

Council Housing Building Cabinet Committee Information Report

Report title	Development Programme and Performance Update
Type of report	Information Item
Committee	Council Housing Building Cabinet Committee
Committee Date	
Agenda number	
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1 Recommendations

1.1 Note the contents of this monthly exceptions report and associated appendices.

2.0 Balanced Scorecard (Appendix 1)

2.1 **The balanced scorecard will contain the EFDC Development Agency Contract Key Performance Indicators and performance against same.**

2.2 It shall also contain KPIs for any construction contracts that have been let. These are to be agreed prior to execution of said contracts.

2.3 A verbal update will be given by the officer presenting the report. Targets and performance against targets will be noted.

2.4 Any variance from Target shall be highlighted and an explanation given.

3.0 Development Programme Variance

3.1 This section records total scheme budget expenditure variances over 5%, and out of quarter / year movements, when compared to agreed programmes.

3.3 This section additionally highlights key forthcoming milestones on projects, as appropriate e.g. forthcoming cabinet approvals required, planning application submissions, planning determinations, Contracts to be let, Start on Sites, and Completions.

4.0 Development Programme Cashflow (Appendix 2)

- 4.1 Appendix 2 should be referred to when making decisions regarding approvals. Each *scheme* that is going for Cabinet approval will have its individual net cashflow position listed so that its impact can be seen.
- 4.2 The Cashflow will highlight any variance from predicted spend and variances over 5% shall be explained in the body of the report.
- 5.0 Grant Funding and Internal Subsidy (Appendix 3)**
- 6.1 Any funding awarded or bid for will be reported here and monitored appropriately. It will be listed, along with targets at Appendix 3.
- 6.0 End of Project Financial Summaries & Lessons Learnt**
- 6.1 Scheme reviews and their financial summaries will be appended and a briefly adumbrated in this section along with any key findings. A verbal update may also be presented to the meeting..
- 7.0 Monitoring Against Current Cabinet Approval (Appendix 4)**
- 7.1 This is a monthly standing item.
- 7.2 Appendix 4 will illustrates the current position.
- 8.0 Risk Register (Appendix 5)**
- 8.1 Any significant Programme Risks in the register shall be highlighted in the report along with an explanation as to the cause and a note of any actions taken or suggested to mitigate same.

Appendices

1. Balanced Scorecard.
2. Development Programme Cashflow.
3. Grant Funding and Internal Subsidy Schedule.
4. Monitoring Against Current Cabinet Approval.
5. Risk Register