

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Report to Cabinet

5th December 2017

TITLE:	Second Quarter Financial, Procurement and Performance Review 2017/18
PORTFOLIO HOLDER	Cllr Sybil Ralphs – Leader
CONTACT OFFICERS:	Claire Hazeldene – Finance & Procurement Vanessa Higgins - Performance
WARDS INVOLVED:	Non-Specific

Appendices Attached

- **Appendix A - 2017/18 – Second Quarter Financial Report**
- **Appendix B - 2017/18 – Second Quarter Procurement Report**
- **Appendix C - 2017/18 – Second Quarter Performance Report**
- **Appendix D - Application for write-off of non-recoverable debts**

1. Reason for the Report

- 1.1 The purpose of this report is to inform members of the Council's overall performance and financial position for the period ended 30th September 2017 ("Second Quarter 2017/18")

2. Recommendations

- 2.1 It is recommended that the Cabinet:

- Note the Second Quarter 2017/18 financial, procurement and performance position detailed in Appendices A, B and C and summarised at 3.3 of this covering report.
- Approve the write-off of debts as set out in Appendix D.

3. Executive Summary

3.1 This report essentially summarises the Council's financial, procurement and performance position after considering service activity up to the end of the Second Quarter (i.e. 30th September 2017).

3.2 Detailed analysis is provided in Appendix A (Finance), Appendix B (Procurement) and Appendix C (Performance).

3.3 The position can be summarised as follows:

Subject	Headline	Reference
Finance	<p>The Finance headlines for the Second Quarter are:</p> <p><i>Performance against Budget</i></p> <ul style="list-style-type: none"> • The General Fund budget for 2017/18 is forecast to be £309,420 underspent at the Quarter 2 stage. • This underspend will need to be retained in order to meet a predicted deficit on the Business Rates Collection Fund due to the receipt of Section 31 grant to compensate for losses in businesses rates income due to additional reliefs granted by central government <p><i>Efficiency Programme</i></p> <ul style="list-style-type: none"> • The overall efficiency target of £661,000 for 2017/18 is projected to be achieved – with £335,490 achieved to date. However, this is dependent on the progression of key efficiency projects. <p><i>Capital Programme</i></p> <ul style="list-style-type: none"> • The Capital Programme budget for 2017/18 is £3.37m including the carry forward of capital underspends from 2016/17. The projected outturn is £1.7m which represents an underspend of £1.67m relating to Disabled Facilities Grants, Asset Management Plan and the Growth Fund. <p><i>Treasury Management</i></p> <ul style="list-style-type: none"> • Cash investments held at 30th September 2017 totalled £7.4m. The Ascent loan and debenture currently stands at £19m. • Council borrowing at 30th September 2017 totalled £13.2m (£12 m of which relates to the Ascent loan) • The Council's net interest receipts budget is projected to show a surplus of £16,000 at Quarter 2 stage. <p><i>Revenue Collection</i></p> <ul style="list-style-type: none"> • 56.7% of Council Tax was collected by 30th September 2017, compared to 56.9% for the same period last year. • 57.0% of Business Rates was collected by 30th September 2017 compared with 57.4% for the same period last year. • At the end of Quarter Two the value of sundry debt that was over 60 days old was £103,240 which compares with £284,780 at 30th September 2016 • There are a number of balances that are recommended for write off as they are deemed to be non-recoverable. These are detailed in the schedule attached at Appendix D to this report. 	Appendix A

Subject	Headline	Reference
Procurement	<p>The Procurement headlines for the Second Quarter are:</p> <ul style="list-style-type: none"> • 25 procurement activities were completed • The procurement forward plan includes 51 procurement activities for 2017/18 (either SMDC only or joint with HPBC) • At the 30th September 2017, 71% of procurement activity undertaken was on the forward plan and the Council paid 95% of its invoices within 30 days during the year 	Appendix B
Performance	<p>The Performance headlines for the Second Quarter are:</p> <ul style="list-style-type: none"> • Performance is on track for 78% of the key performance indicators • Of the 24 Priority Actions within the Corporate Plan, three are still to commence, 2 are complete, the remainder being classified as 'Green'; and • The Council received 55 complaints, 80 comments and 23 compliments in the First Quarter. Repeat complaints and response times both on track 	Appendix C

4. How this Report Links to Corporate Priorities

4.1 The successful delivery of all corporate priorities is dependent upon the effective management of performance and financial resources, which is the subject of this report.

5. Options and Analysis

5.1 Detailed Analysis is contained within the appendices

6. Implications

6.1 Community Safety - (Crime and Disorder Act 1998)
None.

6.2 Workforce
None.

6.3 Equality and Diversity/Equality Impact Assessment
This report has been prepared in accordance with the Council's Equality and Diversity policies.

6.4 Financial Considerations
There are substantial financial considerations contained throughout the report

6.5 Legal
None

- 6.6 Sustainability
None
- 6.7 External Consultation
None
- 6.8 Risk Assessment
There are a number of risks to the financial position presented, which are identified and explained in the financial report attached at Appendix A.

ANDREW P STOKES
Executive Director (Transformation) & Chief Finance Officer

<u>Web Links and Background Papers</u>	<u>Location</u>	<u>Contact details</u>
Various background working papers	Moorlands House	Claire Hazeldene 01538 395400 Ext. 4191 Vanessa Higgins 01538 395400 Ext. 4195