






Parks and Leisure Committee



Quarterly Finance Report

Report Period: Quarter 4, 2013/14

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J Wilson	02 May 2014	2.0	

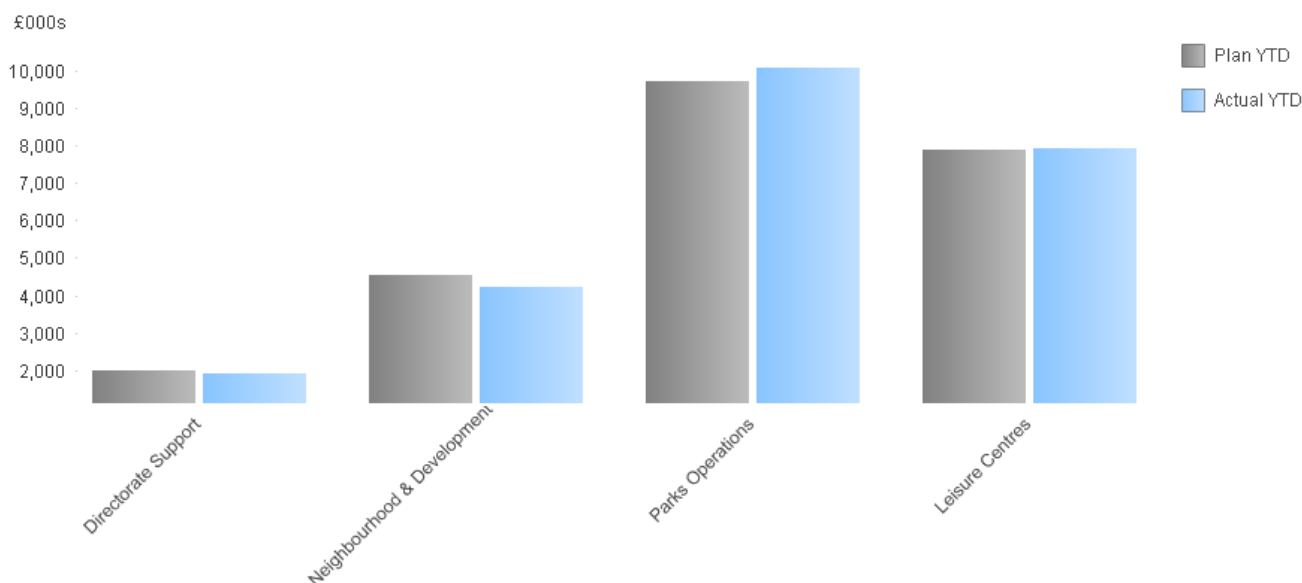
Dashboard

Revenue Section				Page
Service	Year End	Year End Var £000s	Var %	3&4
Directorate Support		(77)	(3.8)%	
Neighbourhood & Development		(326)	(7.2)%	
Parks Operations		381	3.9%	
Leisure Centres		33	0.4%	
Committee Total		11	0.0%	

Key Performance Indicators (KPI)			
KPI	Actual	Target	
Compliant Purchases	84.7%	90.0%	
Timeliness Of Goods On System	66.2%	75.0%	

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Committee Net Revenue Expenditure: Year to Date Position



Commentary and action required:

The performance at the year ending 31 March 2014 for the Parks and Leisure department shows a 0% variance against the year to date budget; i.e.; an over spend of £11k.

There are a number of key reasons for the over spend within the department as follows:

Income for Leisure Centres is back on target with fees and charges income £107k over budget. Promotional activities around membership campaigns have been running from December.

Income from fees and charges at the Zoo is down 12% or £229k against budget. This is largely due to the loss of income due to closures over Easter. The good weather had helped increase visitor numbers in July however August and September were down on expected income. Income at the shop is also down but a reduction on expenditure on supplies has reduced this from quarter 3. The shop will continue to be tightly managed and a trading account is in place for the shop and regular stock takes are in place.

Income in relation to the Franchise agreement at the Castle and Malone House reflects a reduced annual rate on the catering contract. At year end income is below budget for Malone House and Belfast Castle: £62k and £40k respectively This is an improvement on quarter 3. However the subsidy at both sites continues to be managed and the net expenditure at both sites are within budget tolerances.

Income within Parks and Open Spaces is up by £157k (6%). £53k is from the crematorium and £60k events.

Direct Employee expenses are overspent by 0.7% which relate mainly to overtime and agency costs as reviews are implemented. These continue to be monitored and hotspots challenged with managers. A number of new posts in relation to the Zoo review and Parks Operational reviews will assist in reducing the reliance on agency and overtime as well as a number of seasonal posts which will impact on outdoor leisure.

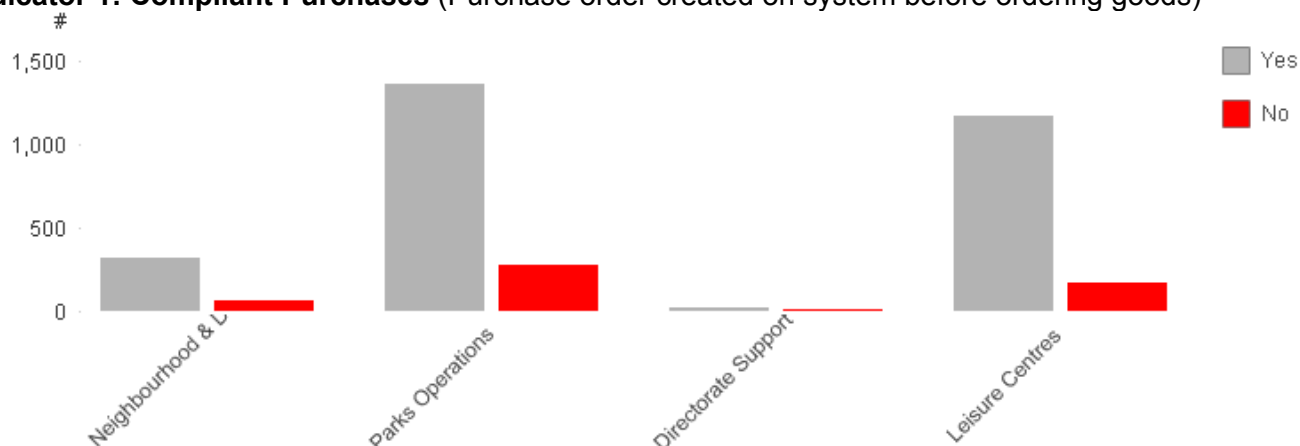
Utility costs are currently overspent by £45k and there are ongoing issues with the combined heat and power units within Leisure which contributed to this overspend. The connection to the water mains in the Zoo cost £36k year to date which was not budgeted for.

Compensation claims are £275k over budget in Parks and Cemetery Services with the total expenditure for the service on claims reaching £480k. The timing of compensation claims is largely unpredictable and the department continues to work with Legal Services to improve the reporting of incidents and ensuring these are managed effectively. Additional measures around claims investigation are currently being considered.

Key Performance Indicators (KPIs): Procurement Compliance

Procurement Compliance refers to the purchases that are made in compliance with the standard procure to pay process in BCC. These processes help ensure that our creditors are paid in a timely fashion and our accounts are accurate and up to date. The following indicators are intended to give a flavour of how well we are doing at adhering to the processes.

Indicator 1: Compliant Purchases (Purchase order created on system before ordering goods)



The impact of ordering goods without a purchase order being created on the system are that a) the authorisation for purchasing goods has not gone through the proper channels, b) incomplete records are available and decisions are being made based on information that is not correct and c) suppliers whose invoices do not have purchase orders take longer to pay and this contravenes an objective of the investment programme, negatively affecting supplier relationships with BCC.

Commentary and action required:

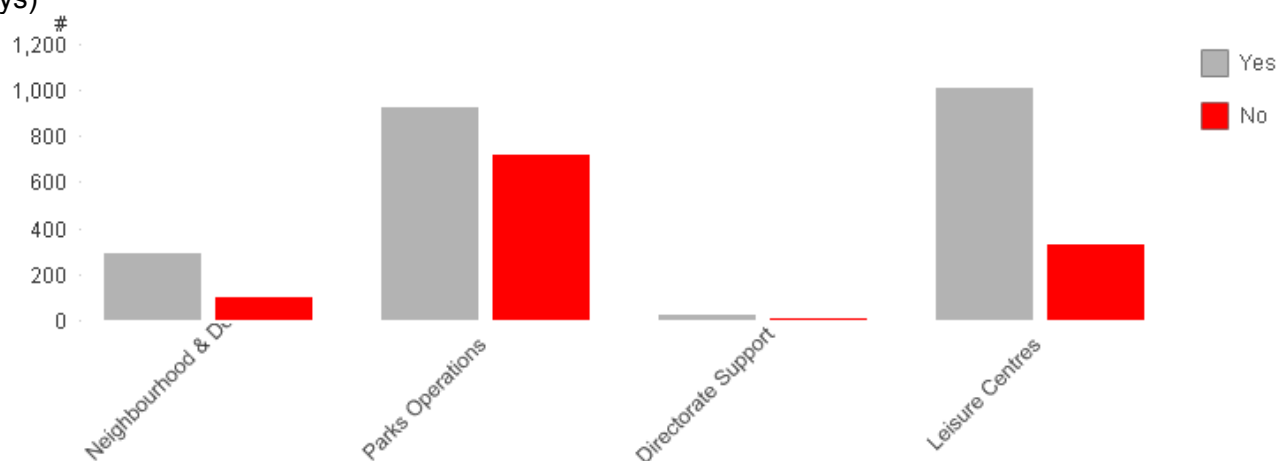
	Yes	No	Total	% Compliant
	2,876	519	3395	84.7%
Neighbourhood & Develo...	323	65	388	83.2%
Parks Operations	1,366	278	1644	83.1%
Directorate Support	19	10	29	65.5%
Leisure Centres	1,168	168	1336	87.4%

The Parks and Leisure Department is 87.4% compliant in relation to raising purchase order on the system prior to receiving goods and the supplier invoicing for them and this is up 2% on the previous quarter.

The department is monitoring performance on a monthly basis and identifying any areas where there is non-compliance and reinforcing the policy.

Key Performance Indicators (KPIs): Procurement Compliance

Indicator 2: Timeliness of Goods on System (Goods received and marked received on system within 5 days)



The impact of not marking goods as received onto the system is that a) BCC records of goods on site are not up to date and b) there is a risk that a department might overspend its budget as goods have been received but are not showing against the budget and c) it can take longer to pay the suppliers invoices and this contravenes an objective of the investment programme, negatively affecting supplier relationships with BCC.

Commentary and action required:

	Yes	No	Total	% Compliant
	2,249	1,146	3395	66.2%
Neighbourhood & Development	292	96	388	75.3%
Parks Operations	926	718	1644	56.3%
Directorate Support	22	7	29	75.9%
Leisure Centres	1,011	325	1336	75.7%

The Parks and Leisure Department is 66.2% compliant in relation to goods receiving orders on the system prior to the invoiced being received. Three of the services have achieved the 75% target with Parks operations falling well below the target.

The department is monitoring performance on a monthly basis and is identifying any areas where there is non-compliance to reinforce the policy. On occasions the delivery note is also the invoice and this note would normally generate the goods received on the system. In relation to supply of services the receipt of the invoice is the document that informs managers that the service has been completed. The department is continuing to work on these issues and also reinforcing the process with our suppliers

Parks & Leisure Committee

Service	Section	Plan YTD £000s	Actuals YTD £000s	Variance YTD £000s	% Variance
Total		24,147	24,158	11	0.0%
Parks Operations	Total	9,705	10,086	381	3.9%
Parks Operations	Estates Management	342	312	(30)	(8.8)%
Parks Operations	Parks & Cemetery Services	8,507	8,596	89	1.0%
Parks Operations	Zoo	856	1,178	322	37.6%
Neighbourhood & Development	Total	4,544	4,217	(326)	(7.2)%
Neighbourhood & Development	Landscape & Planning	2,139	2,177	38	1.8%
Neighbourhood & Development	Leisure Development	645	634	(11)	(1.7)%
Neighbourhood & Development	Open Spaces & Active Living	661	581	(80)	(12.1)%
Neighbourhood & Development	P&C Development	140	105	(35)	(24.9)%
Neighbourhood & Development	Policy & Business Development	960	721	(239)	(24.9)%
Directorate Support	Total	2,014	1,937	(77)	(3.8)%
Directorate Support	Bereavement Administration	255	244	(11)	(4.2)%
Directorate Support	Directorate Support	1,759	1,693	(66)	(3.8)%
Leisure Centres	Total	7,884	7,918	33	0.4%
Leisure Centres	Leisure Centres	7,884	7,918	33	0.4%