

**FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015**

**To:** Adults Committee

**Meeting Date:** 12 January 2016

**From:** Executive Director: Children, Families and Adults Services  
Chief Finance Officer

**Electoral division(s):** All

**Forward Plan ref:** Not applicable      **Key decision:** No

**Purpose:** To provide the Committee with the November 2015 Finance and Performance report for Children's, Families and Adults Services (CFA).

The report is presented to provide the Committee with the opportunity to comment on the financial and performance position as at the end of November 2015.

**Recommendation:** The Committee is asked to review and comment on the report

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## **1.0 BACKGROUND**

- 1.1 A Finance & Performance Report for the Children, Families and Adults Directorates (CFA) is produced monthly and the most recent available report is presented to the Committee when it meets.
- 1.2 The report is presented to provide the Committee with the opportunity to comment on the financial and performance position of the services for which the Committee has responsibility.
- 1.3 This report is for the whole of the CFA Service, and as such, not all of the budgets contained within it are the responsibility of this Committee. Members are requested to restrict their attention to the budget lines for which this Committee is responsible, which are detailed in Annex B.
- 1.4 A guide to Finance & Performance Report, explaining the columns of the finance table, is attached at Annex A ("A Guide to the FPR Finance Tables").

## **2.0 MAIN ISSUES IN THE NOVEMBER CFA FINANCE & PERFORMANCE REPORT**

- 2.1 The November 2015 Finance and Performance report is attached at Annex C. The previous report presented to Committee (the October Finance & Performance Report) identified a forecast overspend at year end of £896k across CFA. At the end of October, CFA forecast an overspend of £9k.
- 2.2 Between October and November, the main revenue changes were as follows:
- The forecast underspend on ASC Practice & Safeguarding has increased by £510k due to a shortage of assessors available to process Mental Capacity Act / Deprivation of Liberty safeguards cases;
  - The forecast underspend on Care Act funding has increased by £180k;
  - The forecast underspend on Carers support has increased by £130k;

At countywide level, the independent sector purchasing forecast for each client group is broadly unchanged at the end of November, compared to the month before. Within the Learning Disability Partnership, the Shared Lives forecast has reduced, particularly in the Huntingdonshire area. In the Older People's Service, the Cambridge & South Cambridgeshire locality reports a reduction in nursing care expenditure.

### **2.3 Performance**

There are fifteen CFA service performance indicators reported this month and six are shown as green, four as amber and five are red.

Of the six available Adults Performance Indicators, three are currently red. As last month, these remain: average number of all bed-day delays, the average number of Adult Social Care attributable bed-day delays and the proportion of adults with learning disability in paid employment.

### **2.4 CFA Portfolio**

The major change programmes and projects underway across CFA are detailed in Appendix 8 of the report – none of these is currently assessed as red. The status of the Portfolio is updated bi-monthly, and the next update will be received at the end of December.

### **3.0 KEY ACTIVITY DATA**

- 3.1 At recent Committee meetings, concern has been raised at the comprehensibility of the key activity data provided in section 2.5 of the Finance and Performance Report.
- 3.2 Most recently, specific queries have focused on the Physical Disabilities data in particular:
- A member of the General Purposes Committee questioned whether it was correct that residential care appeared cheaper per week than nursing care for this client group
  - A member of the Adults Committee questioned the relationship between the favourable variances on client numbers and unit cost in relation to seemingly much less favourable (and sometimes adverse) budgetary variances.
- Further review by Officers of the client-by-client data beneath the summary illustrated the specialist and high cost nature of a small number of PD service users, hidden by the averages presented, particularly in the residential category, as well as the issues highlighted in section 3.3 below.
- 3.3 The key activity data forms one of the newer sections of the Finance & Performance report and has been supplied this financial year with notes highlighting the extent to which the data reporting is both work-in-progress and expanding in scope. "Activity level" budgets (i.e. average client numbers at average cost) were constructed retrospectively in 2015-16, as this form of reporting developed..
- 3.4 Currently processes for producing the activity data are relatively labour-intensive and have some shortcomings. Data held manually (in LD and MH) is harder to manipulate consistently, and the automated record (in OP and PD) is being re-developed as part of the OP Service development programme and can require additional investigation after summary.
- 3.5 It has not been possible since last month to act further on the requests to show the activity data in an alternative format. Rather than re-format (and potentially re-calculate aspects of the budget breakdown) for a further iteration this financial year, it is proposed to review the presentation of activity data ready for the first financial report of 2016-17. This will benefit from the additional activity based approach to business planning, which has been a key feature of the 2016-2021 process throughout. Officers will liaise with Members on the further development of the report presentation.
- 3.6 As always, whenever activity levels or cost variations are leading to material forecast variances these will be reported in Appendix 1 and 2 of the report, which is the comprehensive and prime account of financial activity.

### **ALIGNMENT WITH CORPORATE PRIORITIES**

- 4.1 Developing the local economy for the benefit of all**
- 4.1.1 There are no significant implications for this priority.
- 4.2 Helping people live healthy and independent lives**
- 4.2.1 There are no significant implications for this priority
- 4.3 Supporting and protecting vulnerable people**
- 4.3.1 There are no significant implications for this priority

## **5.0 SIGNIFICANT IMPLICATIONS**

### **5.1 Resource Implications**

5.1.1 This report sets out details of the overall financial position of the CFA Service.

### **5.2 Statutory, Risk and Legal Implications**

5.2.1 There are no significant implications within this category.

### **5.3 Equality and Diversity Implications**

5.3.1 There are no significant implications within this category.

### **5.4 Engagement and Consultation Implications**

5.4.1 There are no significant implications within this category.

### **5.5 Localism and Local Member Involvement**

5.5.1 There are no significant implications within this category.

### **5.6 Public Health Implications**

5.6.1 There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
As well as presentation of the F&PR to the Committee when it meets, the report is made available online each month.	<a href="http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/147/finance_and_performance_reports">http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/147/finance_and_performance_reports</a>

## A Guide to the FPR Finance Tables

This column shows the previous month's Forecast Variance Outturn. If you compare this column with Column 8 (which is the latest month's forecast variance outturn) –you can see how the forecast position has changed during the last month.

Budgets are grouped together into "Policy Lines", which is the level of detail at which budgets are reported within each CFA Directorate.

The "Current Budget" is the budget as agreed within the Business Plan with any virements (changes to budget). Virements to / from CFA as a whole are detailed in Appendix 4.

When a budget is uploaded to the financial system a "profile" is allocated, and this profile reflects the assumptions on the likely timing of expenditure / income. If it is a salary budget it will assume that one-twelfth of the budget will be required each month. This column shows what level of expenditure or income one would expect to have occurred by this time in the financial year. It is a helpful prompt but in many cases actual expenditure and income does not occur as profiles would suggest.

## APPENDIX 1 – CFA Service Level Budgetary Control Report

Forecast Variance Outturn (Apr) £'000	Service	Current Budget for 2015/16 £'000	Expected to end of May £'000	Actual to end of May £'000	Current Variance		Forecast Variance Outturn (May)	
					£'000	%	£'000	%
<b>Adult Social Care Directorate</b>								
0 1	Strategic Management – ASC	4,742	731	294	-437	-60%	-1,200	-25%
0	Procurement	577	103	298	195	189%	0	0%
0	ASC Strategy & Transformation	1,710	367	352	-15	-4%	0	0%
0	ASC Practice & Safeguarding	2,158	158	21	-138	-87%	0	0%
0	Local Assistance Scheme	386	67	79	13	19%	0	0%
<b>Learning Disability Services</b>								
0 2	LD Head of Services	250	22	860	838	3849%	11	4%
0 2	LD Young Adults	660	231	40	-191	-83%	29	4%
0 2	City, South and East Localities	30,991	5,806	5,381	-425	-7%	1,378	4%
0 2	Hunts & Fenland Localities	21,640	4,001	5,037	1,036	26%	962	4%

This refers to the commentary in Appendix 2.

This column shows actual expenditure and income to date.

This column is the difference between Column 4 and Column 5 (col 5 less col 4) – and highlights where expenditure is higher or lower than is planned / profiled.

It is expressed in hundreds of thousands and as a percentage difference.

It is expressed in both hundreds of thousands and as a percentage of total budget.

This is the most important column of the table – it shows what the budget holder is forecasting as an over- or –underspend at year-end (the variance compared to budget). The budget holder may have detailed commitment records or local knowledge which suggests that the year-end position is similar or different to the current variance (Column 6). This column shows the Budget Holder's best estimate of what the overspend (+) or underspend (-) or balanced position (0) will be at year-end.

## Annex B

### **Adults Committee Revenue Budgets**

#### **Director of Adult's Social Care**

Strategic Management - ASC

Procurement

ASC Strategy and Transformation

ASC Practice & Safeguarding

Local Assistance Scheme

#### Learning Disability Services

LD Head of Services

LD Young Adults

City, South and East Localities

Hunts and Fenland Localities

In House Provider Services

#### Disability Services

PD Head of Services

Physical Disabilities

Autism and Adult Support

Sensory Services

Carers Services

#### **Director of Older People and Mental Health Services**

Director of Older People and Mental Health

City & South Locality

East Cambs Locality

Fenland Locality

Hunts Locality

Addenbrooke's Discharge Planning Team

Hinchingbrooke Discharge Planning Team

Reablement, Occupational Therapy & Assistive Technology

Integrated Community Equipment Service

#### Mental Health

Head of Services

Adult Mental Health

Older People Mental Health

#### **Director of Children's Enhanced and Preventative Services**

Safer Communities Partnership