740	780	+40	1,107	1,150	+43
Sub Total General Fund	1,382	1,442	+60	5,408	4,779	-629
Housing Revenue Account	2,336	2,943	+607	12,314	14,148	+1,834
Overall Total	3,718	4,385	+667	17,722	18,927	+1,205

Performance Report for Cabinet Q2 2017/18

Report Author: Christopher Trezise (Admin)



RPMS


How to analyse the trend data

It is important to note that trend data is set to two extremes. Aim to maximise the value or aim to minimise the value. Some data that we collect is not measured against either of these trends and is just factual data.

This report is best viewed in colour so it is recommended to view the electronic version rather than printed black and white copies. The electronic version can be found on the intranet.

An upward pointing arrow is indicative of a positive trend and a downward pointing arrow is indicative of a negative trend.

N/A – When you see this in the trend box it means that the data is not measured against a trend so a trend arrow is not generated.

 - The blue trend arrows represent the long term trend. Long term looks at the data and compares it to the same period over a larger frequency – i.e. Months are compared for the same period last year, quarters compared to same period in previous year and Years are compared over 4 years.

 - The purple trend arrows represent the short term trend. Short term looks at the data and compares it to the previous frequency – either the last month, quarter or year.

 - The bar (both purple and blue) represents no movement in the trend.









Where the short term trend shows as negative then contextual commentary from the assignees and managers has been provided directly beneath the performance measure. Where seasonal trends occur, like at the Art Gallery or Leisure Centre, then contextual commentary will be provided on the long term trend instead.

Communities & Homes Portfolio




Equality & Diversity Data Set

Performance Indicator (PI)	Latest Data Available	Performance Trend Analysis	Portfolio
Ethnic Minority representation in the workforce - employees	9.4% Q2 2017/18	  	6 - CH Portfolio
Despite showing an adverse short-term trend the reduction in ethnic minority representation is 0.1% from last quarter.			

Homelessness Data Set




Performance Indicator (PI)	Latest Data Available	Performance Trend Analysis	Portfolio
Number of homeless preventions made by Rugby Borough Council	35 Q2 2017/18	  	6 - CH Portfolio
This represents a slight drop on the last quarter's figure. It remains difficult to prevent and relieve homelessness as the most effective prevention/relief is via alternative accommodation. This options is not available in the vast majority of cases due to difficulties in accessing the private rental sector.			
Number of homeless preventions made due to financial advice being provided by Citizens Advice Bureau	84 Q2 2017/18	  	6 - CH Portfolio
There continues to be a significant number of customers requiring financial advice services. This could be related to housing and living costs rising faster than earnings.			
The number of households accepted for re-housing	33 Q2 2017/18	 N/A N/A	6 - CH Portfolio
Although lower than the acceptances in the last quarter this figure is within the expected margin.			
The number of homeless decisions made each quarter	57 Q2 2017/18	 N/A N/A	6 - CH Portfolio
This shows a drop on the previous quarter. Casework is becoming ever more complex resulting in turnaround times being longer in terms of decision making.			

Housing Rents Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis	Portfolio
Rent Collection and Arrears Recovery	92.93%	Q2 2017/18	  	6 - CH Portfolio

This performance indicator is still subject to a data quality review and the data may be inaccurate. Review is expected to be complete by end of calendar year.







Housing Voids

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis	Portfolio
Average void rent loss	£394.67	September 2017	  	

Despite an increase in rent loss in September this comes after a decrease in loss of £134 during July and August. In total there was a loss of £1,180 for Q2 which compared to Q1 gives a £50 reduction in rent loss for the quarter.

Corporate Resources Portfolio

Benefits Operational Dataset

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Number of households in receipt of benefits	5,979	Q2 2017/18				6 - CR Portfolio
Benefits - average end to end time for claims (days)	22.41	September 2017				6 - CR Portfolio




On average for the quarter the end to end times to process benefits claim was 22 days which is 2 days faster than the average for Q1.

Financial Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
% of Council Tax collected (cumulative over 10 months per year)	57.20%	Q2 2017/18				6 - CR Portfolio
Percentage of Non-domestic Rates collected (cumulative over 10 months per year)	55.8%	Q2 2017/18				6 - CR Portfolio













The non-domestic rates is showing as an adverse short-term and long-term trend however it is only 0.1% lower than Q2 2016/17.

Gas Certification Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Percentage of properties with a gas appliance that have a valid gas certificate	99.67	September 2017				6 - CR Portfolio






Although this shows as an adverse trend it falls within the set target.

Sickness Absence Data Set










Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Number of working days lost due to long term sickness absence	352	Q2 2017/18				6 - CR Portfolio
Number of working days lost due to short term sickness absence	566	Q2 2017/18				6 - CR Portfolio
Number of staff on long term sickness absence	16	Q2 2017/18				6 - CR Portfolio
Number of staff on short term sickness absence	108	Q2 2017/18				6 - CR Portfolio

Environment & Public Realm Portfolio

Environmental Data Set





Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Cumulative Tonnage of household waste sent for reuse, recycling and composting	7309	Q2 2017/18		N/A	N/A	6 - EPR Portfolio
No. of Flytipping incidents reported	255	Q2 2017/18				6 - EPR Portfolio
Percentage of household waste sent for reuse, recycling and composting	67.9%	Q2 2017/18		N/A	N/A	6 - EPR Portfolio

Food Hygiene Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 5	70.5%	Q2 2017/18				6 - EPR Portfolio
There are currently 70.5% of food premises rated 5. The figure in Q1 was 70.3% so there is a slight increase.						
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above	84.4%	Q2 2017/18				6 - EPR Portfolio
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above	91.8%	Q2 2017/18				6 - EPR Portfolio

The 1.4% drop is not significant and is within normal fluctuation as we do around 400 inspections per year and it would only equate to around 1 or 2 businesses over the quarter.

Parks Data Set




Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Quality rating of Parks and the Grounds	2.75	Q2 2017/18				6 - EPR Portfolio
Average end to end time in days for determining applications of works to protected trees	29	Q2 2017/18				6 - EPR Portfolio

Growth & Investment Portfolio

Benn Hall Data Set






Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
No. of tickets sold at the Benn Hall	716	September 2017				6 - GI Portfolio
Footfall through the door at the Benn Hall	4,279	September 2017				6 - GI Portfolio

Land Charges Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Average end to end time for Land Charge Searches (Days)	3.27	September 2017				6 - GI Portfolio

The average end to end time for September took half a day longer than in August.

Sports & Rec Data Set

Performance Indicator (PI)	Latest Data Available		Performance Trend Analysis			Portfolio
Total number of young people contacts - Borough wide ages 5-19	21,613	Q2 2017/18		N/A	N/A	6 - GI Portfolio
Total grant aid obtained from external funding sources	£75,938.00	Q2 2017/18		N/A	N/A	6 - GI Portfolio
Leisure Centre Visits	60,668	August 2017				6 - GI Portfolio

August is the latest data available for this indicator.