

**MG-0883 QUARTERLY PERFORMANCE MONITORING REPORT**  
**1 July- 30 September 2006 (Quarter 2)****For Information****Purpose of the Report**

This report provides the Management Group with summarised performance information.

**The Management Group is asked to note:**

- **Information required and relating to all High Level Projects,**
- **Information for projects with outstanding issues,**
- **Comments regarding projects in each directorate by respective directors.**

**Background**

This cover report has been produced to help the Management Group identify high level projects requiring further attention and all projects with outstanding issues by presenting the information in a transparent format.

**The results of Quarter 1:****High Level Projects:**

- **Modernising Rural Delivery-** No project report submitted. It has been agreed between the Director of Area Operations, Northern Area Manager and the Farm and Rural Enterprise Officer that the work covered by this project is core work and it is no longer suitable to be reported on in the format of quarterly project performance reports. This is an activity which is on the Management Group's corporate risk management table and needs to be maintained closely; the Farm and Rural Enterprise Officer will supply the Performance Officer with FEP income to be tracked each quarter.
- **Business Continuity Planning-** The Performance Officer has created a project performance report template to ensure reporting is incorporated into the quarterly project performance reports for the Management Group; at this stage discussion needs to take place with relevant staff to ensure all milestones have been accurately interpreted and recorded.
- **Regional Spatial Strategy -** The Performance Officer has created a project performance report template to ensure reporting is incorporated into the quarterly project performance reports for the Management Group; at this stage discussion needs to take place with relevant staff to ensure all milestones have been accurately interpreted and recorded.
- **Internalising the Planning Service (includes E Planning)-** Responsibility for the recording of this project has moved from the IT manager to the Development Control Manager. The Performance Officer has created a project performance report template to ensure reporting is incorporated into the quarterly project performance reports for the Management Group; at this stage discussion needs to take place with relevant staff to ensure all milestones have been accurately interpreted and recorded.

**Projects with outstanding issues:**

- **Sustainable Development Fund-** Significant under spend of budget, which is likely to continue into the next financial year. Management and resource issues have been addressed following NNPA restructure. An exception report has been completed to outline actions necessary.
- **Upper Coquetdale Community Archaeology Project-** The project has an agreed extended timetable, no project report has been submitted.
- **E Delivery-** Good project performance made, but spending is still behind profile.
- **Hadrian's Wall Action Areas-** Although there is an under spend again this quarter, it is anticipated that substantial future spend will redress the budget.
- **North Tyne & Redesdale Action Areas-** The under spend on this project is likely to continue into the 3<sup>rd</sup> quarter whilst the team continues to establish itself, however all achievements for this quarter have been met.
- **Cheviot Action Areas and Coquetdale Action Areas-** Whilst financial information was provided, the report is not complete.
- **Traditional Boundaries: Traditional Skills-** Existing funding has been reduced by a significant amount by the Arts Council, an alternative source of funding is being sought to secure the full duration of the project. An exception report has been completed to outline actions necessary.
- **Marketing-** Delays caused this quarter are due to the Marketing project re-evaluating its relationship with the contractor producing the new visitor map; as a result the contractor will be employed to complete design work only. An exception report has been completed to explain the delay and under spend and provide information on action being taken to resolve this issue.




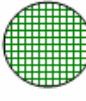
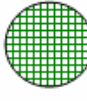



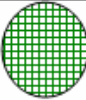

















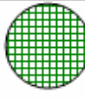

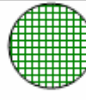
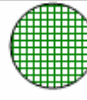









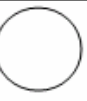








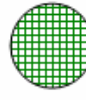
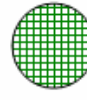
**Overall Results:**

This second quarter of 2006/07 illustrates that the Authority's portfolio of projects may be performing effectively, but a high percentage of projects were not reported on and several of the projects are off budget, indicated by red (solid circle); however most are running to schedule, indicated by green (checked circle). Overall the number of projects off budget and projects that have performed on time and on target have improved from quarter 1. The number of projects that have not provided a report has increased from quarter 1, but this is largely due to 3 projects (Business Continuity Planning, Regional Spatial Strategy, Internalising the Planning Service) requiring a template to be created and relevant staff to be made aware of the reporting procedure. The portfolio summary shows:

- 6 out of the 19 (32%) of the projects did not report.
- 3 out of 19 projects (16%) are off budget (please see appendices 1 & 2).
- 8 out of 19 projects (42%) have performed on target and on time.
- Overall 9 out of the 19 projects (47%) are running to schedule.
- 3 exception reports have been completed.

Author: Sarah Skelton, Performance Officer  
Date: 6 December 2006  
Background: None. Previously issued to SMT.

## APPENDIX 1 – PROJECT PERFORMANCE DETAIL

Project	Overall budget	Expenditure	Income	Performance	Estimated Completion Date	Progress summary
ASPECT						Spending above profile, however expenditure is on target taking current commitments into account. Achievements and project completion on target .
Bridging the Borders						Final spend above budget due to extension of project by 6 months. All achievements met.
Business Continuity Planning						No report submitted
Cheviot Hills Project						No report submitted.
Internalising the Planning Service						No report submitted
Hadrian's Wall National Trail						Project awaiting SMC for execution of 3 further capital projects; the delay in releasing funds is being pursued with the National Trail Office.
Pennine Way Maintenance						Slight overspend will be rectified as Countryside Agency have agreed extra amount can be claimed. Achievements on target.
Regional Spatial Strategy						No report submitted
Sustainable Development Fund						No milestones set for next quarter . Underspend unlikely to be resolved by March 07. Exception report completed.
Traditional Boundaries: Traditional Skills						Although project is progressing well, the existing funding bid has been reduced by £53,588, necessitating an alternative source of funding to be secured. Exception report completed

Upper Coquetdale Community Archaeology Project						The project has an agreed extended timetable due to maternity leave.
Cheviot Action Area						No report submitted.
Coquetdale Action Area						A significant income of circa £12,000 for a Project part funded by County Highways is to be passed to the Parish Council; this is currently affecting the figures in suggesting a dramatic underspend.
E-delivery						Spending behind profile but not an issue. Good progress made.
Hadrian's Wall Action Area						Underspend on this quarter; activities delayed due to NNPA re-structure e.g. appointment of Community Enterprise Officer. Substantial future spend planned dependant on proposed initiatives
Hadrian's Wall Bus						No project report submitted. This project has been transferred to Hadrian's Wall Heritage Limited.
Marketing						Slight underspend and delay in this quarter but project is on target for performance.
Modernising Rural Delivery						No report submitted.
North Tyne & Redesdale Action area						Staff restructuring has delayed the development of new initiatives; underspend likely to continue to next quarter whilst team establishes itself. All planned achievements met.
Seeding Change						All targets met and spending just under target.

## APPENDIX 2 – PROJECT BUDGET DETAIL

	Annual Budget	Year to date Budget	Actual Spend	Year to date variance	Committed
Project Expenditure	£	£	£	£	£
Pennine Way Maintenance	31,000	15,500	32,630	-17,130	2,332
Hadrian's Wall National Trail	21,000	10,500	4,131	6,369	186
SRB Hadrian's Wall Volunteer Co-ordinator	48,800	0	0	0	0
Bridging the Border	48,800	24,400	44,219	-19,819	588
Traditional Boundaries, Traditional Skills	352,200	176,100	149,954	26,146	11,192
SDF	497,800	248,900	97,971	150,929	159,019
IEG	4,500	0	0	0	0
Eplanning	33,000	16,500	16,343	157	0
ASPECT	48,100	24,050	30,224	-6,174	7,030
ROW Improvement	5,500	0	0	0	0
Cheviot Project Officer	12,600	6,300	12,680	-6,380	0
Seeding Change	36,800	18,400	16,812	1,588	135
UCCAP	59,500	29,750	1,933	27,817	20,060
Modernising Rural Delivery	0	0	0	0	0
E Delivery	34,500	17,250	12,802	4,448	3,378
Web Interactives	8,000	4,000	44,454	-40,454	0
Marketing	108,600	54,300	47,123	7,177	6,991
HWB	130,700	65,350	11,257	54,093	0
Cheviot AA	35,900	17,950	535	17,415	1,425
Coquetdale AA	30,400	15,200	4,146	11,054	3,010
Hadrian's Wall AA	28,500	14,250	8,143	6,108	120
North Tyne & Redesdale AA	28,500	14,250	4,321	9,929	6,175
<b>Totals</b>	<b>1,604,700</b>	<b>772,950</b>	<b>539,677</b>	<b>233,273</b>	<b>221,641</b>

	Annual Budget	Year to date Budget	Actual Spend	Year to date variance	Committed
Project Income	£	£	£	£	£
Pennine Way Maintenance	-37,500	-18,750	-10,502	-8,248	
Hadrian's Wall National Trail	-36,000	-18,000	-8,263	-9,737	
SRB Hadrian's Wall Volunteer Co-ordinator	-48,900	-24,450	-6,781	-17,669	
Bridging the Border	-35,500	-17,750	-12,434	-5,316	
Traditional Boundaries, Traditional Skills	-344,600	-172,300	-27,236	-145,064	
SDF	-200,000	-100,000	-200,000	100,000	
IEG	0	0		0	
Eplanning	-17,900	-8,950	0	-8,950	
ASPECT	-40,300	-20,150	-5,749	-14,401	
ROW Improvement	0	0		0	
Cheviot Project Officer	0	0		0	
Seeding Change	-17,400	-8,700	-17,450	8,750	
UCCAP	-59,500	-29,750	-10,126	-19,624	
Modernising Rural Delivery	0	0		0	
E Delivery	0	0		0	
Web Interactives	0	0		0	
Marketing	0	0		0	
HWB	-119,100	-59,550	-25,999	-33,551	
Cheviot AA	-7,400	-3,700		-3,700	
Coquetdale AA	0	0		0	
Hadrian's Wall AA	0	0		0	
North Tyne & Redesdale AA	0	0		0	
	<b>-964,100</b>	<b>-482,050</b>	<b>-324,539</b>	<b>-157,511</b>	<b>0</b>