

REPORT TO: HOUSING, DUNDEE CONTRACT SERVICES AND ENVIRONMENT SERVICES COMMITTEE – 23 NOVEMBER 2009

REPORT ON: CONTRACT SERVICES FINANCIAL OPERATING STATEMENT AND OPERATIONAL PERFORMANCE FOR THE SIX MONTHS ENDED 30 SEPTEMBER 2009

REPORT BY: JOINT REPORT BY DIRECTOR OF FINANCE AND DIRECTOR OF CONTRACT SERVICES

REPORT NO: 543-2009

1 PURPOSE OF REPORT

To appraise the Committee on the financial position and operational performance of Contract Services for the six months ended 30 September 2009.

2 RECOMMENDATIONS

The Committee is asked to:

- a note the current financial position and operational performance of Contract Services; and
- b note that Contract Services should exceed the statutory requirement of break even for the third year of the current three year rolling period, which commenced at the start of financial year 2007/2008.

3 FINANCIAL IMPLICATIONS

The City Council's approved 2009/2010 Revenue Budget included the sum of £562,000 in respect of Contract Services 2009/2010 surplus being credited to the General Fund. The surplus at 30 September 2009 amounts to £530,312 which represents a return of 2% on budgeted turnover of £26m and indicates that the budgeted annual surplus will be achieved.

4 MAIN TEXT

- 4.1 Reference is made to Report number 786-2003 to the Finance Committee of 12 January 2004 where it was agreed that the City Council would publish Statutory Trading Accounts, as required by the Local Government in Scotland Act 2003 (the Act), for those services currently provided by Contract Services. The Act places a duty on local authorities to conduct such services so that, over a three year rolling period, the revenue generated at least equals the expenditure incurred. In addition, the Council's Plan 2007-2011 has, as one of its values, to "efficiently utilise our resources to provide the standards of public service expected by the citizens and at an acceptable cost". The presentation of a quarterly financial and operational report to the Housing, Dundee Contract Services and Environment Services Committee is seen as a representation of the achievement of that value.

4.2 This monitoring report provides details to the Committee of the financial position and operational performance of Contract Services in regard to the requirement to meet the surplus set out in the City Council's approved 2009/2010 Revenue Budget and assists Councillors, as committee members, in undertaking their responsibility for the supervision and control of the department.

4.3 The department has two main operational activities, being:

- Property Maintenance and Construction Work
- Land Services

5 **CONTRACT SERVICES FINANCIAL OPERATING STATEMENT FOR THE SIX MONTHS ENDED 30 SEPTEMBER 2009**

5.1 The financial operating statement for the six months to 30 September 2009 is detailed in Appendix 1 and it shows the actual financial position as at that date. It is important to stress that the statement is not end of year projections but simply reports on the period referred to, ie six months to 30 September 2009. The estimates detailed in the statement are the direct operational budgets of the activities listed.

5.2 The statement shows that the account is in surplus and, based on the six months results, the statutory requirement of break even should be exceeded for the third year of the current three-year rolling period, which commenced at the start of financial year 2007/2008.

5.3 The actual figures and budgeted surplus contained within this report take account of the fact that the Housing Repairs Partnership is on a 'cost plus' basis and required to break even by the end of the financial year.

6 **CONTRACT SERVICES OPERATIONAL PERFORMANCE FOR THE SIX MONTHS ENDED 30 SEPTEMBER 2009**

6.1 **Trading Results**

The actual turnover for the period, detailed in Appendix 1, has increased by £1,715,477 when compared with the corresponding period of last year. This is due to an increase in turnover on major construction contracts won by the department.

In spite of difficult trading conditions within the construction industry, performance for the first six months has been in line with expectations and a surplus of £530,312 achieved (Statutory Basis surplus £491,146). However, the prevailing market conditions and the requirement for the department to ensure competitiveness with the private sector, will result in a challenging second half of the year.

Contract Services department continues to monitor and evaluate performance through meetings of its Policy and Strategy Group which membership comprises of the Senior Management Team.

6.2 **Maintenance Work**

Housing Repairs and Maintenance is carried out under the terms of a Partnership Agreement established in 2004 and recently extended for a further five years in 2009. Performance in this area is closely scrutinised by a Management Board comprising senior managers from Housing, Finance and Contract Services and by a Partnership Board which includes representatives of the Dundee Federation of Tenants' Association. The trend in both value of work and numbers of jobs has remained constant whilst works to prepare void property for relet have increased significantly over the first six months.

External Cyclical Maintenance is slightly ahead of programme and progress is being monitored and regulated to achieve budget spend. The department has been successful in winning work in competition for Fife Council and Angus Housing Association. It continues to explore opportunities for new areas of work with other public sector bodies to assist in the management of its resources.

Non-housing property maintenance also operates under a Partnership Agreement and the trend in both value and content of this work is reducing compared with previous years.

<u>Description</u>	<u>Number (Estimated)</u>
Housing	
Responsive repair jobs including voids but excluding daytime emergencies	17,395
Emergency Repair Jobs including daytime emergencies	17,061
External Cyclical Maintenance on Properties	950
Non Housing	
Responsive Repair Jobs excluding daytime emergencies	1,080
Emergency Repair Jobs including daytime emergencies	750

6.3 **Construction Work**

Contract Services is one of the Housing Department's key partners in delivering the Scottish Housing Quality Standard and is involved in a rolling programme of kitchen and bathroom replacements as well as heating replacement, rewire and roofing contracts. Much of this work is done under partnering arrangements, delivering on Best Value objectives. The Department has recently completed the successful refurbishment of Downfield Primary School to office accommodation and remains committed to partnership working. Also the department has recently commenced works on the New Cafe and Visitors Centre at Camperdown Park. This is the first new build contract undertaken by the department for several years.

During the period April to the end of September the following contracts were secured:

<u>Description</u>	<u>Number</u>	<u>Total Value</u> £
Major Contracts	34	5,232,500
Minor Contracts	67	725,000

6.4 **Land Services**

In the first six months, Land Services has been employed, mainly, on landscape maintenance works, with all works being completed in accordance with the annual grounds maintenance plan. Activity in Land Services has been hampered by adverse weather conditions during this period.

The grounds maintenance programme along with orders received for landscape contract work may not keep the permanent workforce fully employed for the remainder of the financial year. Opportunities for additional works are being pursued to ensure a continuity of workload.

6.5 **Training**

The department's commitment to construction industry training is reflected by the recruitment of a further nine new apprentices during 2009/10. This maintains Contract Service's 10% tradesmen/apprenticeship ratio, which greatly surpasses the construction

industry norm. In addition, the department has this year recruited a further four apprentices who were in the final year of their apprenticeship and who have recently been made redundant due to the current downturn within the construction industry. This short term employment will enable these apprentices to complete their training and apprenticeships.

In addition to the apprentices, the department invests heavily in training, particularly in relation to Health & Safety, and is committed to the principles of Lifelong Learning set out in the Community Plan. Training and development of all employees is recognised by the department's management team as being critical to maintaining the organisation's success. The department has maintained its status as an Investor in People.

6.6 **Summary**

Contract Services plays a significant role in the achievement of the Council's objectives of modernising and improving services and making best use of public resources. The Department recognises the contribution which its employees make and invests heavily in their training and development. The department plays a key role in responding to challenges on sustainability and waste management issues and plays its part in Building Stronger Communities.

7 **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

8 **CONSULTATION**

The Chief Executive and Depute Chief Executive (Support Services) have been consulted in the preparation of this report. No concerns were expressed.

9 **BACKGROUND PAPERS**

Report to the Finance Committee on 12 January 2004, Report No 786-2003

MARJORY STEWART
DIRECTOR OF FINANCE
10 NOVEMBER 2009

KEN LAING
DIRECTOR OF CONTRACT SERVICES

DUNDEE CITY COUNCIL - FINANCE DEPARTMENT
CONTRACT SERVICES PERFORMANCE MONITORING REPORT
FOR THE SIX MONTHS ENDED 30 SEPTEMBER 2009

<u>Description</u>	<u>Actual</u> <u>Six months</u> <u>to 30/09/08</u> <u>£</u>	<u>Actual</u> <u>Six months</u> <u>to 30/09/09</u> <u>£</u>	<u>Estimate</u> <u>Year</u> <u>2009/2010</u> <u>£</u>
<u>Property Maintenance and Construction Work</u>			
Income	9,949,602	11,716,202	21,422,000
Expenditure	<u>9,568,007</u>	<u>11,253,222</u>	<u>21,018,000</u>
Surplus/(Deficit)	<u>381,595</u>	<u>462,980</u>	<u>404,000</u>
 <u>Land Services</u>			
Income	2,616,187	2,565,064	5,419,000
Expenditure	<u>2,569,589</u>	<u>2,497,732</u>	<u>5,261,000</u>
Surplus/(Deficit)	<u>46,598</u>	<u>67,332</u>	<u>158,000</u>
 <u>Total</u>			
Income	12,565,789	14,281,266	26,841,000
Expenditure	<u>12,137,596</u>	<u>13,750,954</u>	<u>26,279,000</u>
Surplus/(Deficit)	<u>428,193</u>	<u>530,312</u>	<u>562,000</u>