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| <b>Committee(s):</b>   | <b>Date(s):</b>        |
| Port Health & Environmental Services   | 9 Sept 2013            |
| <b>Subject:</b><br>Department of the Built Environment, Business Plan<br>Progress Report for Q1  | <b>Public</b>          |
| <b>Report of:</b><br>Philip Everett, Director of the Built Environment   | <b>For Information</b> |
| <p>This report sets out the progress made during April – July against the 2013/16 Business Plan. It shows what has been achieved, and the progress made against our departmental objectives and key performance indicators.</p> <p>At the end of July 2013 the Department of Built Environment was £183k (6.6%) underspent against the local risk budget to date of £2.8m, over all the services now managed by the Director of Built Environment covering the Port Health &amp; Environmental Services Committee. Appendix B sets out the detailed position for the individual services covered by this department. Overall I am forecasting a year end underspend position of £119k (1.8%) for City Fund services.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <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 2013-16 Business Plan of the Department of the Built Environment was approved by this committee on 30<sup>th</sup> April 2013. As agreed, quarterly progress reports have been provided.

### Key Performance Indicators and Departmental Objectives

2. During the period of this Business Plan, my DMT are monitoring 11 KPIs relevant to the work of this Committee, and this includes five corporate KPIs. Details of all KPIs can be found in Appendix A.
3. We are achieving 7 of the 11 KPIs. Of those below target, on NI192 (recycling) our percentage continues to increase and we expect to make our higher target of 41% by year end. On the Departmental Objectives, all are proceeding as expected.

### Financial and Risk Implications

4. The end of July 2013 monitoring position for Department of Built Environment services covered by Port Health & Environmental Services Committee is provided at Appendix B. This reveals a net underspend to date for the Department of £183k (6.6%) against the overall local risk budget to date of £2.8m for 2013/14.
5. Overall I am currently forecasting a year end underspend position of £119k (1.8%) for City Fund services. The table below details the summary position by Fund.

| Local Risk Summary by Fund                         | Latest Approved Budget<br>£'000 | Forecast Outturn<br>£'000 | Variance from Budget<br>+Deficit/(Surplus) |             |
|--|---------------------------------|---------------------------|--|-------------|
|  |                                 |                           | £'000                                      | %           |
| City Fund  | 6,509                           | 6,390                     | (119)                                      | 1.8%        |
| <b>Total Built Environment Services Local Risk</b> | <b>6,509</b>                    | <b>6,390</b>              | <b>(119)</b>                               | <b>1.8%</b> |

6. The reasons for the significant budget variations are detailed in Appendix C, which sets out a detailed financial analysis of each individual division of service relating to this Committee.

## **Business Risk Management**

7. A summary of risks linked to the work of this committee can be found in Appendix C. Risks have been reviewed in accordance with corporate policy.
8. No risks are assessed as Red (*Existing controls are not satisfactory*) and all but two one have been assessed as Green (*Robust mitigating controls are in place with positive assurance as to their effectiveness*).
9. The risk that was assessed as Amber (*Existing controls require improvement or mitigating controls identified but not yet implemented fully*) can be found in Appendix C (part 2) and work is in hand to continue the implementation of the controls.

## **Achievements**

10. The cleansing and highway teams contributed to the successful 2013 London Marathon and the preparations for the funeral of Baroness Thatcher.

## **Appendices**

- Appendix A – Q1 KPI results
- Appendix B – Finance Report
- Appendix C – Business Risk

## **Background Papers:**

DBE Business Plan 2013 - 2016

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