

<b>Committee(s):</b>	<b>Date(s):</b>
Planning & Transportation Committee	25 June 2013
<b>Subject:</b> Department of the Built Environment Business Plan 2012/15 : Quarter 4 Update and Financial Outturn Report	<b>Public</b>
<b>Report of:</b> <b>Director of the Built Environment</b>	<b>For Information</b>
<b>Summary</b>	
<p>This report sets out the progress against the 2012/13 Business Plan and the Financial Outturn Report for the Department of the Built Environment. It shows what has been achieved, and the progress made over the last year against our departmental objectives and key performance indicators.</p> <p>The financial 2012/13 year end outturn position for the services covered by Planning &amp; Transportation Committee reveals a net underspend for the Department of £90k (1%) against the overall net local risk budget of £10.8m for 2012/13.</p> <p>I have requested to carry forward this underspend into 2013/14, along with underspends within other Committees I support. These requests are currently being prepared for consideration by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.</p>	
<b>Recommendation(s)</b>	
Members are asked to:	
<ul style="list-style-type: none"> <li>• note the content of this report and the appendices.</li> <li>• receive the report</li> </ul>	

## Main Report

### Background

1. The 2012 -2015 Business Plan of the Department of the Built Environment was approved by this committee on 24<sup>th</sup> April 2012. As agreed, quarterly progress reports have been provided.
2. The report also takes the opportunity to update Members on achievements made during Quarter 4, of which the most significant was that the 2012 Clean City Awards were presented in February 2013, at Mansion House, by the Rt. Hon. The Lord Mayor and the Chairman of Port Health and Environmental Services Committee, John Tomlinson. The City of London Clean City Awards scheme was established in 1994 to promote, share, and encourage best practice of sustainable waste management practices. There are over 1650 sites participating in the scheme, ranging from small shops and food outlets to large multi-national companies and financial institutions. These awards

continue to recognise those leading the way in recycling and waste management.

### **Key Performance Indicators**

3. Performance against the 30 key performance indicators (KPIs) (Appendix A) is good with those not meeting their targets being actively managed by the Management Team
4. On NI192 (recycling) we started the year at a low level and have steadily increased, to the point where now we are exceeding the target. Latest results show 41% and still improving. This is as a result of a concerted effort on all fronts, led by my recycling team, to not only improve recycling itself but to drive down the volume of residual household waste.
5. NI 195 (Graffiti etc.), and TPR1, show we are maintaining the quality of our street cleansing service. Our independent street surveys (carried out by the former Keep Britain Tidy Organisation) confirm this.
6. Our Parking enforcement performance also remains high. The single KPI shown here (LTR2) is a snapshot of our total performance, but the steady take-up of pay by phone parking and the low number of complaints shows we are maintaining a top quality service, on which I plan to report further (to P&T Committee) in the Autumn.
7. On Highways, (see TPR2) our new contractor (Riney) has settled in well and is about to start on some major projects, notably Holborn Circus.
8. On accidents, our new Road Danger Reduction Strategy is the mechanism we are using to get to work on the casualty rates. It will be a long haul, with a combination of measures, not least consideration of the 20mph speed limit (on your agenda today).
9. My District Surveyor Division (LBC 1,2,3) continues to provide a high quality service, despite the intense competition in building control services. Our marketing efforts continue, with the latest being a short youtube video.
10. On Planning Policy, our Draft Local Plan and CiL preparation programme are generally on track (PP1, 2, 3) despite a slight delay in consultation on CiL rates, and my Development Management Team have dealt with some demanding applications and maintained a high of approval rate on initial application.
11. One concern is the sheer volume of Freedom of Information requests, which an additional member of staff has been retained. Members will note from DM6 that our Access Team of three officers (2 of which are part time) have been hard pressed but has maintained a high performance despite a demanding KPI.

12. On the Corporate Service Response Standards, we are scrutinising these KPIs regularly, and act where shortcomings are identified.

## Finance

13. The 2012/13 year end outturn position for the Department of Built Environment services covered by Planning & Transportation Committee reveals a net underspend for the Department of £90k (1%) against the overall net local risk budget of £10.8m for 2012/13. Appendix B sets out the detailed position for the individual services covered by this department. The table below details the summary position by Fund.

Local Risk Summary by Fund	Latest Approved Budget	Outturn Position	Variance from Budget (Better) / Worse	
	£'000	£'000	£'000	%
<b>City Fund</b>	10,611	10,517	(94)	(1%)
<b>Bridge House Estates</b>	230	234	4	2%
<b>Total Built Environment Services Local Risk</b>	<b>10,841</b>	<b>10,751</b>	<b>(90)</b>	<b>(1%)</b>

14. I have requested to carry forward this underspend into 2013/14, along with underspends within other Committees I support. These requests are currently being prepared for consideration by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
15. The reasons for the significant budget variations in the above table are detailed in Appendix B, which sets out a detailed financial analysis of each individual division of service relating to this Committee.
16. The better than budget year end position of £90k (1%) is principally due to additional income generated from on-street activities relating to hoardings & scaffolding licences, road closure fees and fee charges for use of the pipe subways by utility companies. There were also reduced expenditure costs for the repair and maintenance of drains & sewers due to a moratorium on street works during the Olympics and salary underspends on Town Planning due to vacancies throughout the year, plus various other running expenses budget savings.
17. These budget savings were in part offset by a shortfall in Building Control fees income resulting from a downturn in the economy and competition from approved inspectors.

## Business Risk Management

18. Risks have been reviewed in accordance with corporate policy. The Risk Management register shows no change to the mitigated or unmitigated likelihood or impact score of any risk.

19. One new risk has been identified, this relates to the City of London Roads Network Management role. Details are at Appendix C (part1).
20. The review of all existing risks identified 5 with minor changes since the last report. All the changes relate to additional work that is now in hand to reduce the likelihood or impact of a risk occurring. A summary of these 5 risks and the changes since the last report can be found in Appendix C (part 2).
21. All risks have been reviewed for the effectiveness of the controls. There is no change in the assessment of the effectiveness of controls since the last report.
22. No risks are assessed as Red (*Existing controls are not satisfactory*) and all but two have been assessed as Green (*Robust mitigating controls are in place with positive assurance as to their effectiveness*).
23. The two that were assessed as Amber (*Existing controls require improvement or mitigating controls identified but not yet implemented fully*) are shown in Appendix C (part 2) and in both cases work is in hand to continue the implementation of the controls.

### **Achievements**

24. This report reflects back on the first full year of the Department of the Built Environment. My key departmental objectives were to improve the internal information flows, provide better management information and thus to maintain continual service improvement whilst looking for greater efficiencies.
25. Key achievements were reported in the 2013-16 Divisional Business Plans, however a key achievement of the department over the last financial year was our contribution to the delivery of a highly successful Olympic and Paralympic Games, as well as the Jubilee River Pageant and annual Lord Mayor's show.
26. A complete list of our 2012/13 achievements was contained in my report on the 2013/16 Business Plan (reported to P&T Committee on 22<sup>nd</sup> March 2013).

### **Individual Achievements**

27. Amanda Harcourt, our Land Charges Officer, was awarded a Highly Commended at the annual Land Charges Officer of the Year awards.
28. Nasser Hashemi, in the Highways team was recently awarded a PhD in Civil Engineering.

### **Annual Assurance Statement**

29. For the financial year 2012/13 I give assurance to Members that my department complies with the corporate Data Quality Policy and Protocol in producing its service and performance data. I confirm that my Department has effective systems and procedures in place that produce relevant and reliable information to support management decision-making and to manage performance.

## **Appendices**

- Appendix A – Progress of KPI's
- Appendix B – Detailed Financial Analysis
- Appendix C – Business Risk Assessment

## **Background Papers:**

DBE Business Plan 2012/15

Business Risk Management (P&T Committee 18 September 2012)

The Road Danger Reduction Plan (P&T Committee 15 January 2013)

DBE Business Plan 2013/16

### **Elisabeth Hannah**

Chief Planning Administrative Officer

T: 020 7332 1725

E: [Elisabeth.hannah@cityoflondon.gov.uk](mailto:Elisabeth.hannah@cityoflondon.gov.uk)

### **Simon Owen**

Group Accountant

T: 020 7332 1358

E: [simon.owen@cityoflondon.gov.uk](mailto:simon.owen@cityoflondon.gov.uk)

### **Richard Steele**

IS & Finance Officer

T: 020 7332 3150

E: [richard.steele@cityoflondon.gov.uk](mailto:richard.steele@cityoflondon.gov.uk)