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# NOTICE OF MEETING

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## CABINET MEMBER FOR RESOURCES

TUESDAY, 9 OCTOBER 2018 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058

Email: Vicki.plytas@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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## CABINET MEMBER FOR RESOURCES

Councillor Jeanette Smith (Liberal Democrat)

### Group Spokespersons

Councillor Yahiya Chowdhury, Labour

Councillor Scott Payter-Harris, Conservative

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 **Apologies for Absence**
- 2 **Declaration of Members' Interests**
- 3 **Twinning Report (Pages 3 - 6)**

The purpose of the report is to seek authorisation to develop a comprehensive strategy detailing the aims and objectives of the PCC twinning relationships including a clear procedural process by which potential twin cities are identified and the benefit to the city outlined.

**RECOMMENDED that officers be required to develop a comprehensive**

**strategy to clearly outline the aims and objectives for the city's twinning process so they closely link to the Council Corporate Priorities to ensure they are maximising the benefit for Portsmouth.**

**4 Equality & Diversity Strategy Review (Pages 7 - 10)**

(For information only)

The purpose of this report is to provide an update on the Equality & diversity strategy review.

**5 Update on the Portsmouth Lottery (Pages 11 - 14)**

(For information only)

The purpose of the report is to provide an update on the Portsmouth Lottery.

**6 Portsmouth and South East Hampshire Coroners Update (Pages 15 - 18)**

(For information only)

The purpose of this report is to update the Cabinet Member for Resources:

- on the service improvements undertaken since the Cabinet report of 12<sup>th</sup> October 2017.
- on further developments planned for the coroners service enabled by the relocation to the civic offices

**7 Monitoring of the First Quarter 2018/19 Revenue Cash (Pages 19 - 28)**

(For information only)

The purpose of the report is to inform the Cabinet Member and Opposition Spokespersons of:

- (1) The forecast revenue expenditure for the year compared with the cash limited budget.
- (2) The forecast capital expenditure against the revised capital programme for the Resources portfolio

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>



**Title of meeting:** Cabinet Member for Resources  
**Date of meeting:** 9 October 2018  
**Subject:** Twinning Report  
**Report by:** Director of Culture & City Development  
**Wards affected:** All  
**Key decision:** No  
**Full Council decision:** No

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**1. Purpose of report**

- 1.1 To seek authorisation to develop a comprehensive strategy detailing the aims and objectives of the PCC twinning relationships including a clear procedural process by which potential twin cities are identified and the benefit to the city outlined.

**2. Recommendations**

- 2.1 **That officers be required to develop a comprehensive strategy to clearly outline the aims and objectives for the city's twinning process so they closely link to the Council Corporate Priorities to ensure they are maximising the benefit for Portsmouth.**

**3. Background**

- 3.1 Historically Portsmouth City Council has supported and maintained a number of relationships with other cities throughout the world as part of a twinning, sister and friendship city process.
- 3.2 Whilst the rationale for the establishment of the of the relationships between cities has varied in recent years the key elements of our oldest link with Duisburg originated out of a desire for the UK Government to foster improved relationships between UK and German cities following the Second World War.
- 3.3 The range of cities Portsmouth has subsequently connected with has then varied in their rationale and the benefit to the city such as the twinning link with Caen being forged as a result of the establishment of the International Port with economic development being the key driver.

- 3.4 A recent Audit report highlighted the lack of a clear strategy determining the desired outcomes from the twinning relationships overall and furthermore there are no defined boundaries for the roles that friendship groups, officers and Members have in respect of the activity linked to the cities.
- 3.5 Consideration is also needed to look at a potential re-definition of the relationships to ensure that they are all on an equal footing as we believe our partner cities do not fully understand the difference we place on the terms friendship, sister and twin city as often they do not themselves make such distinctions.
- 3.6 The timing for the development of this strategy will also enable officers to reflect on the current and developing position in regards to the Brexit process and how this will affect currently our active relationships in particular with both Caen and Duisburg. The ramifications are already being felt as our most successful recent projects with Caen had utilised EU funding which it has not been possible to bid for since the Brexit vote and we do not believe we will be able to bid for in the future but this is currently unknown.

#### **4. Reasons for recommendations**

- 4.1 The Audit report highlighted a number of areas for consideration which need to be addressed. The delivery of a formal strategy will enable these elements to be fully considered and an appropriate strategic direction to be established which clearly identifies the benefits of maintaining the twinning relationships to maximise the return in a measurable way to Portsmouth.
- 4.2 There are currently reputational and financial risks associated with the lack of clear procedural guidance on the process by which potential twins are chosen. The European Commission provided a revised Twinning Manual in 2017 and although non-EU arrangements do not fall within its remit, the manual is clear that the best practice for twinning relationships and projects should be built around jointly agreed policy objectives with a signed work plan and specific operational results identified at the outset which reflect the local strengths of each city.
- 4.3 Although we currently have a summary of each city relationship the agreements are general and do not state specific objectives or measures by which to achieve them. Additionally evaluation of activities needs to be directly linked to the new Corporate Priorities in order to demonstrate meaningful measures of success.

#### **5. Equality impact assessment**

- 5.1 An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in

the Equality Act 2010. This will be considered again when the full strategy is brought back for consideration by Resources Committee.

## **6. Legal implications**

6.1 At this early stage Legal considerations can only be identified as Heads. When the picture is clearer as to the intended objectives, strategy, the type of intended future projects and the stream of funding to support those is identified, a more detailed legal assessment can be provided.

In the meantime some legal considerations to keep in mind are:

- a) Any procurement implications in respect of goods or services procured on behalf of the twin cities
- b) Any Data Protection implications in the process of exchange of information with the twin cities. It must be examined who will be the Data controller and who the Data Processor.
- c) If EU funding is the source, the terms for the provision of such funding should be scrutinised as compared to the Authority's standard Terms and conditions and Contract procedure rules.
- d) The objectives as well as the strategy adopted to realise them must be in line with both legal regimes of the two legal systems, therefore it is advisable that these are reviewed by legal teams in both countries.
- e) In respect of financial risks, adequate insurance cover enforceable in the English Courts (where applicable) should be in place for actions and undertakings by the twin cities.
- f) If the scheme (or part of it) is funded by a pooled fund whereby both cities contribute financially, the terms must be clear and set in stone in a written Agreement to which the Law of England and Wales will apply (Twinning Grant Contract).
- g) If the scheme (or part of it) is funded by central government, it is important to observe the terms of the relevant Department's framework under which this funding has been approved.
- h) Reputational risks can be mitigated if the selection process prescribed within the revised Twinning Manual (2017) mentioned in the "Reasons for recommendations" section above is followed.
- i) In legal terms Brexit will not have any impact until the 31 December 2020 being the end of a proposed Transition Period (subject to the UK and EU being able to agree on a Withdrawal Agreement). Should such an Agreement not be reached, it is open to speculation as to what the legal implications may be overall and how these may affect the relationships between twin cities from the 30 March 2019 onwards.

When more detail is available as to the objectives and strategy, additional and more thorough legal advice can be obtained on the specifics of the arrangement.

**7. Director of Finance's comments**

7.1 There are no direct financial implications arising from the recommendation of this report. It should also be noted that there is no specific revenue budget provision for twinning activities.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:       None**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:  
**Cabinet Member for Resources**

# Agenda Item 4

## THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Resources portfolio
<b>Subject:</b>	Equality & Diversity Strategy Review
<b>Date of meeting:</b>	09 October 2018
<b>Report by:</b>	Director of Customer and Communication
<b>Wards affected:</b>	All

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### 1. Requested by

1.1. Portfolio Holder for Resources

### 2. Purpose

2.1. To provide an update on the Equality & diversity strategy review

### 3. Background

#### 3.1. Purpose of the revision to Equality & Diversity Strategy 2010-13

- 3.1.1.** Portsmouth City Council's Equality & Diversity Strategy will need to be refreshed to update the action plan. Although there is no statutory duty to provide a strategy document we still need to demonstrate how we will comply with the Equality Act 2010 legislation so our strategy provides us with a framework on how this will be achieved.
- 3.1.2.** The aim has not been to develop a completely new strategy but to check on the relevance and effectiveness of the current strategy and refresh it. The purpose of the revised strategy will set out the council's approach to equality and diversity issues in Portsmouth in the context of its current policy and legal duties, and in accordance with the changes in customer needs and expectations.
- 3.1.3.** The council has legal obligations under the Equalities legislation to eliminate unlawful discrimination, and to take account of the needs of our staff, residents and visitors in our day-to-day work with respect to their age, sex, disability, race, religion or belief, sexual orientation, gender reassignment,

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**Portsmouth**  
CITY COUNCIL

pregnancy and maternity, and marriage and civil partnership.

#### **4. Refreshed Draft Equality & Diversity Strategy 2019-21**

##### **4.1. Process used in the revision of the current strategy**

- Taking account of the developments in the legislative and policy framework.
- Looking at changes in Portsmouth's demographics.
- Checking on the effectiveness of our current strategy and on the progress made against the actions under the Equality & diversity action plan.
- The consultation on the strategy started in August and will finish on 2 November to allow plenty of time for people to respond and give their feedback and suggestions for the action plan that they feel are relevant.

##### **4.2. The content of the refreshed Equality & Diversity Strategy for 2019-21**

###### **4.2.1. Legislative context**

The refreshed strategy will set out the council's current statutory duties relating to equality and diversity and how we meet these under the Equality Act 2010 including our specific duties as an employer.

###### **4.2.2. Equality & diversity at Portsmouth City Council**

This outlines our approach to equality and diversity that primarily focuses on our customers and their needs, to ensure that we serve all of our communities in the city.

###### **4.2.3. Workforce diversity and management**

We have outlined the work that is currently being undertaken by the council to ensure equal opportunities for and diversity of our workforce, such as looking at the Gender pay gap and employee surveys. We have also set out the key equality & diversity monitoring data of our staff.

###### **4.2.4. Priorities & Action Plan**

The draft document explains what equality issues we have identified in Portsmouth and what action we will take to tackle them. Our Equality objectives underpin our five key priority areas. Those main priorities are:

1. Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination
2. Leaderships and partnerships
3. Employment & training
4. Service delivery & access



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5. Promoting community & the voluntary sector

**5. Summary**

Early assessment of the consultation so far shows that the 5 priorities are still relevant and are important to individuals. Once consultation is completed we will deliver a revised Equality & diversity action plan

The consultation document has been available online as well as hard copies for people to complete. The consultation document has been advertised through the Voluntary sector mail out, Kroma (organisation for LGBT), Portsmouth disability forum (PDF), Saturday Kids Zone (This is a club for deaf children), Visual impaired action group (VIAG), Portsmouth deaf association (PDA) and Portsmouth parent voice (PPV).

The consultation document and draft strategy is also available on the Equality & diversity web page <https://www.portsmouth.gov.uk/ext/documents-external/cou-draft-equality-strategy-2019-21.pdf>

The Access and equality advisor has attended the open Access forum at PDF, VIAG, PDA as well as meeting with the chair of Kroma to seek their views on what specific actions they feel are important for their communities.

.....  
Signed by (Director of Customer and Communication)

**Appendices:**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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# Agenda Item 5

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**Portsmouth**  
CITY COUNCIL

<b>Title of meeting:</b>	Resources
<b>Subject:</b>	Update on the Portsmouth Lottery
<b>Date of meeting:</b>	9 October 2018
<b>Report by:</b>	Director of Community and Communication
<b>Wards affected:</b>	n/a

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**1. Requested by** - The Portfolio Holder for Resources.

**2. Purpose** - To provide an update on the Portsmouth Lottery for noting.

**3. Information Requested -**

3.1 The city council introduced the Portsmouth Lottery in 2016 in response to the increasing pressures on local authorities' community funding budgets. The lottery was established to offer an innovative solution to help the Voluntary and Community Sector (VCS) in the city to gain access to new funding streams following the cessation of PCC's small grants programme.

3.2 Portsmouth City Council residents are the main recipients of the funding, and organisations can apply for grants of up to £2,000 (initially £5,000).

3.3 Funds are raised by the sale of lottery tickets. VCS organisations in the city can register as Good Causes with the lottery and will receive 50 pence from every ticket sold in their support. Players can either choose to support a specific cause or to opt for the proceeds from their ticket(s) to be added to a central fund which is used to support all of the local causes via the lottery small grants fund. Tickets are sold through a website which is managed by Gatherwell. There is more information at this link:

<https://www.portsmouthlottery.co.uk/>

3.4 Organisations who apply for funding must operate within the Portsmouth city limits, providing facilities, activities or services for the benefit of residents and any funding awarded should be for the benefit of Portsmouth residents. Applications must complete a standard application form and provide supporting documents which are sent to the Voluntary Sector Team, who provide administrative support for the Grants Programme. There is more information here:

<https://www.portsmouth.gov.uk/ext/community/portsmouth-lottery-small-grants-fund>

3.5 The Lottery Funding Panel meets four times a year to assess the applications and to make awards. The panel is made up of seven members, three of whom are elected

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Members. The other panel members are Carole Damper (EC Roberts Centre), Clare Martin (Pompey in the Community) Mark Waldron, (Editor, Portsmouth News) and Peter Brook from Portsmouth University. All panel members have a good understanding of the needs of the city and in addition the VCS representatives on the panel have particular knowledge and awareness of the issues facing small groups.

3.6 The Lottery particularly aims to support smaller groups in the city, but does require them to have appropriate policies and procedures in place to comply with necessary legislation.

3.7 The Panel will always offer feedback to help unsuccessful candidates strengthen their bid and suggest where they might get further help with re-submitting their application if this is felt to be appropriate. A positive result of this way of working is that this has empowered several small groups in the city not only to improve their policies and procedures to enable them to comply with the necessary standards, but also to skill them up to enable them to apply for other sources of funding as well.

3.8 The engagement of Voluntary Organisations is key to the success of the Portsmouth Lottery; VCS organisations who register as good causes raise funds for both their own organisations and for the grants programme. To ensure that the Lottery continues to thrive the Voluntary Sector and Communications Teams continue to promote the Lottery both to the VCS and the wider public in the city.

3.9 Since January 2017, 31 organisations have received funding totalling **£48,397.20**. More information is shown in the table below.

Downs Syndrome	To fund fortnightly drama sessions for children with Downs Syndrome and their siblings	£988.00
Portsmouth abuse & rape counselling	To fund additional counselling sessions for local male survivors	£2,500.00
Portsmouth Autism Support Network	To provide weekly football sessions	£2,080.00
Portsmouth Family Welfare Association	To support cost of wages and office running costs	£2,000.00
1st Portsmouth Scouts	Purchase of patrol camping equipment	£3,000.00
Portsmouth Chinese Association	To create awareness of Chinese cultural activities and ensure a continuation of excellent dancers for the PCA Chinese Dance group	£2,500.00
North End Playscheme	Contribution towards the cost of a summer Playscheme in North End	£2,000.00
Funk Format	Break Dance and Street Dance workshops for young people aged 7-12 and 13-16	£2,495.00

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**Finance Comments as no decision is being taken)**



Nature Therapy	To start up the Wolf Medicine programme for people in recovery in the Portsmouth area by working alongside existing services.	£2,000.00
Men's Sheds	To improve facilities in the current premises, which will provide more opportunities for community projects	£2,000.00
Portsmouth Chorus	Electronic Piano to accompany Chorus rehearsals and concerts	£529.00
Breatheasy	Provision of exercise sessions for people with COPD	£1,560.00
Cosham Poppy Appeal/RBL Gazebo	Purchase of Gazebo for use when fundraising for the RBL	£250.00
DV Mission	funding to go towards covering the costs of delivering the gala night, awards ceremony and premier screening on Saturday 18th March at The Wedgewood Rooms.	£400
Headway	Funding to support a cognitive rehabilitation programme for brain injured adults.	£1,481
Portsmouth & Southsea Voluntary Lifeguards	To purchase five new mobile radios for use by the beach patrols	£662.50
Community Empowerment	The renewal of equipment including a laptop, a tablet, projector, screen and a flip chart stand	£432
MSLipreading	To pay for venue hire to hold weekly sessions for the participants to learn the skills, coping and communication tactics necessary to regain lost confidence and manage their deafness in a hearing world	£1,500.00
Wetwheels	Lifejackets and safety equipment and for annual service of safety equipment	£1,900.00
Age UK Portsmouth	Saggy Slipper Swap campaign	£2,000.00
Portsmouth Walking Football	Elderly persons/dementia friendly Christmas Lunch	£1,250.00
North End Frontline Debt Advice	Running expenses and laptop	£1,050.00
Frontline Debt Advice Paulsgrove	Admin and general expenses/running costs	£1,000.00
Pompey in the Community	To support Adults with Disabilities an Special needs to participate in the Great South Run	£2,000.00
Heart of Portsmouth Boxing Club	To run one weekly non- contact boxing sessions for Adults and children with SEND.	£1,950.00

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SAD Portsmouth	Laptop and funding to facilitate a second support evening	£2,000.00
Compass Carers Support	Respite Days for Carers	£2,000.00
Portsmouth Cathedral Development Fund – “Cathedral Sing” Project	Funding for a piano to be used in 30 schools in the city for the Cathedral Sing Project	£784.50
Tonic Music for Mental Health	To expand their music group timetable to include a weekly Tonic Ska Choir Group for people experiencing mental health problems.	£2,000.00
Saturday Kids Zone for deaf children.	For a number of events for the children over the next 6 months	£1711.20
Stage One Youth Theatre	To purchase a PA System for use in rehearsals	£374.00
<b>Total:</b>		<b>£48,397.20</b>

.....  
 Signed by (Director)

**Appendices: Nil**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

# Agenda Item 6

THIS ITEM IS FOR INFORMATION ONLY



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Resources Portfolio Decision meeting
<b>Subject:</b>	Portsmouth and South East Hampshire Coroners Update
<b>Date of meeting:</b>	9 <sup>th</sup> October 2018
<b>Report by:</b>	Director of Culture & City Development
<b>Wards affected:</b>	N/A

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## 1. Requested by:

1.1 Cabinet Member for Resources: Councillor Jeanette Smith

## 2. Purpose

2.1 The purpose of this report is to update the Cabinet Member for Resources:

- on the service improvements undertaken since the Cabinet report of 12<sup>th</sup> October 2017.
- on further developments planned for the coroners service enabled by the relocation to the civic offices

## 3. Information Requested

An update on the recommendations listed in the October 2017 cabinet report is as follows:

### 3.1 Benchmarking and standards

3.1.1 The Portsmouth and South East Hampshire Coroner's area covers the areas of Portsmouth, Gosport, Fareham, Havant and East Hampshire Councils. The total population served exceeds 650,000.

3.1.2 The number of deaths reported to the Coroner is significant with approximately 3000 annually and despite the smallness of the area, its demographic makeup results in the Coroners workload exceeding many entire counties such as Berkshire or Worcestershire.

3.1.3 Following the transfer of the service from HCC to PCC management significant improvements in overall timeliness have been achieved:

The turnaround targets for non-Inquest cases are now exceeded virtually 100% of the time and the target for completion of Inquest cases within a year is being met with improvements year on year. This has been achieved against a background of 2676 deaths being reported during 2017.

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Deaths reported	2877	3216 (Increase of 11.78%)	3412 (Increase of 6.09%)	2676 (Decrease of 21.57%)
PM's performed	1142	1203 (Increase of 5.34%)	1140 (Decrease of 5.23%)	1044 (Decrease of 8.42%)
Inquests held	366	390 (Increase of 6.55%)	686 (Increase of 75.89%)	395 (Decrease of 42.42%)
Number of Dols cases	23	158 (Increase of 586.95%)	339 (Increase of 114.55%)	82 (Decrease of 75.81%)
Inquests opened	230	479 (Increase of 108.26%)	598 (Increase of 24.84%)	358 (Decrease of 40.13%)
Inquests not completed in 12 months	7	12 (Decrease of 17.76%)	9 (Decrease of 18.8%)	8 (Decrease of 11.11%)

3.1.4 An important factor in this significant improvement has been the positive impact on the Coroner's staff of support from PCC, a view that the Coroner shares. Everyone is working together to improve the quality of customer service and the target is for Portsmouth and the South East to be in the top quartile of the national statistical league on a consistent basis.

3.1.5 Inevitably certain cases will always take a long time to conclude, delays caused by late submission of evidence by pathologists and others can contribute to this issue. In some cases ongoing police investigations can have a major impact on the timeliness of the inquest. This problem is not unique to Portsmouth, it affects coroners everywhere.

### **3.2 Joint supervision**

3.2.1 The joint supervision continues to work well and improvements have been seen such as electronic transfer of documents between the Coroner's Service and the Registration Service. This has benefitted the public by giving them a swifter registration process.

3.2.2 As the Coroner does not line manage staff, the Superintendent Registrar was introduced into the structure to support the service and help them in their operational management. There have been a number of benefits from this



additional support ranging from, improvements in communication between the services, standardising HR processes and embedding corporate process. As the Superintendent Registrar cannot be on site on a daily basis we have recruited a Team Leader at the Coroner's Service. The Team Leader is responsible for overseeing the day to day supervision of the staff, allocating the caseload, holding regular team meetings and giving on-site support to the staff. The Superintendent Registrar remains responsible for budgets and overall strategy.

### **3.3 Further development and improvement in new technology**

3.3.1 The toxicology contract was awarded to a new service provider in May 2017. This has been working well and has already brought in savings of approximately £10k.

3.3.2 We have now successfully transferred all Coroners data from the IRIS system which was hosted by HCC - to the WPC system. We were the first in the country to implement this system and it is now the preferred option of most Local Authorities. WPC has provided the following benefits:

- The WPC system will provide further developments with QAH for electronic death referrals. This will make significant staff time savings for both PCC and the NHS. We plan to have this in place by the end of the year. There has been a delay due to some technical issues which still need to be ironed out.
- Ability to produce more detailed statistical report. The time it takes to run quarterly figures, figures for destruction of histology and figures for suicide and drugs death audits has been significantly reduced as has the annual Ministry of Justice report which used to take weeks to prepare. This can now be produced within the required eight week timeframe.
- Complete electronic files for non-inquest cases (which was not possible prior to WPC) this equates to 3902 cases since the introduction of WPC, which are solely electronic records and would have previously had paper files. This obviously is a reduction in paper and printing costs, also space for archiving, but also for the time it takes to look up case data with it all being to hand rather than having to refer to hard copies which are filed away.
- Auto-fill of forms and documents which are sent to stakeholders, reducing the time it takes to prepare such documents and the decrease in clerical errors.
- Audit abilities to track how many cases each officer has at any one time and at what status they are at. This has proven to be extremely useful as the Coroner's Service currently have one member of staff on long term sick leave.
- Live caseload data, so that officers do not have to rely on their own spreadsheets to track their work
- Electronic tasks and notifications to alert officers of what they need to do.
- The ability to log on remotely, so that the Coroner can still provide authorisation and advice when he is not in the office. The Coroner continues to find this extremely useful.
- Reduction in photocopying and easier to provide advanced disclosure to interested parties.

- The WPC system has been adopted by other districts including Hampshire and the Isle of Wight. This allows for the possibility of cross border working, which would be particularly useful in the case of a major event.

3.3.3 Now that the system is in place and the staff are familiar with it, we are engaging with QAH regarding online reporting of deaths to the Coroner. This will hugely improve the speed and efficiency of the service, which will provide benefits to the public, PCC and the NHS trust. It is expected that we will roll this out to GP's once the system has proved to be reliable.

### **3.4 Review of the Service**

3.4.1 The Coroner's staff were successfully TUPE'd from their respective organisations to PCC employment on 1<sup>st</sup> April 2015. Whilst the plan is to harmonise all staff under PCC terms and conditions, under TUPE regulations terms and conditions can only be changed if there is a specific reason (Economical, Technical or Organisational) that would require a contractual amendment. We are working with HR, the Coroner and the new Team Leader to undertake a review of the whole service, to ensure that we are working at the correct staffing levels and offering best value for money as a service.

.....  
Signed by:

**Director of Culture & City Development**

**Appendices:        None**

### **Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Management and location of Coroners Service to within Portsmouth city council	PCC website : Cabinet report 6 <sup>th</sup> November 2014

# Agenda Item 7

**THIS ITEM IS FOR INFORMATION ONLY**  
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**Portsmouth**  
CITY COUNCIL

**Title of meeting:** Resources Portfolio

**Subject:** Monitoring of the First Quarter 2018/19 Revenue Cash Limits and Capital Programme

**Date of meeting:** 9<sup>th</sup> October 2018

**Report by:** Director of Finance and Information Technology

**Wards affected:** ALL

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## 1. Requested by

The Cabinet Member for Resources Portfolio.

## 2. Purpose

2.1 To inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.
- The forecast capital expenditure against the revised capital programme for the Resources portfolio

## 3. Information Requested

3.1 Outturn 2018/19

	£000's	% of Budget
Controllable Cash Limit 2018/19	18,243	
Total Forecast Expenditure 2018/19	17,863	97.92%
<b>Variance - (Under)/Overspend</b>	<u>(380)</u>	2.08%

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**Finance Comments as no decision is being taken)**



3.2 Appendices

Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

Analysis of the portfolio's capital expenditure for 2018/19 is attached at Appendix B.

**4. Revenue Expenditure**

(Please read in conjunction with the attached Appendix A)

4.1 The final outturn for the portfolio compared to the cash limit is a net underspend of £379,700

4.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are Spinnaker Tower, Rent Allowances, Rent Rebates, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed corporately. The overall net underspend excluding windfall items is £107,100 i.e. 0.59%.

4.3 Item 6 Financial Services - underspend £61,300

There are currently several vacancies within the service resulting in an underspend. The expectation is that some of these vacancies will be filled during the year and others held in order to prepare for future savings requirements.

4.4 Item 7 Information Technology - overspend £77,700

The cost of software licenses has increased so the service is looking at ways to mitigate the effects of this.

4.5 Item 8 Procurement - underspend £59,500

The underspend in procurement is due to two current vacancies within the service. These are expected to be filled during the year.

4.6 Item 14 & 15 Housing Benefits - Rent Allowances & Rebates - underspend £235,400

These variances represent the difference between housing benefit paid out to private and council house tenants and the government subsidy received for these purposes. The total value of benefits paid exceeds £100m and minor

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fluctuations in the factors affecting Housing Benefit can result in material variances.

4.7 Item 25 Coroners - underspend £58,000

Income from Hampshire County Council for Coroners Services is based on a percentage share of cases with Portsmouth. The number of cases attributable to Hampshire County Council at this point has increased which has resulted in more costs being recovered from the County.

**5. Summary**

5.1 The overall outturn position on the portfolio is a net underspend of £379,700 representing 2.08% of the total cash limited budget. Within this net position there are various other less significant under and overspending as shown in Appendix A.

5.2 Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

5.3 At this Quarter end, the uncommitted balance on the reserve is £410,700

**6. Capital Programme**

(Please read in conjunction with the attached Appendix B)

6.2 The capital programme has been updated to reflect new schemes, approved amendments, re-phasing of expenditure and the removal of completed schemes.

6.3 **Forecast Outturn 2018/19**

	<b>£000's</b>	<b>£000's</b>
Total Revised Budget 2018/19		9,670
Actual Net Expenditure 1 Apr 2018 to 30 Jun 2018	508	
Forecast Net Expenditure 1 Jul 2018 to 31 Mar 2019	<u>9,162</u>	
Total Forecast Expenditure 2018/19		9,670
<b>Forecast Variance - (Under)/Overspend</b>		<u><u>(0)</u></u>

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6.4 The additions to the capital programme since the start of the financial year have been as follows:

	<b>£000's</b>
Guildhall Capital Works (Item 13) (RCCO)	378
Kingston Lodge North Renovation (Item 33) (RCCO)	23
Civic Office Public Address System (New Scheme) (RCCO)	126
Ground Floor Reception Improvements (New Scheme) (RCCO)	104
Portsmouth Hive (New Scheme) (RCCO)	275
<b>Total Additions to Capital Program</b>	<b>906</b>

New Scheme - Civic Office Public Address System £126,000

This is the replacement of the Civic Office Public Address System. The Public Address System is essential in preventing false evacuations of the site. The modern system will have the ability to zone the site which will aid communication if a threat or incident occurs. It enables the development and enhancement of processes designed to protect users of the building.

New Scheme - Ground Floor Reception Improvements £103,600

This is to improve the customer experience of the ground floor reception. To make the ground floor reception a more self-service focused experience for customers.

New Scheme - Portsmouth Hive £275,000

This is for the remedial works to the central library to enable a single point of contact office. It will be a base for volunteers supporting the social care and community sector.

6.5 The variance between the approved capital programme and the changes to be reflected in the capital refresh are made up as follows:

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	<b>£000's</b>
Total Additions (listed above in point 6.4)	906
Completed schemes	(118)
<b>Total Variance</b>	<u>788</u>

.....  
 Signed Director of Finance and Information Services

**Appendices:**

- A Revenue Outturn Statement**
- B Capital Monitoring Statement**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Service Budget Monitoring files	CRS Accountancy team

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# FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING JUNE 2018

MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2018/19			
PORTFOLIO	Resources	Finance Lead:	Sue Page
BUDGET	18,243,000		
<b>TOTAL CASH LIMIT</b>	<b>18,243,000</b>		
CHIEF OFFICER	Various		
QUARTER ENDED	June 2018		

Risk indicator	
Low	L
Medium	M
High	H

ITEM No.	BUDGET HEADING
1	Miscellaneous Expenses
2	HR & Audit
3	Transformation Workstream Investment
4	Customer & Community Services
5	Grants & Support to the Voluntary Sector
6	Financial Services
7	Information Technology
8	Procurement
9	DFI
10	Design & Maintenance
11	Landlords Repairs & Maintenance
12	Sinnaker Tower
13	WMD Crane Rental
14	Housing Benefit - Rent Allowances
15	Housing Benefit - Rent Rebates
16	Local Taxation
17	Local Welfare Assistance Scheme
18	Benefits Administration
19	Land Charges
20	Democratic Representation & Management
21	Corporate Management
22	Lord Mayor & Civic Events
23	Welfare Burials
24	Cemeteries
25	Coroners
26	Modern Records Service
27	Legal Services

BUDGET PROFILE 2017/18				
Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		RISK INDICATOR
		£	%	
£ 226,304	£ 222,300	(4,004)	(1.8%)	L
1,704,500	1,704,500	0	0.0%	M
0	0	0	-	M
1,271,500	1,296,800	25,300	2.0%	L
551,600	555,500	3,900	0.7%	L
5,109,400	5,048,100	(61,300)	(1.2%)	L
3,505,800	3,583,500	77,700	2.2%	M
540,500	481,000	(59,500)	(11.0%)	L
766,500	748,100	(18,400)	(2.4%)	L
(155,700)	(133,800)	21,900	14.1%	M
1,012,400	1,012,400	0	0.0%	M
(1,100,000)	(1,100,000)	0	0.0%	L
(385,400)	(385,400)	0	0.0%	M
(913,500)	(928,600)	(15,100)	(1.7%)	M
(17,400)	(237,700)	(220,300)	(1266.1%)	H
1,504,900	1,504,900	0	0.0%	L
0	0	0	-	L
1,505,200	1,505,200	0	0.0%	M
(84,300)	(84,300)	0	0.0%	M
878,200	832,400	(45,800)	(5.2%)	M
604,100	562,300	(41,800)	(6.9%)	M
122,400	122,600	200	0.2%	L
23,200	38,700	15,500	66.8%	L
(38,400)	(38,400)	0	0.0%	L
866,700	808,700	(58,000)	(6.7%)	M
61,000	61,000	0	0.0%	L
683,500	683,500	0	0.0%	M
<b>18,243,000</b>	<b>17,863,300</b>	<b>(379,700)</b>	<b>(2.1%)</b>	

**TOTAL**

Total Value of Remedial Action (from Analysis Below) 0

Forecast Outturn After Remedial Action **18,243,000**

**18,243,000**    **17,863,300**    **(379,700)**    **(2.1%)**

Variations Arising From Windfall Items (272,600)

Forecast Transfers To Portfolio Specific Reserves (107,100)

(272,600)

(107,100)

Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves **18,135,900**

**18,135,900**    **17,863,300**    **(272,600)**    **(1.5%)**

Note All figures included above exclude Capital Charges, Levies and Insurances  
Income/underspends is shown in brackets and expenditure/overspends without brackets

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RESOURCES PORTFOLIO

APPENDIX B

Capital Monitoring Statement Quarter 1 (April 18 - June 18)

Item No.	Scheme Description	Revised In-Year Budget 2018/19	Forecast In-Year Expenditure 2018/19	Variance to budget
1	Project Management	44,900	44,900	-
2	Landlords Maintenance	2,607,940	2,607,940	-
3	Landlords Maintenance Capital Contingency	356,611	356,611	-
4	MMD - Capital Loans	1,177,250	1,177,250	-
5	Port Leased Plant and Equipment - MMD - Crane	6,750	6,750	-
6	Asset Management System	114,622	114,622	-
7	Major Repairs to Corporate Property Portfolio	0	0	-
8	IS Data Centre	0	0	-
9	Transformation Programme - Customer Management	0	0	-
10	IS Road Map	372,570	372,570	-
11	HR Self Serve & I expenses	0	0	-
12	Legal Case Management Software	5,000	5,000	-
13	Guildhall Capital Works	917,546	917,546	-
14	Revenue and Benefits EDMS replacement	0	0	-
15	Working Anywhere	0	0	-
16	Commercial Letting of Brunel Wing	22,712	22,712	-
17	World War 2 Memorial Guildhall Square	0	0	-
18	PSN CoCo Compliance	0	0	-
19	Refurbishment of Data Centre Accommodation	108,314	108,314	-
20	Super Connected Cities	0	0	-
21	Guildhall Internal Works	0	0	-
22	IS - Server & Database	0	0	-
23	BI Hardware & Implementation	0	0	-
24	EBS Hardware Configuration	0	0	-
25	Channel Shift Phase 1	111,374	111,374	-
26	Utilities Management 2015/16	61,841	61,841	-
27	Utilities Management 2016/17	606,191	606,191	-
28	Investment in Photovoltaic Cell Investment Fund	0	0	-
29	Council Chamber Modernisation	49,026	49,026	-
30	Utilities and Energy Management	90,000	90,000	-
31	Investment in Solar PV Cells	1,600,000	1,600,000	-
32	Guildhall Square Electrical Upgrade	0	0	-
33	Kingston Lodge North Renovation	-17,112	-17,112	-
34	Channel Shift Phase 2	190,700	190,700	-
35	Windows 10 Upgrade & Hardware Refresh	1,014,000	1,014,000	-
36	Civic Offices Public Address System	126,000	126,000	-
37	Ground Floor Reception Improvements	103,600	103,600	-
38	Portsmouth Hive	200,000	200,000	-
	Grand Total	9,869,835	9,869,835	-

Total Approved Budget - Approved 13 Feb 2018	Final Cost	Scheme Variance	Comments
44,900	44,900	-	General Provision to address any project management shortfall in resources which would inhibit the delivery of major projects. Specific allocations are subject to approval through the Corporate Projects board.
9,911,527	9,911,527	-	Funding allocated for urgent repairs based on the priority of need. Major schemes within the 2018/19 programme includes lightening protection upgrade, core plant panel replacement, Eastney pumping station repairs . Drainage replacement.
411,000	411,000	-	Funding allocated as part of the Capital Programme for essential works critical to maintaining operational buildings.
10,828,000	10,821,250	(6,750)	Capital loans payable to MMD to finance capital expenditure requirements. Main projects this year includes the resurfacing of the container park.
2,131,000	2,137,744	6,744	Final costs in relation to the Crane purchase.
300,017	300,017	-	Development work to improve the new systems interface with financial reporting requirements is on-going. Estimated completion will be towards the end of 2018/19.
1,162,154	1,162,154	-	Complete
905,300	868,199	(37,101)	Complete
185,000	153,399	(31,601)	Complete
1,541,370	1,541,370	-	Two areas being progressed around Azure and back up arrangements. Work to be down to capture learning from proof of concept around DR arrangements which will shape follow on work.
662,731	643,848	(18,883)	Complete
96,000	96,000	-	Upgrade of the Legal Case Management Software
2,014,640	2,392,540	377,900	Significant capital works to enhance the Guildhall. To maintain the external fabric of the Guildhall with a view to prevent deterioration of the structure and internal finishes.
95,000	73,220	(21,780)	Complete
977,343	977,343	-	In the design phase of the Direct Access project.
884,491	884,491	-	Creation of an autonomous Brunel wing suitable for commercial letting. The scheme includes core 5 lift upgrade, infrastructure, door access systems, furniture and the relocation of staff.
46,876	46,876	-	Complete
244,902	244,902	-	Currently evaluating a Security Information Event Management (SIEM) application. Further engagement with technical specialists has identified our suitability to progress this avenue. Scope of work currently being reviewed with a view to looking at other products.
710,000	710,000	-	Works to improve accommodation space for operatives of the new IT Data centre (item 8) and to create a usable space for staff as part of the on-going accommodation review. Remaining budget to cover retention and finishing works which are due in by the end of this year.
2,929,312	2,929,312	-	Complete
80,000	80,000	-	Improvements to internal operational areas utilised by Portsmouth City Council. Portsmouth Cultural Trust have been undertaking small projects prior to the start of the larger Renaissance project.
200,000	200,000	-	Upgrade to server and database software to ensure ongoing support from suppliers. This is a requirement to maintain Public Service Network (PSN) security accreditation. Plan to look at current configuration inline with our IT strategy and look at opportunities to move to the Cloud.
880,300	880,300	-	The rollout to professionals and Managers is complete. Currently reviewing the forecasting tool for future development.
280,800	260,140	(20,660)	Complete
742,900	742,900	-	Scheme will significantly improve the Councils customer contact arrangement. Focusing on development of web presence to enable more online self-serve functionality to reduce demand for phone or face to face contact.
1,106,000	1,106,000	-	Engineering works to improve utility / energy management, Includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources.
1,233,000	1,233,000	-	Engineering works to improve utility / energy management, Includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources.
1,950,000	2,077,502	127,502	Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
241,000	241,000	-	Modernisation of the Council Chamber, main work elements are now complete.
1,031,100	1,031,100	-	Engineering works to improve utility/energy management. Includes combined heat and power, LED lighting, insulation and boiler replacements.
4,300,000	4,172,498	(127,502)	Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
33,000	37,800	4,800	Complete
130,000	160,456	30,456	Works comprise, the complete internal and external refurbishment of the North Lodge. Work is complete, awaiting a retention release payment.
582,500	582,500	-	Project to build on the initial Channel Shift Programme to provide 24/7 accessible online Council Services. A substantial programme of work to continue to transform the council's customer contact arrangements by moving more customer contact online, further streamlining back office processes.
1,800,000	1,800,000	-	The project will be replacing ageing IT equipment. The project involves replacing laptops and upgrading to Windows 10 Operating System from Windows 7.
0	126,000	126,000	New Scheme: The replacement of the Civic Office Public Address System. The Public Address System is essential in preventing false evacuations of the site. The modern system will have the ability to zone the site which will aid communication if a threat or incident occurs. It enables the development and enhancement of processes designed to protect users of the building
0	103,600	103,600	New Scheme: To improve the customer experience of the ground floor reception. To make the ground floor reception a more self-service focused experience for customers.
0	275,000	275,000	New Scheme: Remedial works to the central library to enable a single point of contact office. Base for volunteers supporting the social care/community sector.
50,672,163	51,459,887	787,724	

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