



EAST STAFFORDSHIRE BOROUGH COUNCIL

REPORT COVER SHEET

Title of Report:	Quarter 1 Performance Report 2024/25: Corporate Plan, Leisure Contract and Towns Fund Programme	To be marked with an 'X' by Democratic Services after report has been presented
Meeting of:	Corporate Management Team – 14 th August 2024	X
	Pre-Cabinet – 22 nd August 2024	X
	Leader's / Leader of the Opposition's Advisory Group – 29 st August & 4 th September 2024	X
	Cabinet – 16 th September 2024	
	Scrutiny (Value for Money Council) Committee – 2 nd October 2024 Scrutiny (Regeneration, Development and Market Hall) Committee – 14 th October 2024 Scrutiny (Climate Change and Environment) Committee – 30 th September 2024 Scrutiny (Health and Wellbeing) – 7 th October 2024	



Is this an Executive Decision:	NO	Is this a Key Decision:	NO
Is this in the Forward Plan:	YES	Is the Report Confidential:	NO
If so, please state relevant paragraph from Schedule 12A LGA 1972:	N/A		

Essential Signatories:

ALL REPORTS MUST BE IN THE NAME OF A CHIEF OFFICER

Monitoring Officer: **John Teasdale**

Date Signature

Chief Finance Officer: **Lloyd Haynes**

Date Signature

EAST STAFFORDSHIRE BOROUGH COUNCIL

Report to Cabinet

Date: 16th September 2024

REPORT TITLE: Quarter 1 Performance Report 2024/25

PORTFOLIO: Leader of the Council

CHIEF OFFICER: Mark Rizk

CONTACT OFFICER: Thomas Grocutt Ext. No. x1626

WARD(S) AFFECTED: Non-specific

1. Purpose of the Report

1.1. This report provides a performance update on progress at the end of the first quarter of the 2024/25 financial year towards delivering:

1.1.1. East Staffordshire Borough Council's Corporate Plan

1.1.2. Leisure Services Contract Performance

1.1.3. Towns Fund Programme

2. Executive Summary

2.1. Corporate Plan Performance

2.1.1. The Corporate Plan contains 102 targets¹ in total. Each target has been graded using a Red, Amber or Green scoring system to reflect the progress towards achieving that target.

2.1.2. Out of the 102 targets:

75 are green status

1 are amber status

3 are red status

23 are not yet due to be reported

2.1.3. Of the 79 'live' targets:

94.94% are green status

1.27% are amber status

3.80% are red status

2.2. Leisure Contract Performance

2.2.1. Overall the Leisure Operator continues to be compliant with the services specification.

2.2.2. At the end of Quarter 1 of the 2024-25 contract year a review of the Outcomes Scorecard's RAG ratings for the Key Performance Indicators showed statuses as follows; 77 Green, 1 Amber, and 0 Red.

2.3. Towns Fund Programme

2.3.1. This report provides an update on the Towns Fund programme as of 2024-25 Q1. It summarises project progress, key risks, current financial profiles, and total spend and commitment claims for three projects: Canal Towpath Project (£1,784,619.21) Cycle Network Enhancements (£1,063,788.19) and the Specialist College Project (£3,502,278).

2.3.2. ESBC is required to submit six monthly returns to central government to report progress on delivering the Towns Fund Programme, which are informed by these quarterly reports.

3. Background

3.1. The 2024/25 edition of the Corporate Plan was adopted at Full Council in March 2024 and details five new Corporate Priorities:

- Improving Local Democracy
- Creating a prosperous East Staffordshire
- Developing a Green New Deal for East Staffordshire
- Protecting our heritage
- Standing up for our communities

3.2. The Leisure Services Contract between East Staffordshire Borough Council and Everyone Active commenced on 1st February 2019, following Full Council approval in November 2018. 2024-25 is the sixth year of the contract which began in February 2019.

- 3.3. A fully detailed report on the Leisure Services contract, including financial performance, will be presented to the Scrutiny Committee focused on Value for Money.
- 3.4. The Towns Fund Programme comprises four projects approved and funded by government: High Street Project (led by ESBC), Canal Towpath Project (led by Canal Trust), Cycle Network Enhancement Project (led by Staffordshire County Council) and Specialist College Offer Project (led by Burton College).

4. Contribution to Corporate Priorities

- 4.1. This report indirectly contributes to all five of the Corporate Priorities as it provides updates and analysis on all the measures and targets identified to monitor progress towards achieving these contained in the Corporate Plan, as well as the Leisure Services contract and Towns Fund Programme.

5. Corporate Plan Performance – Quarter One 2024/25

- 5.1. There are 102 Corporate Plan targets in total, which aim to directly contribute towards delivering the five new Corporate Priorities. Each target has been graded using a Red, Amber or Green system to reflect the progress towards achieving that target as at 30th June 2024, using the following definitions:
 - **Green:** Target fully achieved or currently on track to achieve target
 - **Amber:** In danger of falling behind target
 - **Red:** Off target or has been completed behind the target deadline
- 5.2. Table 1 below provides a breakdown of the number of targets in the Red, Amber and Green categories using the definitions above.

Table 1: Quarter 1 RAG statuses for all Corporate Plan targets

ALL TARGETS					
Status	Number of measures	% of all indicators	Total % of all indicators	% of due indicators	Total % of due indicators
Target Fully Achieved	6	5.88%	73.53%	7.59%	94.94%
On Track to be Achieved	69	67.65%		87.34%	
In Danger of Falling Behind Target	1	0.98%	0.98%	1.27%	1.27%
Completed Behind Schedule	1	0.98%	2.94%	1.27%	3.80%
Off Target	2	1.96%		2.53%	
Not yet due to be reported	23	22.55%	22.55%		
Update not provided	0	0.00%	0.00%		
Deferred	0	0.00%	0.00%		
Deleted	0	0.00%	0.00%		
Totals	102				
Due to be Reported	79				

5.3. A summary of the percentage and number of performance indicators that have been graded Red / Amber / Green for each of the Corporate Priorities and Cabinet Portfolios is shown in Table 2 below.

Table 2: Summary of Corporate Plan RAG statuses by Priority and Portfolio

Quarter One (2024/25)	Green		Amber		Red	
	Number of Indicators	Percentage	Number of Indicators	Percentage	Number of Indicators	Percentage
Overall Performance						
All due targets	75	94.94%	1	1.27%	3	3.80%
Corporate Priority						
Improving Local Democracy	11	84.62%	0	0.00%	2	15.38%
Creating a prosperous East Staffordshire	17	94.44%	1	5.56%	0	0.00%
Developing a Green New Deal for East Staffordshire	15	100.00%	0	0.00%	0	0.00%
Protecting our heritage	9	90.00%	0	0.00%	1	10.00%
Standing up for our communities	23	100.00%	0	0.00%	0	0.00%
Cabinet Member Portfolio						
Communities and Regulatory Services	9	100.00%	0	0.00%	0	0.00%
Environment and Climate Change	16	100.00%	0	0.00%	0	0.00%
Finance and Treasury Management	8	88.89%	0	0.00%	1	11.11%
Leader	12	100.00%	0	0.00%	0	0.00%
Regeneration and Development	17	89.47%	1	5.26%	1	5.26%
Tourism and Cultural Development	13	92.86%	0	0.00%	1	7.14%

5.4. Corporate Plan Exception Reporting

5.4.1. In order to highlight potential areas for improvement, Table 3 below details the targets that have been given a 'Red' or 'Amber' status.

5.4.2. Full performance information on all Corporate Plan targets is provided in Appendix 1.

Table 3: Targets given a 'Red' or 'Amber' status for Quarter 1

Corporate Plan Performance				
CP Ref	Objective	Target 2024/25	Update	On Track? (R/A/G)
ILD03	Delivering a high quality Planning service	Refresh the Member Call In procedures for planning applications and update the Constitution accordingly (May 2024)	Proposals for refreshing the planning call in process were developed for consideration by Council in July, however this work did not progress following initial consideration by Members.	Off Target
POH05	Preserving the Brewhouse	Commence repair works on the Brewhouse roof following the tender exercise (September 2024)	The decision has been made to utilise a Framework agreement to help move this project along. To ensure VFM, we will be undertaking a mini competition under a YPO framework instead of using a full tender as planned. The framework will be ready to go out during August 2024.	Off Target
ILD10	Improving Financial Stewardship	Close the 2021/22 and 2022/23 accounts and meet required deadlines for the 2023/24 accounts. (March 2024)	2021/22 and 2022/23 accounts closed. 2023/24 draft accounts issued, but with a delay beyond the 31 May 2024 deadline. Signed off by the Chief Finance Officer on the 3rd July 2024. Public inspection period started on the 4th July 2024.	Completed Behind Schedule

Corporate Plan Performance

CP Ref	Objective	Target 2024/25	Update	On Track? (R/A/G)
PES10	Take forward regeneration in Uttoxeter	Take forward regeneration in Uttoxeter (July 2024)	Discussions on the finalisation of the contract progressed well during Quarter 1, however this has suddenly slowed at the beginning of Quarter 2.	In Danger of Falling Behind Target

6. Leisure Services Contract Performance – Quarter One 2024/25

- 6.1. A schedule for the monitoring of the contract (including regular site visits) has been implemented to assist in the contract management of the partnership with Everyone Active, and detailed reviews of processes and performance have been undertaken throughout the quarter.
- 6.2. Overall the Leisure Operator continues to be compliant with the services specification. Any operational actions identified as requiring ongoing monitoring are detailed in full in Table 1 of Appendix 2 (Private).
- 6.3. Appendix 2 (Private) provides further details of the contract monitoring undertaken by the Council during April, May and June, in addition to the contractor's work with the community and local clubs, enhancements to their Leisure provision and updates regarding the Councils involvement in the Better Health Staffordshire initiative.

Leisure Services Outcomes Scorecard

- 6.4. An Outcomes Scorecard forms part of the annual leisure contract monitoring process. The scorecard sets out a series of key performance target indicators linked to the Authority's Outcomes and identifies performance measures and score banding based on a RAG (Red, Amber, and Green) rating system, scores, supporting commentary and action plan points.
- 6.5. At the end of Quarter 1 of the 2024-25 contract year a review of the scorecard's RAG ratings for the Key Performance Indicators showed statuses as follows; 77 Green, 1 Amber, and 0 Red.²
- 6.6. The Key Performance Indicators will continue to be monitored throughout the year, and reported on each quarter.
- 6.7. A fully detailed report, including financial performance, will be presented to the Scrutiny (Value for Money Council) Committee.

7. Towns Fund Programme – Quarter One 2024/25

- 7.1. The Burton upon Trent Towns Fund programme is now active, with two projects either in the design, procurement or delivery phase, one project is practically complete subject to the defects period, and the final project now completed.
- 7.2. There are four projects on the Towns Fund programme, namely:
 - The High Street Project (ESBC led)
 - The Canal Towpath Project (Canal and River Trust led)
 - The Cycle Network Enhancement Project (SCC led)

² Note different definitions apply for the RAG ratings for the Leisure Contract and Corporate Plan.

- The Specialist College Offer Project (Burton and South Derbyshire College led)
- 7.3. The programme summary attached at Appendix 3 provides an update on individual project progress, current funding profiles, programme outputs and outcomes (where currently capable of being modelled), and key risks.
- 7.4. The following amounts have been paid out in grant awards as part of this reporting process:
- 7.4.1. Canal Towpath Project: £1,784,619.21 (90% of grant award)
- 7.4.2. Cycle Network Enhancements: £1,063,788.19 (56% of grant award)
- 7.4.3. Specialist College Offer Project: £3,502,278 (100% of grant award)
- 7.5. The Council's own project (High Street project) is managed through the Council's usual budget and project management procedures and so claims are not made in the same way. The total spend for the High Street project as of the end of Quarter One is £6,170,515.97 from a total project budget of £20,259,335, representing 30.5% of the project budget.
- 7.6. The three partner projects are currently identified as being on track or completed with a positive RAG rating for delivery, spend and risk, with some projects having key communication milestones falling within the next 6 months.
- 7.7. The Council's High Street project has a positive spend RAG, however the delivery risk is flagged on the basis of project timescale impacts arising from the Council's approval of the new Bass House concept at the Council meeting in September 2023. This remains unchanged from previous updates and is carried forward through the programme.
- 7.8. The most significant of the key risks identified in Appendix 3 are those relating to funding pressures, including inflation impacts, a need to secure other funding, and the processing of grant claims. No risks have been identified for escalation through the 6 monthly programme returns to Government.
- 7.9. One project has now fully completed at the time of this report – the Specialist College Project – and so local evaluation activities will soon be commencing for this. Consequently, there are no risks identified for this project.
- 7.10. The Canal Towpath Project has now practically completed, subject to snagging and residual works, and so plans for a commissioned evaluation report are underway and being promoted by the Council. Consequently, there are no risks identified for this project.

8. **Financial Considerations**

This section has been approved by the following member of the Financial Management Unit: Daniel Binks

- 8.1. With respect to the Leisure Operating contract, at the end of quarter one the revenue costs to the Council are estimated to be in line with those assumed in the approved Medium Term Financial Strategy. As set out in Appendix 2, the current economic and geo-political circumstances mean that cost pressures particularly in relation to energy are impacting on the contractor and an interim arrangement has been reached for 2024/25. This is being monitored closely alongside the wider contract performance by management and the Partnership Board.
- 8.2. Actual expenditure for the Towns Fund Project at the end of June is set out in the Q1 finance report against the overall project budgets.

9. **Risk Assessment and Management**

- 9.1. The main risks to this Report and the Council achieving its objectives are as follows:
- 9.2. **Positive** (Opportunities/Benefits):
- 9.2.1. Early identification of positive and negative trends allows for corrective action to be put in place to ensure the Council delivers its corporate priorities.
- 9.3. **Negative** (Threats):
- 9.3.1. Failure to rectify under performance could result in a decline in service standards, and Leader / Cabinet Member priorities not being delivered.
- 9.4. The risks do not need to be entered in the Risk Register.

10. **Legal Considerations**

This section has been approved by the following member of the Legal Team: John Teasdale.

- 10.1. There are no significant legal issues arising from this Report.

11. **Equalities and Health**

- 11.1. **Equality impacts:** The subject of this Report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.

11.2. **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed.

12. **Data Protection Implications – Data Protection Impact Assessment (DPIA)**

12.1 A DPIA must be completed where there are plans to:

- use systematic and extensive profiling with significant effects;
- process special category or criminal offence data on a large scale; or
- systematically monitor publicly accessible places on a large scale
- use new technologies;
- use profiling or special category data to decide on access to services;
- profile individuals on a large scale;
- process biometric data;
- process genetic data;
- match data or combine datasets from different sources;
- collect personal data from a source other than the individual without providing them with a privacy notice ('invisible processing');
- track individuals' location or behaviour;
- profile children or target marketing or online services at them; or
- process data that might endanger the individual's physical health or safety in the event of a security breach.

12.2 Following consideration of the above, there are no Data Protection implications arising from this report which would require a DPIA.

13. **Human Rights**

13.1. There are no Human Rights issues arising from this Report.

14. **Sustainability** (including climate change and change adaptation measures)

14.1. Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) N/A.

15. **Recommendation(s)**

15.1. To consider performance at the end of the first quarter of the 2024/25 financial year towards achieving the Council's Corporate Priorities and Leisure Services Contract and Towns Fund Programme.

16. **Background Papers**

None.

17. **Appendices**

17.1. Appendix 1 – Quarter 1 Corporate Performance Monitoring Spreadsheet

- 17.2. Appendix 2: Quarter 1 Leisure Services Contract Performance Summary (Private)
- 17.3. Appendix 3: Burton upon Trent Towns Fund 2024-25 Q1 Report (Private)