

- with regard to the current financing of Digital Rutland and Oakham Enterprise Park. Oakham town centre was a previously approved project and put in the Capital spend at that time; when the project was approved prudential borrowing had been agreed however Cabinet decided not to borrow until the amount of S106 funding was known,
- xiv) In relation to the question on whether it was possible to know the deficit for the running of the Rutland County College and the contribution from Tresham College Members were advised that this information would be circulated to them;
 - xv) The Strategic Director for Resources, Mrs Mogg, advised Members that Revenue Expenditure Funded by Capital Under Statute (REFCUS) was a technical accounting entry. This would be classed as capital expenditure if spent on the Authority's own buildings. An example would be where a capital grant was passed onto a school;
 - xvi) That funds were transferred from Earmarked Reserves to offset expenditure incurred. If savings were made on revenue budget funds they might be transferred to the earmarked reserve. The transferring of funds to and from the reserves could affect the level of outturn between quarters. Earmarked Reserves had been in place for a period of time; Invest to Save was set up when it was realised that the Council needed to change the way it operated;
 - xvii) That funds from Earmarked Reserves could only be transferred to budget for purposes agreed; had to meet the purpose that the reserve was set up for;
 - xviii) That funds from Invest to Save were for use to fund some of the one off costs associated with dealing with restructure and to fund projects which would give the Council a financial benefit in the future;
 - xix) That it was possible to provide Members with a breakdown of the £850,757 budget carry forward;
 - xx) That Accumulated Absences were included in the Summary Revenue Position as at 31 March 2013, Appendix 1 to Report No. 122/2013, as the Authority was required to show this as a liability although members of staff were not paid for annual leave not taken during their leave year. This was a technical accounting entry;
 - xxi) That further training, in understanding local government finance, could be offered to Members;
 - xxii) That all directorates were to be congratulated for the work undertaken to maintain costs.

AGREED

- 1) The Panel noted the contents of Report No. 122/2013.
- 2) Officers to advise Members why Ketton Surgery Development included in the Capital Programme Budget.
- 3) Information regarding the deficit for running Rutland County College and the contribution from Tresham College to be circulated to Members.
- 4) Members to be provided with a breakdown of the £850,757 budget carry forward.
- 5) Consideration to be given to offering Members training in understanding local government finance.

55 PERFORMANCE MANAGEMENT REPORT – QUARTER 4 2012/2013

Report No. 120/2013 from the Chief Executive was received.

The Interim Strategic Director for Resources, Mr Della Rocca, introduced the report the purpose of which was to report to Cabinet on the Council's performance for the

fourth quarter of 2012/13 and the year to date.

The following points were noted during the discussion:

- i) That overall 66% of performance targets had been achieved;
- ii) That the Authority was currently undertaking a business planning exercise that would look at the Key Performance Indicators (KPIs) to confirm whether there should be any changes for 2013/14 ;
- iii) Paragraph 6.1 of Report No. 120/2013 listed some of the indicators where a review was required. Further development work was to be undertaken on under-represented Strategic Aims with new indicators for Quarter 1 2013/14. The Interim Strategic Director for Resources, Mr Della Rocca, informed Members suggestions could be brought back to this Panel. He was also willing to take suggestions outside of this meeting;
- iv) That the Customer Services team was currently undergoing a review. Upon completion the report would be brought to this Panel;
- v) That a report on how the Authority reports on staffing numbers would be brought to the next meeting of this Panel. The aim of the report would be to help Members better understand how staff numbers were put together;
- vi) LI001 - % of creditor invoices paid within terms. There had been a slight improvement on quarter 3. 96% of invoices were paid within 30 days during quarter 4. This KPI was to be looked at;
- vii) LI004 - % of FOI requests replied to within 20 days. 162 requests received during quarter 4, compared to 128 in quarter 3. 65.43% were answered within 20 days, 9.2% were answered within 21-30 days;
- viii) LI029 - % of sundry debt recovered. Continued to perform well (91.2% cumulative year to date; target 95%);
- ix) LI031 - % of agendas and reports published 5 days before meetings and LI032 - % of draft minutes issued within 5 days of the meeting (or 2 days in respect of Cabinet record). Both these targets related to Democratic Services. This section was undergoing a review together with the Admin Support Team with the new structure being in place at the end of June 2013. It was expected that there would be a marked improvement in performance when the posts were filled;
- x) In relation to LI031 and LI032, Members were informed that the Chief Executive had raised the issue of reports being produced late with the Senior Management Team. It was accepted that there were occasions where issues arise and it is necessary to take papers to Cabinet and Council outside the 5-day target. The delay in the drafting of minutes was a question of resourcing within the department;
- xi) Although Customer Services was within the People Directorate it was noted that that the downward trend in workload had not been maintained and with the team now dealing with housing option enquiries and an increase in benefit claimants there had been an increase in workload;
- xii) That consideration was being given as to how the Council could improve its website to provide a more informative service;
- xiii) Clarification was sought on the definition of long term and short term sickness. Members were advised that where an employee was absent from work for up to 20 days it was classed as short term; 21 days and above was classed as long term;
- xiv) The Senior Management Team had requested, from the Human Resources department, a breakdown of the reasons for sickness to help identify if there was an underlying problem;
- xv) LI004 - % of FOI requests replied to within 20 days. It was noted that requests per quarter varied between 120 and 160. That many of the requests received were from commercial organisations; Scrutiny had