

REPORT TITLE: Q2 FINANCE AND PERFORMANCE MONITORING

12 DECEMBER 2018

REPORT OF CABINET

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WARD(S): ALL

PURPOSE

This report provides a summary of the Council's performance and financial position during the second quarter of 2018/19.

This second report of 2018/19 includes progress updates for the Council's major projects, the Council Strategy outcomes and key performance measures.

A financial summary is also included for the General Fund revenue and capital budgets as well as the Housing Revenue Account (HRA).

RECOMMENDATIONS:

That Cabinet;

1. Notes the progress achieved during the second quarter of 2018/19 and endorses the content of the report.
2. Approves supplementary revenue budgets of £75k related to grants of £50k to the Science Centre and £25k to Jane Austen Tourism.
3. Approves a supplementary capital budget and authority to incur capital expenditure of £97k in 2018/19, in order to purchase our IDOX IT licenses.

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 This report forms part of the framework of performance and financial monitoring in place to check the progress being made against the projects and programmes included in the Portfolio Plans and the achievement of the outcomes included in the Council Strategy.

2 FINANCIAL IMPLICATIONS

- 2.1 The financial implications of this report are detailed in Appendix 1. Almost all the projects included in the Council Strategy and Team Service Plans have financial implications, some significant and these are agreed and reported separately before the commencement of the project.
- 2.2 Supplementary revenue budgets of £75k related to a grant of £50k to the Science Centre and £25k to Jane Austen Tourism, funded by the Community Grants and Commissioning earmarked reserve (see Portfolio Holder Decision Notice PHD799 refers).
- 2.3 The Council has the opportunity to purchase the licenses to use its IDOX system for a one-off capital purchase rather than paying an annual license fee. The IDOX system is one of the Council's core systems and is used for Planning, Building Control, Environmental Health, Licensing, HMO, Land Charges and Estates Management. The current license costs, as well as maintenance for the system is £87k and rises with inflation each year. For a one-off fee of £97k, the new ongoing costs will be £44k p.a. and this will be at a fixed level with no inflation for the next three years. The total over four years at present is forecast to be £359k whereas, including the £97k one-off purchase which would be included and funded within the capital programme, the costs over four years is £273k, and overall reduction of £86k. In the revenue budget, this will create an on-going saving of £43k which will be included within the revenue budget for 2019-20.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None directly in this report, though individual projects are subject to review by Legal Services where required.

4 WORKFORCE IMPLICATIONS

- 4.1 None directly, although naturally staff will be required to deliver each project.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly in this report.

6 CONSULTATION AND COMMUNICATION

- 6.1 Cabinet members, Executive Leadership Board (ELB) and Heads of Team have been consulted on the content of the report.
- 6.2 The content of the report has also been considered by The Overview and Scrutiny Committee at its meeting on 26 November 2018 (Report [OS212](#) refers).
- 6.3 At that meeting, Members requested that the following item be raised to the attention of Cabinet.
- That additional milestones be added to each of the major projects monitoring reports so that forward progress can be measured and monitored.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None.

8 EQUALITY IMPACT ASSESSEMENT

8.1 None required arising from the content of the report, although some of the projects will require an Equality Impact Assessment to be undertaken

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property - none</i>		
<i>Community Support – Lack of consultation on for example major projects, affects residents and can cause objections or delay.</i>	Regular consultation and engagement with stakeholders and residents regarding major projects or policy changes.	Positive engagement and consultation can bring forward alternative options that might not have otherwise been considered.
<i>Timescales – delays to project delivery can lead to increased cost and lost revenue.</i>	Regular project monitoring undertaken to identify and resolve slippage.	
<i>Project capacity – availability of staff to deliver projects.</i>	Resources to deliver projects are discussed at the project planning stage and agreed by the project board.	Opportunities present themselves for staff to get involved in projects outside their normal role enabling them to expand their knowledge and skills base as well as working with others.
<i>Financial / VfM – budget</i>	Regular monitoring of	Early notification of

Risk	Mitigation	Opportunities
<i>deficit or unforeseen under or overspends.</i>	budgets and financial position including forecasting to year end to avoid unplanned over/underspends.	unplanned under/overspends through regular monitoring allows time for plans to be put in place to bring the finances back into line with budget forecast.
<i>Legal – none.</i>		
<i>Innovation – none.</i>		
<i>Reputation – ensuring that the Council delivers the outcomes as set out in the Council Strategy.</i>	Regular monitoring and reporting of the progress the Council is achieving against its priorities included in the Council Strategy, including this report.	

11 SUPPORTING INFORMATION:

- 11.1 This report provides an update on the Council's performance during the second quarter of 2018/19 and financial position as at 30 September 2018.
- 11.2 The quarterly Finance and Performance Management Report, attached as Appendix 1, is arranged into four sections with each covering the significant areas of performance that the Council is monitoring. An introduction and summary is also included at the beginning of the report.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 None.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3070 – Q1 Finance and Performance Monitoring Report

Other Background Documents:-

None.

APPENDICES:

Appendix 1 Q2 Finance and Performance Management Report 2018/19



FINANCE & PERFORMANCE MANAGEMENT REPORT SECOND QUARTER 2018/19



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Section 4: Managing the business – Corporate Health Indicators

Introduction and Summary

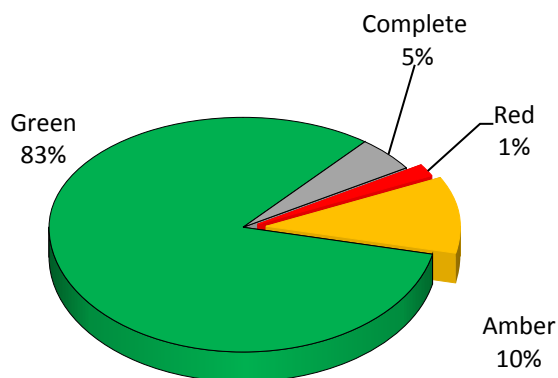
The purpose of this report is to demonstrate the performance of the Council at the end of each quarter throughout the financial year in relation to the aims and objectives in the Council Strategy, progress of the Council's major projects, the financial position and corporate health performance indicators.

The report does not provide detailed information relating to the numerous activities included in individual team service plans but includes the significant projects that the Council is undertaking.

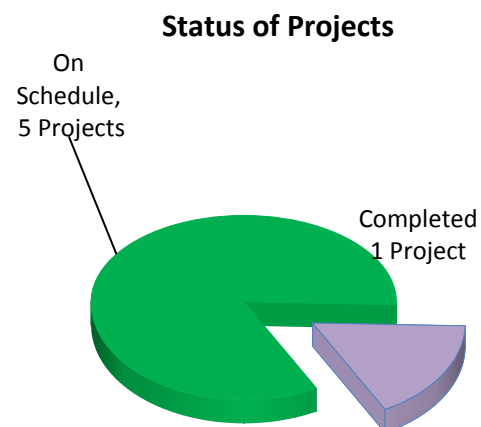
Similarly there are performance measures that are not reported here but support the business of that team and managed by each Corporate Head of Service.

The following diagrams provide a summary of the position of the Council as at the 30 September 2018 (Quarter 2) across the key areas of performance. Further information is provided in the following appendices.

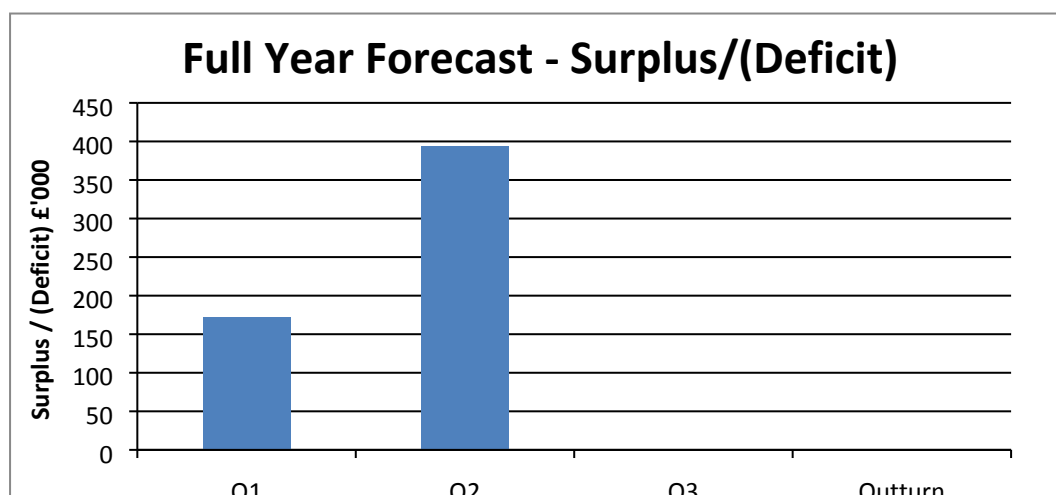
Council Strategy Q2 2018/19



Project Monitoring Q2 2018/19



Summary General Fund Revenue Financial Service Forecast



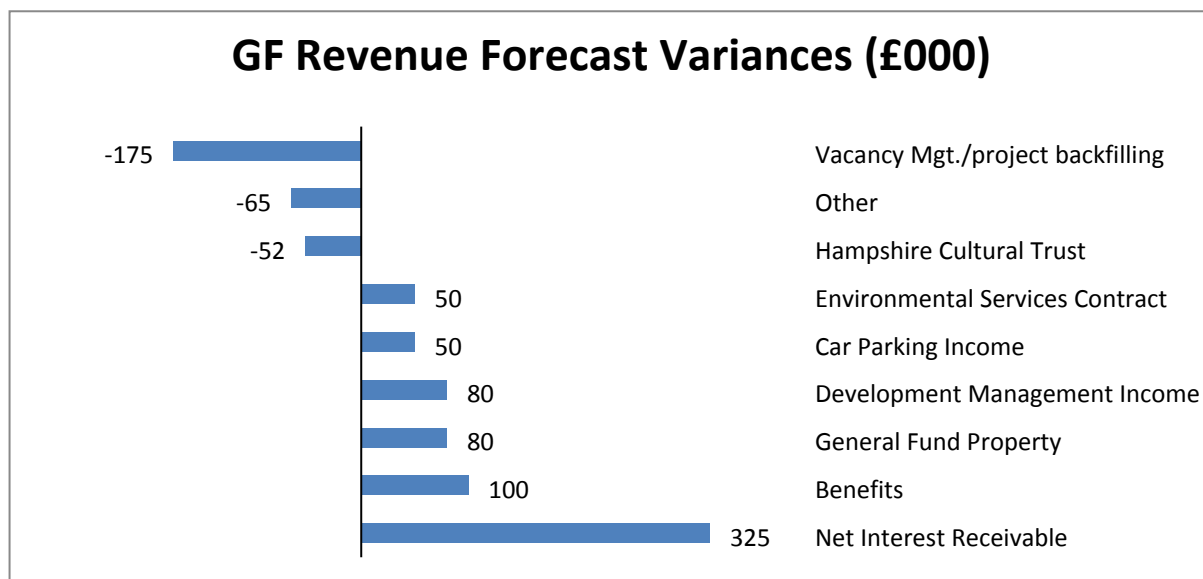
Section 1 – Financial Update as at 30 September 2018

This section presents a summary of the Council's financial position as at 30 June 2018 with regard to the General Fund and Housing Revenue Account budgets.

General Fund Revenue

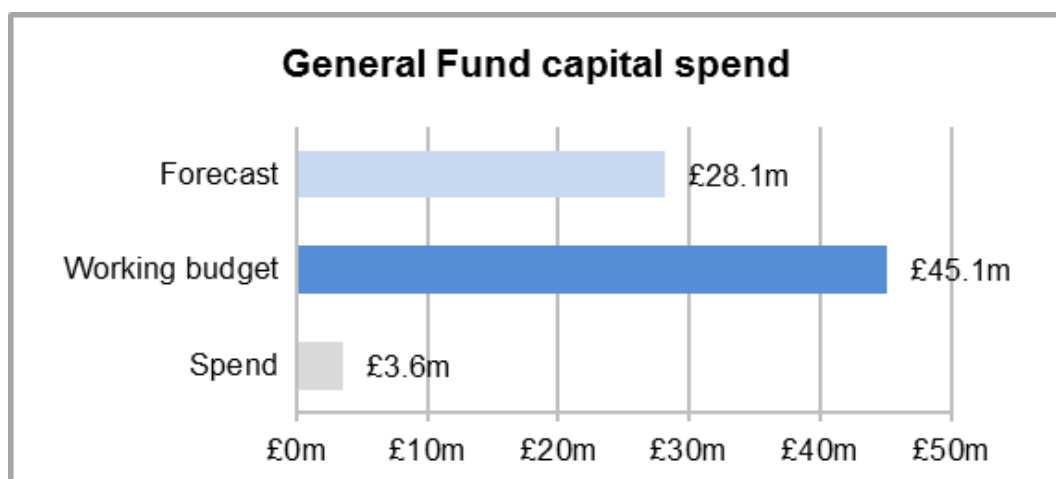
1. The in-year reporting process for Q2 2018/19 has highlighted additional full year forecast income / underspends totaling £0.78m which is expected to fund additional in-year pressures of £0.39m, with a net underspend of £0.39m.
2. Also included in this appendix is a report that shows the progress and status of the 2018/19 Outcome Based Budgeting proposals. The overall target status is green, meaning we are on target to achieve the net savings target of £0.67m.
3. Quarter 2 full year forecast variances (>£50k):
 - i) **Net Interest receivable** – (+£325k) higher than budgeted cash balances during Q1 have resulted in a revised forecast net receivable interest of £325k.
 - ii) **Development Management Income** – (+£80k) higher planning fees and a number of larger applications have led to an increased total planning fee forecast of £960k.
 - iii) **Non-investment Property Income** – (+£80k) higher than planned income of £80k relates mainly to the Vaultex site (Coventry House).
 - iv) **Environmental Services Contract** – (+£50k) a revised (lower) inflation estimate for 2018/19 will reduce the total contract expenditure.
 - v) **Museums** – a grant towards re-organisation costs was approved in Q1.
 - vi) **Car Parking Income** – (+£50k) additional full year income relating of off street car parking.
 - vii) **Vacancy Management** - (-£175k) additional employee spend reflecting lower than expected vacancies, and backfilling for major procurement projects such as environment services.

Table 1 – General Fund Forecast Variances 2018/19



General Fund Capital

1. General Fund capital expenditure to the end of September was £3.6m of which the single largest item was £1.6m on the acquisition and associated stamp duty in respect of Coventry House (Vaultex) followed by the new Sports & Leisure centre (£0.6m), and Disabled Facilities Grants (£0.3m).
2. Capital budgets for 2018/19 were revised for brought forward balances, and three additional budgets, as part of the 2017/18 outturn reporting process and were approved at July Cabinet. In the Q1 report, a further three budgets were approved: Replacement Large Format Printer (£50k); High Street Security Bollards reflecting the contribution from the County Council (additional £75k); and Brooks Car Park Lighting Refurbishment (additional £50k).
3. The full year forecast has been revised down by £17.0m with the largest single item (£5.0m) being the new Sports & Leisure Centre as main construction works will not begin until the new financial year. The second largest item (£3.8m) is the new doctors' surgery; this is currently delayed due to ongoing negotiations with the prospective tenants but progress is being made and it is now expected to commence in 2019/20. The objectives of some other projects are currently under review. The car park at the Dean, Alresford is also subject to delay (£1m) as negotiations continue with the developers.



4. Key items of capital expenditure as at end September 2018 include:

- **Coventry House (Vaultex)** Total Budget: £2,091k

Expenditure: Prior years £57k Q1-2 £1,620k Total £1,677k

The purchase of Coventry House was completed in May 2018. The Council is leasing the property for 12 months generating an income of £95,000. During this period, the Council will be able to undertake preliminary work (e.g. surveys) in preparation for future development of the site.

- **New Sports & Leisure Centre** Total Budget: £38,000k

Expenditure: Prior years £888k Q1-2 £623k Total £1,511k

To date £2,215k of capital expenditure has been approved to take the project to RIBA stage 4 (technical design) and to transition to RIBA stage 5 design stage. The contractor has been procured and the operator procurement is underway. The build is subject to approval of the Full Business Case which is to be considered by February Cabinet.

- **Disabled Facilities Grants** Total Budget: £1,207k

Expenditure: recurring Q1-2 £349k

The amount of funding from central government has increased significantly in recent years. Spend to date is on target and two significant grants totalling in excess of £300,000 are expected to be made in 2018/19 to enable individuals with long term immobility to return to their own homes.

5. **Other General Fund capital budget changes**

IDOX licence purchase

The Council has the opportunity to purchase the licenses to use its IDOX system for a one-off capital purchase rather than paying an annual license

fee. The IDOX system is one of the Council's core systems and is used for Planning, Building Control, Environmental Health, Licensing, HMO, Land Charges and Estates Management.

By purchasing the licence for a one-off fee of £97k, the annual maintenance cost of £87k will reduce to a fixed fee of £44k which represents an overall saving of £86k over 4 years.

Approval is therefore sought for a supplementary estimate and expenditure of £97,000 in 2018/19 to be funded by the IMT reserve.

		Current Situation (@2% inflation)		
		ORB-it	Maintenance	Total
Year 1		£62,546	£24,611	£87,157
Year 2		£63,797	£25,103	£88,900
Year 3		£65,074	£25,605	£90,679
Year 4		£66,375	£26,117	£92,492
Total:		£257,792	£101,436	£359,228

Capital Purchase of Orbit Licenses Proposal				
	Capital Purchase	New Maintenance	Existing Maintenance	Total
Year 1	£97,000	£19,400	£24,611	£141,011
Year 2		£19,400	£24,611	£44,011
Year 3		£19,400	£24,611	£44,011
Year 4		£19,400	£24,611	£44,011
Total:	£97,000	£77,600	£98,444	£273,044

Forecast Net saving:	£86,184
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Housing Revenue Account 2018/19

	Housing Revenue Account				
	Budget		Forecast		
	Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Full Year Forecast Variance
£'000	£'000	£'000	£'000	£'000	
Rent Service Charges & Other Income	27,551	-	27,551	27,351	(200)
Housing Management General	131	(4,866)	(4,735)	(4,735)	
Housing Management Special	1,165	(2,668)	(1,503)	(1,503)	
Repairs (including Administration)	100	(5,214)	(5,114)	(5,114)	
Interest		(5,168)	(5,168)	(5,168)	
Depreciation	-	(6,044)	(6,044)	(6,660)	(616)
Capital Expenditure Funded by HRA	-	(5,550)	(5,550)	(2,343)	3,207
Other Income & Expenditure	21	(85)	(64)	(64)	
	<u>28,968</u>	<u>(29,595)</u>	<u>(627)</u>	<u>1,764</u>	<u>2,391</u>
Working Balance at 1 April 2018			9,116	9,116	
Add Surplus / (Deficit)			(627)	1,764	2,391
Projected Working Balance at 31 March 2019			<u>8,489</u>	<u>10,880</u>	<u>2,391</u>

**Housing Revenue Account
Capital 2018/19**

	HRA Capital Programme	
	Budget	Forecast
	£'000	£'000
Housing Major Works	6,952	6,952
Improvements and Conversions	1,251	1,251
Other Capital Spend	243	243
New Build Programme	9,300	9,930
	17,746	18,376

Notes:

1. The rental income forecast for the year has been reduced by £200k to reflect delays in the handover over of new build properties.
2. The depreciation charge for the year has been increased by £616k to reflect a change in the calculation method approved by external audit following the 2017/18 audit.
3. The forecast for the capital programme includes the revised forecasts approved by Cabinet (Housing) in report CAB3036 (HSG) July 2018. This has reduced the projected capital expenditure funded by the HRA by £3.2m.
4. The final completion costs at Victoria House are projected to increase by £630k as the rectification costs were higher than anticipated following the previous contractor going into administration

Outcome Based Budgeting – 2018/19 Progress Monitoring

The General Fund Budget 2018/19 report ([CAB3011](#), 14 February 2018 refers) included a number of budget proposals for 2018/19 that would achieve savings of £1.1m which would enable a balanced budget for 2018/19 and contribute towards savings for future years.

The table below provides an update on the progress achieved against the proposals for savings.

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
Savings Proposals						
Removal of ISDN line	45		19	19	Amber	Project delayed until a target November implementation, full year forecast unchanged
External Audit fee reduction	25	25		25	Green	
Internal Audit fee reduction	20	20		20	Green	
Changes to MRP to the annuity basis	43	43		43	Green	
Benefits restructure	25	25		25	Green	
Un-utilised transport budget removed	217	217		217	Green	
Internal Managed Vacancy Factor moved to 2% (£350k 18/19)	105	26	79	105	Green	
Print Room Structure changes	20			0	Amber	Project currently under review
IT – GIS Support Technician	18	18		18	Green	
HRA/ GF Asset transfer	100		88	88	Green	
Customer Services/ Digitalisation Review	50		30	30	Amber	

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
Re-investment of car parking charges	100		100	100	Green	
Review of grants and commissioning	140	140		140	Green	
New trading opportunities	25			0	Amber	Project currently under review
Increased planning fees	160		160	160	Green	
TOTAL	1,093	514	476	990		

Section 2: Council Strategy 2018-20 Progress Update

The following chart and tables provide a summary of the progress against the actions included in the refreshed Council Strategy 2018-20, that was adopted at Council on 22 February 2018 (Report [CL139](#) refers) as at the end of the second quarter of 2018/19 (30 September 2018).

The Council Strategy 2018-20 includes sixty performance measures supporting the delivery of the Council's four strategic outcomes.

Each action, which includes a performance measure, is assigned to a responsible manager, with previously agreed timescales and targets that are set out in the Council Strategy.

Progress against the agreed timescales and targets is presented using a Red/Amber/Green status. These categories are defined as follows:

- **Red** – Unlikely to deliver against agreed timescales and/or budget. Corrective Action Plan required.
- **Amber** – Some slippage or overspend, corrective action required to bring to meet schedule.
- **Green** – On schedule to be delivered on time.

Measures where actions have been completed are shown as complete.

As of 30 September 2018 there were four measures that had been completed and forty nine measures on schedule and to be delivered on time (Green).

A further six actions are showing as Amber, with some slippage.

There is one measure showing as Red where the agreed timescale or target has not been met or is unlikely to be met.

Further detailed information against each of the outcomes and performance measures is given in the following pages.

Council Strategy – Progress Report (Quarter 2 – 2018/19)

Winchester will be a premier business location

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Promote a sustainable economy by enabling major regeneration schemes	Support the regeneration of the Central Winchester area. Measure: <i>Adoption of Central Winchester SPD by summer 2018.</i>	Sept 2018	SPD Complete	Central Winchester Regeneration SPD adopted at Cabinet on 20 June 2018 Report CAB3034 refers). Discussions for next steps underway.
		Manage the project and support the regeneration of the Station Approach area of Winchester, both Carfax scheme and adjacent Public Realm works. Measure: <i>Increased office floor space on the Carfax/ Station Approach site of 140,000ft²</i>	Original Date Mar 2019 Revised- Public Realm Mar 2021 Carfax 2022	Green	A report presenting the Concept scheme will be reported to Station Approach Cabinet in December 2018, requesting for approval to progress to detailed design and a planning application submission in March 2019, along with the Outline Business Case. A Business Case was submitted to the LEP in November 2018 for a £5m grant being sought for public realm and other works to support the Carfax development scheme.
2.	Prioritise support for the knowledge-based, creative and tourism sectors	Development of an Economic Strategy Measure: <i>adoption of updated Economic Strategy, including Action Plan and performance measures included in the Strategy</i>	Mar 2019	Green	Work has commenced on the drafting of a new strategy. Meeting with key people are being arranged to gather insight as to the direction and focus of the new strategy. The programme is on track.
		Sustain our rural economy by supporting existing businesses to grow and new enterprises to start including Fieldfare LEADER Programme Measure: <i>LEADER support for 70 businesses (WCC only)</i>	Mar 2020	Amber	Staffing shortages had put this project at risk of underspend. Officers continue to work to deliver a compliant and successful programme. The recent deadline for applications has seen an increase in those submitted and the team are working to ensure as many of these

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					progress to approval.
3.	Utilise our environment to drive business growth	Facilitate and support the development and delivery of strategically important sites across the District and working with partners to deliver employment opportunities. Measure: <i>additional floor space identified/ provided</i>	Mar 2020	Green	An update on the progress of the Station Approach and Central Winchester Regeneration projects is given in the Major Projects update on pages 37 to 44 of this report.
		Seek to secure partners for a public service hub to be based around the City Offices/West Wing/Guildhall buildings Measure: <i>Number of partners secured/ amount of floor space utilised</i>	Mar 2020	Green	Winchester CAB to relocate to the Council offices early in 2019 following refurbishment of the main reception area in Colebrook Street.
		Use a Strategic Asset Purchase Scheme to generate financial and community returns Measure: <i>Additional £500k generated from Strategic Asset Purchase Scheme.</i>	Mar 2019	Red	Budgeted returns for 2018/19 are £225k based on existing purchases.
		Develop an up to date car parking strategy which manages demand with sufficient spaces in appropriate locations including Park and Ride expansion where there is a demonstrable need Measure: <i>Adoption of new Winchester Car Parking Strategy by Dec 2018</i>	Dec 2018 Revised April 19	Amber	Work on a new parking strategy has already begun with a parking survey carried out in May this year. However it is sensible to wait for the City of Winchester Movement Strategy as this will inform the City Council's future approach to developing a parking strategy for the city.
		Undertake a strategic review of traffic and transport issues affecting Winchester and produce high level	Dec 2018	Green	City Of Winchester Movement Strategy is progressing well with first round of public consultation, member briefings and

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<p>options to improve movement Measure: <i>Adoption of the Movement Strategy by December 2018</i></p>			<p>stakeholder workshops completed along with the development of a database. Next step is to use this information to carryout computer modelling of a number of options to assess their effects on movement in and around the city before preparing a draft strategy for consultation in the autumn. The exact timescales for carrying out this consultation and ultimately adopting the strategy may need to be reviewed depending upon how long it takes to complete the modelling work which will commence shortly.</p>
		<p>Support new businesses set up in the District with advice to thrive and prosper Measure: <i>Number of new businesses supported, including with grants and advice</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>456 business hours training have been spent at cultural network events; 160 officer and volunteer hours assisting LEADER applicants; Enterprise First contract proving successful with both monthly workshops and informal networking sessions very well attended.</p>
<p>4.</p>	<p>Develop new employment opportunities across the District</p>	<p>Directly develop space to support Small, Medium Enterprises to grow Measure: <i>New net floor space provided for SME's</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>The Council continues to review opportunities as they become available.</p>
<p>5.</p>	<p>Work with strategic partners to deliver critical digital infrastructure projects across the District</p>	<p>Support the roll-out of Super Fast Broadband in line with the aims of the Council Digital Strategy Measure: <i>to achieve 95% access across Hampshire to SuperFast Broadband</i></p>	<p>Mar 2019</p>	<p>Green</p>	<p>Hampshire led project has achieved 95% access to SuperFast Broadband across Hampshire.</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
6.	Be innovative by exploring opportunities to generate additional revenue and maximise key revenue streams	<p>Work with partners to implement and promote the provision of online services as set out in the Digital Strategy</p> <p>Measure: <i>Achieve 100% of all services available online</i></p>	Mar 2020	Green	A pilot project is in development to install additional digital access points for visitor information and to generate advertising income linked to the new Tourist Information Centre and Guildhall. (This will provide a link to the city Wi-Fi and proposed visitor app, and compliment and enhance the opportunities for promotion).
		<p>Explore the opportunities to establish joint-ventures to enable more efficient services</p> <p>Measure: <i>Number of joint venture opportunities explored and potential efficiency savings</i></p>	Mar 2019	Green	Ongoing. Opportunities reviewed as they present themselves.
		<p>Carry out improvements to the current City Offices while reviewing the long term options for staff office accommodation</p> <p>Measure: <i>Refurbishment completed March 2018, Works and longer term study complete March 2019</i></p>	Mar 2019	Green	Refurbishment to City Offices reception underway that will improve the customers' experience. Further refurbishment of staff office accommodation being discussed.

Delivering quality housing options

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1	Deliver good housing stock condition and energy performance for Council owned dwellings that meet the Decent homes standard	Carry out repairs and maintenance improvements as per the capital repairs programme Measure: 100% of housing stock meets the Decent Homes Standard with and energy performance ratings	Mar 2020	Green	Programme on track. Roofing programme on city estates under review to determine best approach to deliver value for money whilst minimising impact on residents
2.	Respond to the need to provide more affordable housing in the District	Significantly increase the number of council houses built in the period 2017 – 2020 Measure: An additional 600 new homes delivered by 2020	Mar 2020	Green	Over 200 units now delivered or with planning approved. Chesil Lodge now open. Victoria Court due for completion in December 18.
		Bid for grant to support additional development Measure: 50% of New Homes Programme supported by grant	Mar 2020	Green	£3.2m grant secured for the Valley development in Stanmore
		Establish a housing company or other specialist vehicle to support the delivery of sub-market rented housing Measure: Housing company established	May 2018	Amber	Work ongoing to identify appropriate vehicle to support Council programme.
3.	Drive down homelessness across the District and support partner agencies in the drive for an improved life for those in need	Avoiding reliance on B&B as a housing option by focussing on preventing homelessness and effective use of temporary accommodation Measure: No use of B&B accommodation (other than in exceptional circumstances)	Mar 2020	Green	Minimal use of B&B this quarter (3 placements) due to emergency situations.
		Support an increase in the provision of supported housing units/move on accommodation by establishing and	Mar 2019	Green	Social Inclusion Forum now well established with all relevant agencies represented.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		leading multi agency Homelessness/ Social Inclusion forum Measure: <i>Provision of 10 supported/ move-on units</i>			
4.	Provide good access to affordable housing options across a range of tenures, including affordable and sub market rent (within Local Housing Allowance rates), market rent, shared ownership, student housing etc.	Work with private landlords through “City Lets” initiative offering effective management and lettings service Measure: <i>Increase of 30 to 50 homes by March 2019</i>	Mar 2019	Complete	50 private rent units now managed through City Lets scheme
		Support and enable development partners/ Registered Social Landlords (RSLs) to develop more affordable housing Measure: <i>Number of affordable homes developed by other organisations in the District</i>	Mar 2020	Green	Positive discussions with providers re 106 sites, rural exception sites.
		Develop an effective “shared ownership” programme Measure: <i>At least 30 affordable shared ownership homes developed by March 2020</i>	Mar 2020	Green	Shared Ownership units at Chesil Lodge and Mitford Rd, Alresford, all sold and Victoria Court progressing well.
5.	Be proactive in our Tenant engagement, achieving effective representation and insight across all tenant and customer groups	Making a more effective use of the Survey of Tenants and Residents through better use of data and wider engagement Measure: <i>Increase the number of ‘involved’ tenants to 200</i>	Mar 2019	Green	Survey of Tenants and Residents (STAR) planned for 4 th quarter 2018/19.
6.	Restrict permitted development rights in Winchester so that new Houses of Multiple Occupation (HMOs) require planning permission	Make an Article 4 Direction(s) where evidence shows the proliferation of HMOs is unbalancing housing stock in Winchester, or parts of the city. Measure: <i>Number of Article 4 Directions approved.</i>	Mar 2020	Green	Article 4 Direction now active in Stanmore and Winnall. Survey of HMOs in Winnall to be undertaken shortly to provide more accurate baseline data. Data regarding other areas (Fulford and

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					Badger Farm) being analysed. New HMO Licensing scheme being implemented in October which will provide improved data for all areas as well as additional controls re conditions.
7.	Support residents to buy their own home.	Develop an effective “shared ownership” programme (shared target with aim to “Provide good access to affordable housing options”) Measure: <i>At least 30 affordable shared ownership homes developed by 2020.</i>	Mar 2020	Green	As 4 above
		Provide access to custom build initiatives Measure: <i>Two custom build plots identified</i>	Mar 2020	Green	The Council is currently considering potential sites to be used for self-build properties
		Create a Partner Home Purchase Scheme to enable residents to buy their own home in a shared equity scheme with the Council Measure: <i>Ten households (by March 2018) and a total of 50 by March 2019</i>	Mar 2019	Green	The first couple who have bought a new home using the PHP scheme moved in during October 2018. A total of 12 applications have been received with a number of these well advanced.

Improve the health and happiness of our community

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Work with partners to reduce health inequalities in the District and to promote good mental and physical health	Council grants programme to prioritise sport and physical activity programmes Measure: <i>Number of grants and the total financial amount approved for sports groups</i>	Mar 2019	Green	Sport and physical activity grants being considered as part of the wider review of the Council's grants programme.
		Develop the Exercise Referral programme to include classes for adults with long term health conditions Measure: <i>Achieve 265 referrals and class attendance during 2018/19.</i> <i>Achieve 2,300 throughput of attendees at community classes</i>	Mar 2019	Green	Q1 - 71 Referrals Q2 – 56 Referrals Most common referrals are for obesity, mental health and diabetes Q1 690 throughput Q2 655 throughput Most popular classes are for falls prevention and for patients with neurological conditions. Escape pain and an additional neuro fit class will commence in 2019
		Promote and encourage health walks across the District, helping everyone live longer, healthier and happier lives Measure: <i>Achieve 5,900 participants taking part in health walks during 2018/19</i>	Mar 2019	Green	Q1 – 1,259 throughput Q2 – 1,593 throughput Most popular walks are Bishops Waltham, Weeke and Winchester
		Target discretionary business rates relief towards sports clubs Measure: <i>Number of sports clubs</i>	Mar 2019	Complete	Sports clubs/ associations, and organisations associated with sport and physical activity are well supported by

Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
	<i>receiving rate relief</i>			the Council's policy with all eligible sports clubs currently claiming discretionary business rates relief. In 2017/18, of the £272k discretionary relief awarded, less than £51k was for organisations <i>not</i> associated with sport
	<p>Increase the number of adults participating in sport or physical activity</p> <p>Measure: <i>Number of adults participating in sport and physical activity per week.</i></p> <p><i>Inactive – target 21.2%</i></p> <p><i>Fairly active – target 14.5%</i></p> <p><i>Active – target 66.5%</i></p>	Mar 2019	Green	<p>Sport England – Active Lives Data 17/18 – figures published Oct 2018.</p> <p>Inactive – 19.8%</p> <p>Fairly Active 11%</p> <p>Active 69.2%</p> <p>The above figures are for March 2018 2018/19 figures will be available in Oct 2019.</p>
	<p>Support and promote the successful delivery of the Winchester junior parkrun open to children aged 4 to 14</p> <p>Measure: <i>5,000 junior participants in 2018/19</i></p>	Mar 2020	Amber	<p>Q1 – 1,017 junior participants</p> <p>Q2 – 779 junior participants</p> <p>This is the first year of this event therefore the throughput figure was difficult to estimate accurately.</p> <p>Marketing campaign for winter months to include Facebook advertising and primary school promotion work.</p>
	<p>Support and promote the Winchester adult parkrun</p> <p>Measure: <i>13,500 adult participants in 2018</i></p>	Mar 2019	Green	<p>Q1 - 3,860 adult participants</p> <p>Q2 - 4,853 adult participants</p>
	<p>Support and promote the Whiteley adult parkrun</p> <p>Measure: <i>10,000 participants in 2018/19</i></p>	Mar 2019	Green	<p>Q1 – 2,925 adult participants</p> <p>Q2 – 2,480 adult participants</p> <p>A Junior parkrun has been launched in</p>

Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
	<p>Support the delivery of the Golden Mile event involving primary schools across the Winchester District Measure: <i>Participation of 20 schools and 4,000 pupils who have collectively walked 50,000 miles.</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>Whiteley in Oct 2018 with signs of good attendance in the first few weeks. Data will be available for Quarters 3 and 4.</p> <p>2,545 pupils at 19 schools in the District – May 2018 data</p> <p>The Golden Mile is launching a new software platform which has resulted in no data being recorded in recent months.</p> <p>This whole school programme aims to tackle childhood obesity in Primary Schools across the District.</p> <p>Newsletters will be published and sent to schools every term to highlight school successes</p> <p>Challenges and fun competitions will be set for schools to keep them engaged.</p>
	<p>Invest annually in disabled facilities grants in line with Government funding to help people in their own home Measure: <i>100 residents given assistance to remain in their own home</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>QTR 1 – 19 grants issued. Completion of DFG's delayed this quarter due to necessary policy and financial approval amendments. Approved in July via the Housing (Cabinet) Committee. Now on schedule to be delivered on time</p>
	<p>Support the delivery of the Winchester Health and Wellbeing Action Plan which includes the following high priorities; improving workplace health, reducing the number of 'increasing risk' alcohol drinkers and supporting people with dementia and their carers</p>	<p>Mar 2020</p>	<p>Amber</p>	<p>The current action plan expired on 31 March 2018 and was due to be reviewed and updated for the current financial year. As reported previously, this did not happen due to the absence of a key officer for several months.</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<p>to lead active and fulfilling lives in their communities for as long as possible. Measure: <i>To achieve the targets as set out in the current action plan</i></p>			<p>The overarching Hampshire Joint Health & Wellbeing Strategy also ended in 2018 and is currently being revised for publication in April 2019. In order to inform the revised strategy, the District Health & Wellbeing Forum is holding a workshop at the Eastleigh Borough Council offices on 13 November for district council Portfolio Holders and Health Leads. The aim of the workshop is to feed into the strategy development process and identify potential district council contributions which can be addressed locally.</p>
2.	Provide new leisure facilities in Winchester that meet the needs of a broad cross section of our communities for now and the future	<p>Build a new Sport and Leisure Centre at Bar End Measure: <i>Start of construction in Spring 2019</i></p>	Spring 2019 start on site	Green	Planning application for the new Sport and Leisure Centre recommended for approval at Planning Committee held on 31 October.
3.	Encourage volunteering to support and extend local services	<p>Promote and encourage adults to volunteer in community events and sporting activities Measure: <i>Increase to 22% the number of adults volunteering in sport</i></p>	Mar 2020	Green	<p>Sport England – Active Lives Data 17/18 – latest figures published Oct 2018. Adult volunteers – 21.7% The above figure is for March 2018 (2018/19 figures will be available in Oct 2019) Local data : - Parkrun – 83 volunteers. - Health Walks – 32 volunteers - Para Personal Bests – 41 volunteers - Tri Golf Festival – 57 volunteers</p>
4.	Support the delivery of a	Support the Winchester Festivals	Mar	Green	Winchester Festivals Group currently

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
	programme of festivals and events across the District	Group to deliver a range of high quality sustainable events and festivals that are safe, well organised and well attended Measure: <i>Number of events supported, held and number of attendees</i>	2020		reviewing opportunities for sponsorship. Two recent meetings held ensuring that events through the summer are well organised and safe.
		Develop the Winchester Criterium and Cyclefest to increase participation and spectators Measure: <i>8,500 spectators at the 2018 event</i>	Jun 2019	Complete	13,000 spectators attended the Criterium and Cyclefest held in June 2018 Winchester Bid has installed new footfall software to enable an accurate measure of the number of spectators at this event
5.	Provide support to residents who are affected by the Welfare Reform and Universal Credit changes	Support residents affected by the impact of Welfare Reform, the benefit cap and Universal Credit into work Measure: <i>Ten people supported per quarter</i>	Mar 2019	Green	There have been no specific cases recorded where residents were affected by the welfare reforms or Universal Credit (UC) changes and required support in the second quarter of this year. The DWP announced recently that they would be withdrawing funding from local government for this support and the service would be provided by the CAB from 2019. Despite this change in government policy the Benefits & Welfare team will continue to consider communications from claimants and will assist anyone who contacts them in respect of UC or welfare reform related matters, where possible.
6.	Work with partners to achieve significant and sustained change for vulnerable families	Lead the implementation of the Government's Supporting (Troubled) Families Programme in the	Mar 2020	Green	The target number of families to be identified & engaged with Winchester Supporting Families (WSF) for 2018/19

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
	with multiple, complex and persistent problems	Winchester District Measure: <i>To support 61 families during 2018/19</i>			<p>(Cohort 7) is 61 (which includes 12 Intensive Family Support places).</p> <p>At the end of Q2 31 families had signed up to the programme – on target.</p> <p>Looking ahead, the main focus of effort will be on embedding the ‘whole family’ approach within our normal working practices and processes to ensure that the transformational legacy of the programme post 2020 is not lost. Planning for a local stakeholder event in February 2019 is underway.</p> <p>Performance reports for the end of Cohort 6 (2017/18) and the latest monthly dashboard report for Cohort 7 (2018/19) can be found on the following link:-</p> <p>http://www.winchester.gov.uk/community-recreation/health-wellbeing/supporting-families-in-the-winchester-district</p>

Improving the quality of the District's environment

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments															
1.	Protect , enhance and respect the District's rich heritage and landscape whilst allowing appropriate development to take place enabling our historic to evolve over time having due regard for the landscape character	Having an adopted up-to-date Local Plan with positive policies which allow development to take place which protects and enhances the heritage associated with the built and natural environment Measure: <i>Commence local plan review in 2018</i>	Mar 2020	Green	Formal launch of the preparation of Local Plan 2036 to commence in accordance with approved timescales in Local Development Scheme.															
2.	By working with our partners and by using powers available to us, make Winchester a safer and more pleasant place to live, work and visit	Be proactive in tackling incidents reported of fly-tipping within the District Measure: <i>To reduce the overall incidents of fly-tipping across the District</i>	Mar 2020	Green	<p>The hot spot locations we are currently working against are (they are changed by the team if there is significant reduction in reports):</p> <p>Port Lane (Hursley) Beeches Hill (Bishops Waltham) Basingstoke Road (A33) Whiteley Lane</p> <p>The figures below show a comparison between the figures from Quarter 4 of 2017/18 against Quarter 2 2018 as it relates to the period of location change:</p> <table border="1"> <thead> <tr> <th></th> <th>Q4</th> <th>Q2</th> </tr> </thead> <tbody> <tr> <td>Port Lane</td> <td>5</td> <td>2</td> </tr> <tr> <td>Beeches Hill,</td> <td>4</td> <td>1</td> </tr> <tr> <td>Basingstoke Rd</td> <td>17</td> <td>5</td> </tr> <tr> <td>Whiteley Lane</td> <td>7</td> <td>1</td> </tr> </tbody> </table> <p><u>Action taken:</u> 7 investigation's were undertaken within the current reporting period, of those 5</p>		Q4	Q2	Port Lane	5	2	Beeches Hill,	4	1	Basingstoke Rd	17	5	Whiteley Lane	7	1
	Q4	Q2																		
Port Lane	5	2																		
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Whiteley Lane	7	1																		

Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
				<p>were closed and 2 are still ongoing. 1 FPN given for low level fly tip (£400) 1 £400 FPN awaiting WCC Legal sign off. 1 prosecution case due to be heard - in court October.</p>
	<p>Always evaluate prosecution as a deterrent to those who fly-tip within the District Measure: <i>100% success rate for all fly-tips that have been moved forward as application to the court for prosecution</i></p>	Mar 2020	Green	<p>The Enforcement Officer maintains her 100% success rate for prosecution. This is largely due to the robust early stage investigation and decision making process. A £400 FPN issued on 17 July to an individual for dumping a small amount of fly tip in a bin belonging to a business, it was paid in full by return. This is very encouraging in the future use of FPN's for low level cases.</p>
	<p>Investigate introducing litter fines and other incentives/ penalties (new legislation and not rolled out within the Council yet). Measure: <i>Fixed Penalty notices issued for low-level fly-tips</i></p>	Mar 2020	Green	<p>Awaiting further guidance on the use of extended/new powers to tackle littering. The Council already has the power to issue FPNs for littering. There were no FPN's issued for litter within this reporting period and this is largely due to the fact that when asked to, the perpetrator will pick the litter back up and dispose of it correctly, in view of the officer.</p>
	<p>Conduct the area specific satisfaction survey to take action to reduce incidents or concerns of Anti Social Behaviour in priority locations, the first being in 2017</p>	Mar 2020	Green	<p>ASB Survey: The survey aims to provide the public with an opportunity to say how 'we' dealt with their ASB related concerns. It will go live at the start of quarter 3. Those</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<p>Measure: <i>Satisfaction levels recorded via the survey</i></p>			<p>outcomes will be reported via an O&S Committee report when it meets in February 2019.</p> <p>Housing Survey: The ASB lead within Neighbourhood Services has the opportunity to contribute to the questions within a housing survey. This is likely to be undertaken during the next quarter and will hopefully provide us with a wider understanding of the experiences and perceptions of ASB across the district.</p>
		<p>Utilise the tools and powers provided within the ASB, Police and Crime Act 2014 to tackle and reduce crime in the District</p> <p>Measure: <i>Number of interventions to reduce incidents of ASB</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>Begging: CCTV stat's from within this reporting period show that there were 38 begging + 1 rough sleeping incident as opposed to 90 for the same period last year.</p> <p>ASB Intervention: This reporting period shows a considerable reduction in ASB type incidents in public places. This is reflected nationally whereby it is recognised that the changing behaviour of young people in relation to their use of social media as entertainment/interaction has influenced the drop in recorded ASB e.g. alcohol related ASB, nuisance gatherings.</p> <p>A breakdown of interventions used</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>during this period is as follows: Acceptable Behaviour Contract = 0 Community Protection Warning = 1 Community Protection Notice = 0 Section 35 dispersal notices have also been used by the PCSOs, however the data was not available at the time of writing this report, an update will be provided in Quarter 3.</p> <p>Welcome to the Neighbourhood Booklet for students living in HMO's: the final development of this work took place within this reporting period e.g. attendance at Fresher's Fayre and the delivery of approximately 700 booklets, distributed as individual door knocks to each HMO. Confirmation of the actual number of households reached will be provided for Quarter 3.</p>
3.	Protect, enhance and increase the use of open spaces in both the towns and more rural areas of the District	<p>Deliver a rolling programme for estate improvements, including environmental and parking schemes Measure: <i>Deliver £250k annually with a range of benefits for the local communities</i></p> <p>To undertake and act upon a visitors user survey on key open spaces to ascertain current use and future demand for such space Measure: <i>Visitor usage and satisfaction rates</i></p>	<p>Mar 2020</p> <p>Mar 2020</p>	<p>Green</p> <p>Green</p>	<p>Two Stanmore parking schemes completed. Proposals for Colden Common, Curdrige, Highcliffe and Weeke (Trussell Crescent) currently out to consultation.</p> <p>Survey that seeks the views of visitors to the parks and open space across the District currently available from the Council's website, running to 30 November 2018.</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
4.	Work to change attitudes to waste, fly-tipping and littering and significantly improve recycling levels	Support and encourage residents living in the District to recycle through public awareness campaigns including a focus on reducing the rates of contaminations of materials collected for recycling Measure: <i>Increase recycling from the 2016/17 baseline position</i>	Mar 2020	Green	Ongoing promotion and increasing of awareness among residents to recycle. The percentage of household waste sent for reuse, recycling and composting in 2018 shows a 1% increase in April/May/June period when compared to the same period in 2017.
		We will investigate options for additional income through increased recycling Measure: <i>Income collected through additional channels</i>	Mar 2020	Green	The Council continues to investigate opportunities to raise additional income through recycling.
5.	Work with strategic partners to continue to develop flood resilience measures to protect our communities	Support schemes that will protect residents' homes and property from the threat of flooding Measure: <i>Flood scheme assessments on all completed schemes</i>	Mar 2020	Green	Flood alleviation works ongoing. Previous report approved £75,000 for drainage works at West of Waterlooville to alleviate flooding. Additional alleviation measures are planned in Winchester (Durngate phase 2) but further investigative/technical work has identified some issues which will impact on design/cost and the Environment Agency is completing additional modelling work which will also feed into the project. Assessment will be necessary once this work has been finished when a further up-date can be provided.
6.	Improve the environment and reduce harmful emissions through holistic transport planning	Delivery and implementation of the actions included in the Winchester Air Quality Action Plan 2017 – 2023 Measure: <i>Improved air quality in</i>	Mar 2020	Green	Work is continuing regarding the implementation of the nine core and nine complimentary measures in the Action Plan with an update report considered by

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<i>accordance with the Air Quality Action Plan</i>			Cabinet in September 2018 (Report CAB3074 refers)
		Delivery of the 12 Actions for a Lower Carbon Council Measure: <i>Reduce by 40% or 25,000 tonnes of CO2 per annum by 2020</i>	Mar 2020	Amber	To be reviewed by the Low Carbon Board and City Council to consider progress made and whether these actions need to be refreshed or the issue of emissions/climate change addressed in a different way. It is acknowledged that meeting this local reduction in emissions as a contribution to the national target will continue to be a challenge, as was the case from the outset, bearing in mind the Council has only limited control over carbon emissions generated across the District. The Council continues to make good progress in reducing its own carbon footprint and figures for 2016/17 show a reduction of 9.1% on the previous year and 22.5% on the baseline year (2009/10).
		We will increase the use of P&R to support and encourage parking outside of the city centre Measure: <i>An additional 200 Park & Ride spaces created</i>	Mar 2019	Green	Additional P&R bus added to service (peak bus number increased from 8-9) to cope with increasing passenger demand. Further will follow on from the City of Winchester Movement Strategy.

Section 3: Programme Management – Projects Update

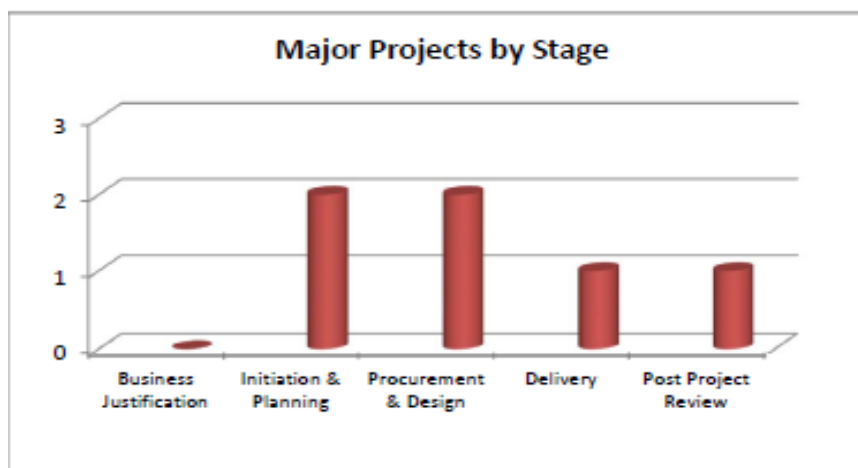
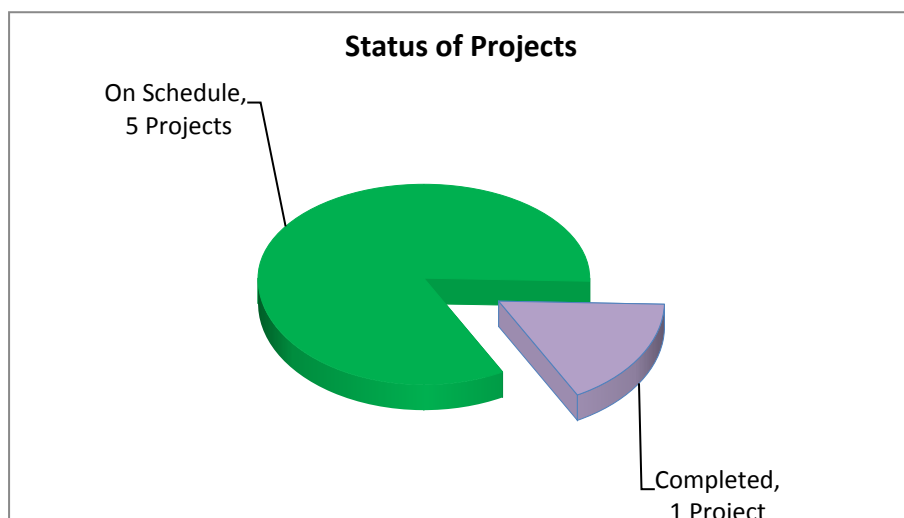
This report provides an update on the progress made against the Council’s significant programmes and projects which are being or will be undertaken during the next five years. These programmes and projects have been selected for inclusion in this report following an exercise to evaluate against a number of criteria the significance, complexity and cost of each of the projects and the need for regular monitoring.

The Council’s Major Projects include:

- Central Winchester Regeneration
- Chesil Lodge – Extra Care Scheme
- Environmental Services contract
- New Homes Programme
- Station Approach
- Winchester Sport and Leisure Park



Summary Report

The charts below summarise the status of the Council’s significant projects as set out in the report.



Management Report – Major Projects

Summary		Status & Progress		Project Milestones
<u>Winchester Sport & Leisure Park</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • <i>Options appraisal – 2013 to 2015 - Completed</i> • <i>Feasibility assessment of preferred option – 2016 - Completed</i> • <i>Prepare Outline Business Case for preferred option - 2016/17 - Completed</i> • <i>Outline Business Case – 16 January 2018 - Completed</i> • Planning permission recommended for approval at Planning Committee – 31 October 2018 • Start on site – 2018 (now likely to be early 2019) • Completion – 2020 (now likely to be 2021)
Project Phase: Procurement and Design		✓	✓	
Project Start Date: 01 May 2013	Projected End Date: Spring 2021			
Project Sponsor: Chas Bradfield	Project Executive: Andy Hickman			
Project Budget: Capital: £38,000,000 Revenue: £759,402	Total Actual Spend: Total: £1,977,684			
Project Update & Next Steps				
<p>Project Update</p> <ul style="list-style-type: none"> • RIBA Stage 4 completed • Announcement of construction contractor • Continued consultation with planning consultees • Progress of procurement process for operator • Planning further engagement with users of the centre • Preparation of the full business case • Offsite works for temporary and permanent access around the park <p>Next Steps</p> <ul style="list-style-type: none"> • Progress RIBA stage 5 pre-construction design and costing, including ongoing engagement with utilities and HCC • Continue procurement for an operator for the Centre • Continued planning and delivery for offsite access works • Engagement with users of the centre • Planning determination October 2018 				



Summary		Status & Progress		Project Milestones
<u>Station Approach</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> 15/12/16 - Procurement of RIBA Competitions Office - Completed 20/03/17 - Cabinet to agree start of procurement – Completed 14/08/17 - Cabinet (SA) to approve appointment of architects - Completed 27/02/18 – Cabinet (SA) approve content of the Public Realm Strategy and Masterplan Framework - Completed 12/07/18 – Cabinet (SA) approved Procurement route for Public Realm Strategy design work Oct 18 – Cabinet (SA) to approve Brief for Public Realm works and note update on RIBA stage 2 Carfax scheme re-design Dec 2018 – Cabinet (SA) to be requested to approve RIBA Stage 2 (Concept Design) for the Carfax site, consider the outline business case, to be requested to agree Gateway approval to RIBA Stage 3 (developed design), and consider options for delivery. Jan 2019 - Public consultation March 2019 - Cabinet (SA) to review RIBA Stage 3 design works prior to planning application submission. July 2019 - Cabinet (SA) to be requested to approve RIBA 3 and delivery route Sept 2019 – Planning Committee decision expected Jan 2020 - Cabinet (SA) to be requested to approve RIBA 4 Mar 2020 – start on site construction(dependent on construction contract arrangements)
Project Phase: Procurement and Design				
Project Start: February 2015	Project End Date: Qtr 4 2022			
Project Sponsor: Chas Bradfield	Project Executive: Ian Charie			
Carfax Project Budget: Capital: £1,800,000 of which £400,000 approved for expenditure Revenue: £1,500,000	Carfax Expenditure: Revenue: £986,112 (current project) Committed: Revenue: £256,814 Capital: £330,481 Public Realm Expenditure: £0.00 Committed: £15,000			
Public Realm Budget: Capital (Projected): £5m (LEP) Revenue: £225,000.00				
Project Update & Next Steps				
<ul style="list-style-type: none"> Cabinet (SA) Committee considered and agreed the next steps set out in CAB3083(SA) and the drawdown of capital funds for planning prep work. Completion of RIBA Stage 2 Design and preparation of a planning application with consultation with officers, including discussions regarding landscape assessments and archaeological requirements. Planning application for marketing boards for the Carfax site prepared for submission. Outline business case for Carfax and for LEP funding being drafted. Design Team developing the Concept Design Drawings for Public Realm in preparation for public consultation in January 2019 and in 				

consultation with HCC as Highway Authority

- Meetings scheduled with South Western Railway to review Design requirements
- Mapping Network Rail Governance Process against PR Project Roadmap



Next Steps



- Finalisation of RIBA Stage 2 and outline business case for December Cabinet (SA) Committee Decision
- Mobilisation of technical support to meet programme.
- Public Realm -Submission of LEP Business Case targeted for end of October
- Public Realm – Preparation of Stakeholder engagement in November
- Prepare for public consultation in January 2019.

Summary		Status & Progress		Project Milestones
<u>Central Winchester Regeneration</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • 27/11/17 - Draft SPD reviewed and signed off • 06/12/17 – Cabinet approval to commence consultation • 11/12/17 – Start of Formal Consultation • 05/02/18 – End of Formal Consultation • 20/06/18 – Cabinet resolution to adopt SPD • 10/07/18 – Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate • 25/09/18 – Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 /07/18 to Cabinet (CWR) Committee for approval to proceed
Project Phase: Initiation & Planning				
Project Start: March 2016	Project End: Ongoing			
Project Sponsor: Chas Bradfield	Project Executive: Veryan Lyons			
Project Budget: Revenue: £335,000	Spend to date: £268,084 (includes committed spend)			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Cabinet resolution to adopt draft SPD – 20 June 2018 • Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate – 10 July 2018 • Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 July to Cabinet (CWR) Committee for approval to proceed on 25 September 2018 				
Next Steps				
<ul style="list-style-type: none"> • Set up Advisory Panels for Coitbury House, meanwhile uses and public realm • Meanwhile uses and improvements to the existing estate and public realm – produce estimates for costs and timescales for Coitbury House, and Lower High Street and Broadway paving. Begin looking into options for longer term improvements to the Broadway, meanwhile uses for vacant buildings and pop up uses for the vacant area in the bus station • Archaeology dialogue – agree dates, set up events and publicise • Movement Strategy – continue to liaise with HCC on how best to incorporate emerging themes into the development proposals for the CWR area • Further, more detailed work to inform decisions on delivery options and designs • Continue developing relationships with stakeholders and landowners • Seek to find consultants where specialist expertise is required 				

- Investigate options to facilitate a process for finding a name for the CWR area
- Cabinet (CWR) Committee visits to Bath and Chester

















Summary		Status & Progress		Project Milestones
<u>Chesil Lodge – Extra Care Scheme</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • 05/02/15 – Planning permission granted at Planning Committee • 11/04/16 – Construction started on site • 10/03/17 – ‘Topping Out’ ceremony held • 22/03/17 – Award of contract for catering service at Chesil Lodge (report <u>CAB2912(HSG)</u> refers) • Completion / handover by contractor • Phased moving in of residents
Project Phase: Post Project Review		Completed	Completed	
Project Start: January 2013	Project End: 2018			
Project Sponsor: Richard Botham	Project Executive: Andrew Palmer			
Project Budget: £15,431,560	Spend to date: £15,650,598 (pre liquidated damages) to 30 June 2018			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Scheme handed over to the Council by contractor 21st June 2018 • First resident moved in June 28th, phased move in for remaining residents during July <p>Next Steps</p> <ul style="list-style-type: none"> • Phased moving in of residents • Practical completion of whole scheme including S278 Highway works. • Formal opening event in early 2019 • Post project review scheduled for November 2018 				

Summary		Status & Progress		Project Milestones
Environmental Services Contract		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • <i>Sept 2018 - Member decision on procurement</i> • Oct 2019 - Joint contract terminated
Project Phase: Initiation & Planning				
Project Start: January 2018	Project End: December 2019			
Project Sponsor: Laura Taylor	Project Executive: Steve Tilbury			
Project Budget: £225,000	Spend to date: £10,000			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Procurement Strategy agreed by Cabinet – September 2018 <p>Next Steps</p> <ul style="list-style-type: none"> • Project timetable currently being formulated • External consultancy support Plan to be formulated to deliver approved process • Revised contractual arrangements must be in place to allow for mobilisation 				













Summary		Status & Progress		Project Milestones
<u>New Homes Programme</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • The Valley – tender process underway (stage 2 mini tender) • Mitford Rd – flat completion August 2018 • Bailey Close – completion November 2018 • Hillier Way – completed in November 2017 • Victoria House – completion delayed until Dec 18 due to insolvency • Knowle - Started on site • Rowlings Rd – Planning consent secured, preparing to Tender
Project Phase: Delivery				
Project Start: December 2012	Project End: December 2022			
Project Sponsor: Richard Botham	Project Executive: Andrew Palmer			
Project Budget: Capital: £43,942,000	Spend to date: Capital: £8,832,790 to 30 Sept 2018			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Mitford Rd – Flats handed over on 28th August 2018. • Bailey Close – work re-started on site following administration of original contractor. Anticipated completion November 2018 • Hillier Way – completed (November 2017) • Victoria House – Contractor entered administration in April 2018; the Council has appointed construction consultants to re-engage sub contractors, completion delayed until December 2018. • Knowle - Ground works have commenced on sites. • The Valley – Homes England grant awarded of £3.2m, 2nd stage of tender process underway with design drawings and discharging pre-commencement planning conditions being immediate tasks requiring action. Full cost certainty expected December 2018. 				

Section 4 – Managing the business (performance indicators)

The table below provides an update on the performance the Council is making against a set of ‘corporate health’ indicators.

Performance Indicator	2017/18				2018/19		Current Status	Annual Target	Expected Outturn
	Q1	Q2	Q3	Q4	Q1	Q2			
Average Sickness per member of staff (<i>days</i>) – rolling year	6.4	6.5	6.9	6.4	6.8	7.7		7.5	
Staff Turnover - quarterly	5.48%	5.69%	4.22%	3.25%	4.44%	5.26%	No target set	No target set	No target set
Speed of processing new Housing Benefit/ Council Tax Support Claims (<i>days</i>)	10.38	9.75	10.41	11.13	14.36	14.76		14.00	
Speed of processing changes in circumstances Housing Benefit/ Council Tax Support Claims (<i>days</i>)	3.37	3.22	3.37	3.21	4.22	4.87		7.00	
Number of overdue/ outstanding internal audit actions (<i>end of quarter</i>)	32	23	25	15	14	15		10	
Number of High Priority Overdue Internal Audit Management Actions	9	0	3	0	0	0		0	
Number Internal Audit Reports issued with ‘No Assurance’ opinion	0	0	0	0	0	0		0	
Accounts Payable – invoices paid within 30 days	96%	90%	95%	94%	96%	96%		100%	
Invoices processed with a Purchase Order	98%	100%	99%	100%	100%	100%		100%	
Number of complaints recorded on corporate complaints system	86	67	76	129	136	167	Not Applicable	No Target Set	Not Applicable

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Performance Indicator	2017/18				2018/19		Current Status	Annual Target	Expected Outturn
	Q1	Q2	Q3	Q4	Q1	Q2			
Percentage of FOI requests responded to within 20 working days	73.91%	78.70%	79.88%	78.53%	72.19%	76.00%		90.00%	
Number of Fly-Tipping Incidents reported	142	200	193	249	183	194	No Target Set	No Target Set	Not Applicable
Percentage of household waste sent for reuse, recycling and composting - quarterly	37.94%	38.31%	35.30%	32.31%	38.98%	37.33%		35.87%	
Percentage of Major applications determined within 13 weeks or Agreed Extension of Time	66.67%	71.43%	83.33%	100.00%	87.50%	100.00%		60.00%	
Percentage of Non Major applications determined with 8 weeks or Agreed Extension of Time	83.13%	81.03%	88.74%	90.96%	96.91%	93.94%		65.00%	
Number of Enforcement Cases Opened	89	91	83	90	76	81	No Target Set	No Target Set	Not Applicable
Number of Enforcement Cases Closed	128	108	103	108	73	80	No Target Set	No Target Set	Not Applicable
Voids – Average re-let time (general needs and Sheltered)	12.51	12.27	12.32	12.63	13.80	14.99		13	
Arrears - Number of tenants owing more than 4 weeks rent	222	327	206	205	206	222	Not Applicable	No Target Set	Not Applicable
Repairs – Average number of days to complete responsive repairs	5.4	5.3	5.0	5.16	5.96	6.88		8	
Homelessness – Numbers presenting to Council as being at risk of homelessness	324	404	334	460	360	385	No Target Set	No Target Set	Not Applicable

Key to symbols:



This performance indicator is on target



This performance indicator is below target but within 5% of the target



This performance indicator is more than 5% of the target

Key Actions:

Freedom of Information (FOI) processes continue to be reviewed by a cross Council Information Governance group focussing on where responses are being completed outside the 20 working day target.

Performance has improved slightly during the current quarter with 76.00% of FOI requests responded to within 20 working days. Performance figures for the current period (October to November) show that 88.24% of FOI's have been responded to within 20 working days.

Responsibility for the monitoring and following up on FOI requests has now been assigned to a new member of staff and a number of incomplete requests are being cleared which is having an impact on the overall percentage responded to within 20 working days.