

## **HIGH PEAK BOROUGH COUNCIL**

### **Report to the Corporate Select Committee**

**4th December 2017**

<b>TITLE:</b>	<b>Second Quarter Financial, Procurement &amp; Performance Review 2017/18</b>
<b>EXECUTIVE COUNCILLOR:</b>	<b>Cllr Emily Thrane – Executive Councillor for Finance &amp; Corporate Services</b>
<b>CONTACT OFFICERS:</b>	<b>Claire Hazeldene - Finance Vanessa Higgins - Performance</b>
<b>WARDS INVOLVED:</b>	<b>Non-Specific</b>

#### **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 (Exempt)**

#### **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 Corporate Select Committee:

- 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; and
- Request that the Executive approve the write-off of debts as set out in Appendix D.

#### **3. Executive Summary**

- 3.1 This report summarises the Council's performance and financial 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) & Appendix C (Performance).

3.3 The position can be summarised as follows:

Subject	Headline	Reference
Finance	<p><b>The Finance headlines for the Second Quarter are:</b></p> <p><i>Performance against Budget</i></p> <ul style="list-style-type: none"> <li>• The General Fund budget for 2016/17 is forecast to be underspent by £1,079,710 at the Quarter 2 stage.</li> <li>• The underspend is required to be ring-fenced to support an additional drawdown against reserves in 2018/19 to account for the impact of business rates appeals and reliefs</li> </ul> <p><i>Efficiency Programme</i></p> <ul style="list-style-type: none"> <li>• The overall efficiency target of £310,000 for 2017/18 is projected to be achieved at the second quarter stage – with £194,150 achieved to date. However, this is dependent on the progression of key efficiency programmes.</li> </ul> <p><i>Housing Revenue Account</i></p> <ul style="list-style-type: none"> <li>• The Housing Revenue Account is forecast to be in surplus by £581,630 - £460,000 of which contributes to ongoing Financial Improvement Plan savings.</li> </ul> <p><i>Capital Programme</i></p> <ul style="list-style-type: none"> <li>• The Capital Programme budget for 2017/18 is £6.1m including the carry forward of capital underspends from 2016/17. The projected outturn is £4.7m which represents an underspend of £1.4m relating to the reprofiling of asset management plan schemes</li> <li>• The HRA Capital Programme for 2017/18 is £4.2 million, with spend forecast to be £55,000 underspent against budget at Quarter 2.</li> </ul> <p><i>Treasury Management</i></p> <ul style="list-style-type: none"> <li>• Cash investments held at 30th September 2017 totalled £18.2 million.</li> <li>• Council borrowing at 30th September 2017 totalled £72.2 million.</li> <li>• The Council's net interest receipts general fund budget is projected to be underspent by £8,260, with a £39,330 underspend on the HRA</li> </ul> <p><i>Revenue Collection</i></p> <ul style="list-style-type: none"> <li>• 54.7% of Council Tax was collected by 30th September 2017, compared to 57.5% for the same period last year.</li> <li>• 58.6% of Business Rates was collected by 30th September 2017 compared with 58.5% for the same period last year (<i>2017/18 distorted by an upfront payment from a large hereditament payer</i>)</li> <li>• At the end of Quarter 2 the value of sundry debt over 60 days old was £267,417 which compares to £266,876 at 30th September 2016</li> </ul>	Appendix A
Procurement	<p><b>The Procurement headlines for the Second Quarter are:</b></p> <ul style="list-style-type: none"> <li>• 48 procurement activities were completed (3 high value greater than £172,000 – including HRA boiler replacements and Pavilion Gardens food supplies)</li> <li>• The procurement forward plan includes 75 procurement activities scheduled for 2017/18 (either HPBC only or joint)</li> <li>• At the 30th September 2017, 71% of procurement activity undertaken was on the forward plan and the Council paid 96% of its invoices within 30 days</li> </ul>	Appendix B
Performance	<p><b>The Performance headlines for the Second Quarter are:</b></p>	Appendix C

	<ul style="list-style-type: none"> <li>• 63% of the key performance indicators are on track</li> <li>• Of the 19 Priority Actions within the Corporate Plan, one is rated 'amber', one is awaiting a decision, the remainder being classified as 'Green'; and</li> <li>• The Council received 94 complaints, 74 comments and 66 compliments in the Second Quarter. Repeat complaints and response times both on track</li> </ul>	
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#### **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**

**Web Links and  
Background Papers**

**Location**

**Contact details**

Various background working papers

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