

## **AGENDA ITEM NO. 4**

**REPORT TO:** Halton Strategic Partnership Board

**DATE:** 18 May 2005

**REPORTING OFFICER:** Local Authority Chief Executive

**SUBJECT:** Neighbourhood Renewal Fund management  
2005/06

### **1. PURPOSE OF REPORT**

To approve the arrangements for managing Neighbourhood Renewal Fund during 2005/06.

### **2. RECOMMENDATION: That the Board approves the arrangements for managing Neighbourhood Renewal Fund during 2005/06**

### **3. BACKGROUND**

At its meeting of 9 February 2005, the Board agreed to delegate responsibility for the management of Neighbourhood Renewal Fund to the Specialist Strategic Partnerships. This report outlines how this delegation will work and ensure that the Board receives full information on the use of Neighbourhood Renewal Fund and is able to meet the requirements placed on it by the Neighbourhood Renewal Unit.

The proposed arrangements ensure that the Specialist Strategic Partnerships will work within a set of guidelines for managing their allocation, ensuring that projects are treated fairly and consistently, and that the good practice in managing Neighbourhood Renewal Fund in Halton established over the last few years continues.

### **ATTACHED DOCUMENTS**

Neighbourhood Renewal Fund management arrangements 2005/06  
Pro-forma Service Agreement and guidance  
Pro-forma Monitoring Form and guidance  
Pro-forma Specialist Strategic Partnership Progress Report and guidance

## Halton Strategic Partnership

# Neighbourhood Renewal Fund management arrangements 2005/06

This document outlines how the management arrangements for Neighbourhood Renewal Fund will work during 2005/06.

They have been produced to ensure that the delegation of routine management of Neighbourhood Renewal Fund to the Specialist Strategic Partnerships works and that the high standards of management, as acknowledged by Government Office North West, continue.

The measures outlined in the document sit with the other management documents for the Neighbourhood Renewal Fund, such as the Halton Strategic Partnership Commissioning Framework.

### *Action plans*

- Each Specialist Strategic Partnership will receive written notification of their approved Neighbourhood Renewal Fund allocation for 2005/06 from the Chair of the Halton Strategic Partnership Board.
- Each Specialist Strategic Partnership can overprogramme their Neighbourhood Renewal Fund allocation. Any overprogramming must be approved by the Halton Strategic Partnership Board at the start of the financial year. If the overprogramming results in spending more than the allocation stated in the written notification, the Specialist Strategic Partnership will be responsible for finding funds from an alternative source to plug any gap.
- Each Specialist Strategic Partnership will be free to amend the allocations to individual initiatives at any point in the year. The changes that can be made include:
  - reducing the allocations of initiatives in the original approved action plan
  - increasing the allocations of initiatives in the original approved action plan (the overall allocation must not exceed that approved by the Halton Strategic Partnership Board at the start of the financial year)
  - in line with the principles of the Commissioning Framework, adding new initiatives to the original approved action plan (the overall allocation must not exceed that approved by the Halton Strategic Partnership Board at the start of the financial year)
- The Specialist Strategic Partnerships must inform the Halton Partnership Team of any changes so that the central records necessary for reporting to the Halton Strategic Partnership Board, Government Office North West, and the Neighbourhood Renewal Unit are maintained.
- All references to approved action plans in this document refer to the most up-to-date plans, i.e. incorporating any amendments made by the Specialist Strategic Partnerships during the course of 2005/06.

### *Service Agreements*

- Each initiative in the approved action plans of the Specialist Strategic Partnerships receiving Neighbourhood Renewal Fund must complete a Service Agreement. The Halton Strategic Partnership Board expects all Service Agreements to be completed by 30 June 2005. Initiatives approved during 2005/06 following revisions to the action plans must complete a Service Agreement as soon as possible.
- The Specialist Strategic Partnerships will be required to report on the number of completed Service Agreements in the quarterly Specialist Strategic Partnership progress reports.
- The Halton Partnership Team will provide a pro-forma Service Agreement and written guidance on completing it for use by the Specialist Strategic Partnerships. All Service Agreements should be completed using this pro-forma. The Specialist Strategic Partnerships may add further sections to the pro-forma but may not alter the pro-forma in any other way.
- Each Specialist Strategic Partnership should set their own rules regarding the completion of Service Agreements and is free to use whatever sanctions and incentives they feel appropriate to ensure completion of the Service Agreements to a satisfactory standard.
- The Service Agreements must be approved by the Chair of the Specialist Strategic Partnership (or another member of the Specialist Strategic Partnership with delegated authority from the Chair).
- The Halton Partnership Team will provide training workshops on completing the Service Agreement.

### *Monitoring Forms*

- Each initiative in the approved action plans of the Specialist Strategic Partnerships receiving Neighbourhood Renewal Fund must complete a Monitoring Form at the end of each quarter. The quarter end dates for 2005/06 are:
  - Quarter 1 – 30 June 2005
  - Quarter 2 – 30 September 2005
  - Quarter 3 – 31 December 2005
  - Quarter 4 – 31 March 2006
- Each Specialist Strategic Partnership is responsible for setting a deadline for return of the Monitoring Forms that will allow them to meet the deadlines set by the Halton Partnership Team for submission of the quarterly Specialist Strategic Partnership progress reports.
- The Halton Partnership Team will provide a pro-forma Monitoring Form and written guidance on completing it for use by the Specialist Strategic Partnerships. All Monitoring Forms should be completed using this pro-forma. The Specialist Strategic Partnerships may add further sections to the pro-forma but may not alter the pro-forma in any other way.
- The Specialist Strategic Partnerships can allow initiatives achieving satisfactory performance in the completion and return of their Monitoring

Forms over three consecutive quarters to switch to six monthly full monitoring and to only provide financial information each quarter, i.e. completion of section 4 of the Monitoring Form only. They must switch back to full quarterly reporting if they do not complete or return their Monitoring Form satisfactorily. The Monitoring Form is completed and returned to a satisfactory standard if all sections of the form are completed in accordance with the guidance notes and it is returned by the deadline set by the Specialist Strategic Partnership.

- Each Specialist Strategic Partnership should set their own rules regarding the completion of Monitoring Forms and is free to use whatever sanctions and incentives they feel appropriate to ensure completion of the Monitoring Forms to a satisfactory standard. In imposing sanctions. The strongest sanction that can be imposed is the withdrawal of all Neighbourhood Renewal Fund from the initiative.
- The Halton Partnership Team will provide training workshops on completing the Monitoring Form.
- The attached diagram shows how the process for completing and returning Monitoring Forms should work.

#### *Specialist Strategic Partnership progress reports*

- Each Specialist Strategic Partnership is required to submit a quarterly report to the Halton Strategic Partnership Board summarising the Monitoring Forms completed by initiatives and covering Neighbourhood Renewal Fund activities and expenditure. The deadlines for submission of the reports for 2005/06 are:
  - Quarter 1 – 9 September 2005
  - Quarter 2 – 21 October 2005
  - Quarter 3 – 24 February 2006
  - Quarter 4 – 28 May 2006
- The reports must be approved by the Specialist Strategic Partnership Chair before submission to the Halton Strategic Partnership Board. The report must be submitted to the Specialist Strategic Partnership at the next available meeting.
- The Halton Partnership Team will provide each Specialist Strategic Partnership with a pro-forma for the report and written guidance on completing it.
- The Specialist Strategic Partnerships may also be asked to submit reports at other times during the year. The Halton Partnership Team will ensure that sufficient notice is given should this happen.

#### *Financial management*

- As the accountable body for Neighbourhood Renewal Fund, Halton Borough Council will allocate each initiative in the Specialist Strategic Partnerships' approved action plans a cost centre on Halton Borough Council's Agresso accounts system. Expenditure by each initiative must be set against the correct cost centre throughout the year. Each Specialist Strategic Partnership will be given details of the cost centre codes for their initiatives by the Halton Partnership Team.

- Each Specialist Strategic Partnership is expected to check the information provided by project managers in Monitoring Forms against the information on Halton Borough Council's Agresso accounts system. The Specialist Strategic Partnerships should investigate and reconcile any significant discrepancies. Support in using the Agresso system will be provided by the Halton Partnership Team.
- Initiatives run by Halton Borough Council will have Neighbourhood Renewal Fund transferred to their cost centre to offset expenditure at the end of the financial year as part of the closure of accounts process. The amount of Neighbourhood Renewal Fund transferred to the cost centre will be no more than the amount allocated in the Specialist Strategic Partnerships approved action plans.
- Payments to organisations other than Halton Borough Council will only be made on receipt of an invoice for the same amount of Neighbourhood Renewal Fund as the most recently returned Monitoring Form stated had been spent. Invoices will normally be paid after the Monitoring Form for the relevant quarter has been received and checked. However, payments can be made in advance if the organisation running the initiative makes a written request for this that is approved by the Chair of the appropriate Specialist Strategic Partnership and Halton Borough Council's Operational Director, Policy and Performance. This is only usual for community and voluntary organisations that may face cashflow problems if advance payment cannot be made. Invoices claiming more than the amount stated in the Monitoring Form will not be paid. The total paid during the year will not exceed the allocation of Neighbourhood Renewal Fund for the initiative as in the Specialist Strategic Partnership's approved action plan. All invoices will be processed by the Halton Partnership Team. Invoices should be sent direct to the Halton Partnership Team. All payments will be approved by Halton Borough Council's Operational Director, Policy and Performance.
- The Halton Partnership Team will monitor all the cost centres for Neighbourhood Renewal Fund initiatives on a monthly basis. Any discrepancies with information supplied by the Specialist Strategic Partnerships or entries that look out of place will be queried with the Specialist Strategic Partnerships.

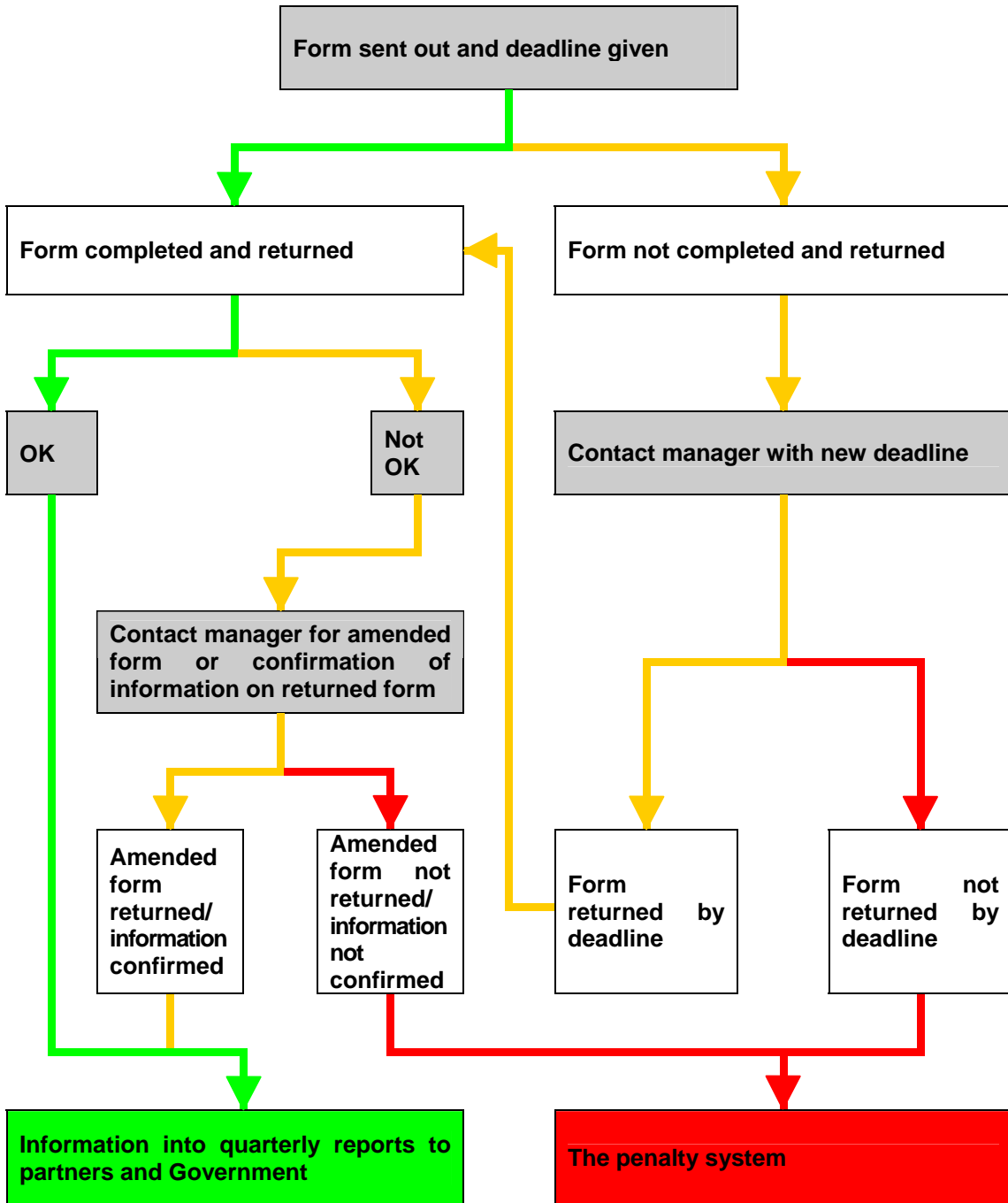
### *Record keeping*

- The Specialist Strategic Partnership must keep copies of all completed Service Agreements and Monitoring Forms submitted by initiatives receiving Neighbourhood Renewal Fund. Copies of all completed and approved Service Agreements and Monitoring Forms should be sent to the Halton Partnership Team for central record keeping purposes.
- Each Specialist Strategic Partnership must ensure that the initiatives they allocate Neighbourhood Renewal Fund to keep appropriate records and evidence in relation to their performance, expenditure, and funding. The Halton Partnership Team will provide support for this.

# Halton Strategic Partnership monitoring process

Specialist Strategic Partnership co-ordinator
  Project manager

Preferred route   
 OK route   
 Wrong route



Halton Strategic Partnership

**Service Agreement between Halton Strategic Partnership  
and [Organisation] for 1 April 2005 to 31 March 2006**

*Section 1: project details*

<b>Project:</b>	
<b>Organisation:</b>	
<b>Project manager:</b>	
<b>Project contact:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

<b>Priority:</b>	
<b>Key objective(s):</b>	
<b>Improvement target(s):</b>	

*Section 2: project information*

**Please give evidence of the need for the project, including baseline information about the current situation and consultation with stakeholders:**

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**Please describe what the project will do, how it will do it, when it will be done, and who will do it:**

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**Please describe what additionality will be created by the project:**

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**Please describe how the project will work with partners:**

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**Please describe how the project will be sustained once Neighbourhood Renewal Fund ceases:**

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**Please describe what community engagement activity is planned to take place during the project's lifetime:**

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*Section 3: project performance*

## Project plan

Period	Milestones
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

## Outputs

Target	Timescale	Evidence/monitoring

## Outcomes

Target	Timescale	Evidence/monitoring

## Section 4: project finance

### Expenditure

2005/06 details

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
<b>Total</b>					

Please breakdown any items of expenditure greater than £5,000



**Funding**

*2005/06 details*

<b>Source</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
Neighbourhood Renewal Fund					
<b>Total</b>					

I confirm that the information contained in this agreement is true and accurate.

**Project manager:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Accountable manager:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Specialist Strategic Partnership:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Halton Strategic Partnership

# Service Agreement guidance 2005/06

### General information

Before signing and returning the Service Agreement, double check that you have supplied all the necessary information and correctly completed the agreement. Make sure what you have stated in a section matches with the other, relevant parts of the agreement. The sections of the Service Agreement are mirrored in the Monitoring Form that projects are required to complete each quarter. This is to make referencing between the two simple, helping project managers to check what information they should be reporting on in each quarter.

### Section 1: project details

The first part of this section asks for basic details about the project.

**Project:**

Enter the name of your project.

**Organisation:**

Enter the name of the organisation responsible for the project.

**Project manager:**

Enter the name of the person responsible for the overall management of the project.

**Project contact:**

Enter the name of the person who will be the contact for correspondence related to the project.

**Address:**

Enter a postal address, including postcode, for the project contact.

**Telephone:**

Enter a telephone number for the project contact.

**Email:**

Enter an email address for the project contact.

The next part of this section asks for information related to the strategic priority in Halton's Community Strategy that the project is addressing.

**Priority:**

Enter the strategic priority that the project has been commissioned under:

- health
- urban renewal
- life chances and employment
- wealth and equality
- safe and attractive neighbourhoods

**Key objective(s):**

Enter the key objectives from the strategic priority that the project is contributing to the achievement of. These can be found in Halton's Community Strategy.

**Improvement target(s):**

Enter the improvement targets to which the project is contributing to the achievement of. These can be found in Halton's Community Strategy.

## Section 2: project information

**Please give evidence of the need for the project, including baseline information about the current situation and consultation with stakeholders:**

Projects must demonstrate a clear need for their activities. If a project will be carrying out research, the need for this research to be done will have to be established. If a project is delivering a service, the need can be demonstrated by reference to research, statistics, or other relevant information related to the situation the project is addressing. References to other documents should be stated clearly and, if necessary, further information can be attached to the agreement. **Baseline information** for the project must be included in this section (see definition below). This information must be comparable over time so that the position at the end of the project can be compared with the position at the start – this should be reflected in the performance measures and targets set in *Section 3: project performance*. Evidence must also be available that the project activities planned have been influenced by consultation with **stakeholders** (see definition below). Consultation can take many forms and need not have been carried out directly by the organisation delivering the project.

*Baseline information*

This is information stating the position at the start of your project. The project will aim to improve the position over the lifetime of the project. The position at the start is needed to compare to the position at the end to assess the level of improvement.

*Stakeholders*

People or organisations who have a stake in an organisation, or interest in a service or issue, e.g. patients are stakeholders of hospitals.

**Please describe what the project will do, how it will do it, when it will be done, where they will happen, and who will do it:**

The Service Agreement must clearly describe all the activities taking place as part of the project, explaining how they will happen, when and where they will take place, and who will be responsible for them. The activities covered should include things like the appointment of staff, the commissioning of consultants, the delivery of services, and promotional work. Anyone reading the Service Agreement should be able to understand what the project is doing. If necessary, attach any relevant information to the agreement, referring clearly to it in this section.

**Please describe what additionality will be created by the project:**

All projects must be delivering something additional to existing services – adding value to what is already being provided. This additionality can take several forms, e.g. extra provision of an existing service, providing new services, or piloting a new method of delivering an existing service. Projects must be able to demonstrate the additionality they are creating for the Service Agreement to be agreed.

**Please describe how the project will work with partners:**

Projects are expected to work in partnership with others to deliver their aims and objectives. These partnerships can be formal or informal, short or long term, but there must be evidence that projects will not work in isolation. Links between the member organisations of the Halton Strategic Partnership are especially important as one of the Halton Strategic Partnership's key aims is to improve joint working between organisations across Halton.

**Please describe what community engagement activity is planned to take place during the project's lifetime:**

When appropriate, projects receiving Neighbourhood Renewal Fund must engage with the community as part of their contribution to the overall activities of the local strategic partnership. Community engagement is not mandatory and if the project's activity does not require it to take place then this should be stated in this section of the Service Agreement. The Halton Strategic Partnership Board has produced a factsheet on community engagement that should help projects complete this part of the Service Agreement. This can be found at [www.haltonpartnership.net/](http://www.haltonpartnership.net/)

**Please describe how the project will be sustained once Neighbourhood Renewal Fund funding ceases:**

All projects must detail how their work will continue once Neighbourhood Renewal Fund has ceased. Some projects will be delivering activities that are planned to finish once the project is complete, e.g. environmental improvements. These projects need to demonstrate that the improvements delivered will not go to waste, e.g. there is a firm plan to maintain an area once environmental improvements have been completed. Some projects will be delivering activities that are planned to continue once Neighbourhood Renewal Fund has ceased, e.g. the provision of training courses. These projects need to demonstrate that they have the resources, financial and non-financial, to continue their activities. Continuing projects will be encouraged to find these resources by **mainstreaming** their activities (see definition below). A clear timetable for putting the arrangements in place to sustain a project should be included.

*Mainstreaming*

Mainstreaming takes many forms and includes:

- reallocating mainstream resources – changing spending patterns to target the most deprived areas
- focusing policy on poorer areas
- reshaping services to reflect local needs

- joining up services, programmes and targets – through inter-departmental action and multi-agency delivery
- and learning good practice from pilot projects

### Section 3: project performance

All projects must have a means of measuring their performance. Milestones, outputs and outcomes (see below) must be defined and targets set. All the performance measures included in the Service Agreement must be realistic and should relate to the aims of the project and to the overall targets and objectives of the Halton Strategic Partnership as detailed in Halton's Community Strategy. Where appropriate, use performance measures that your organisation already uses – this reduces the amount of work you need to do and means there is no need to create new systems to collect information about what your project is achieving. The performance measures can be either **quantitative** or **qualitative** (see definitions below). The Service Agreement must state how projects will provide evidence of the achievement of their performance measures, i.e. what information will be gathered and what records will be kept. The methods for collecting and keeping evidence must be appropriate to the proposed measure. If the project is not directly able to collect such evidence it should ensure that it is being collected by another source, e.g. through statistics produced by another organisation or other work being carried out through the Halton Strategic Partnership.

Good performance measures should be:

- **relevant** to what the project is trying to achieve
- able to **avoid perverse incentives**, i.e. not encourage unwanted or wasteful behaviour, e.g. preventing access to a park or open space would reduce the amount of litter, but would be counter-productive as it would prevent the public from using the space
- **attributable**, i.e. the activity measured must be capable of being influenced by actions which can be attributed to the project and it should be clear where accountability lies
- **well defined** with a clear, unambiguous definition so that data will be collected consistently and the measure is easy to understand and use
- **timely**, producing data regularly enough to track progress and quickly enough for the data to still be useful
- **reliable**, i.e. accurate enough for its intended use and responsive to change
- **comparable** with either past periods or similar programmes elsewhere
- **verifiable** with clear documentation behind it so that processes which produce the measure can be validated

*Taken from 'Choosing the right FABRIC' by HM Treasury, Cabinet Office, National Audit Office, Audit Commission and Office for National Statistics.*

#### *Quantitative measures*

These are measures that relate to amount or size, e.g. the number of people getting a qualification or the area of land being developed.

### *Qualitative measures*

These are measures that normally involve the opinions of people affected by or working with the project, e.g. a survey of people on a training course to find out if they feel taking part in the course has helped improve their confidence and self-esteem.

### **Project plan**

This section should detail the project's key events, or **milestones** (see definition below) during 2005/06. These milestones should be listed in the period during which they are planned to occur.

### *Milestones*

The key events in the progress of a project, e.g. the opening of a new building or the publication of a report.

### **Outputs**

Outputs are the direct result of the project's activities, e.g. the number of people on a training course. They tend to be short term and allow project managers to see the immediate impact of a project. The achievement of outputs is normally under the control of the project manager.

### **Outcomes**

Outcomes are the longer term changes that result from the impact of the project's activities, e.g. people attend a training course, get a qualification, and then find a job. Outcomes are often achieved after a project has finished. They can be more difficult to measure than outputs and often require more thought to develop and more effort to collect information showing their achievement. They can also be affected by factors outside the project manager's control – these should be taken into account when developing the project's outcomes.

## ***Section 4: project finance***

### **Expenditure**

All projects must list their planned expenditure under appropriate headings, e.g. staff, overheads, or publicity. There are no set headings that projects are expected to use. Enter the amount the project expects to spend on each item in each quarter of the year in the table. The quarters are for the financial year, i.e. quarter 1 is April 2005 to June 2005. Enter the total for each quarter and for each item in the end row and end column. All items of expenditure greater than £5,000 should be explained in the second table, e.g. if you stated you would spend £60,000 on staff, this should be broken down to list specific posts and salaries. The total expenditure should match the total funding for the project given in the next section.

### **Funding**

All projects must list the funding sources for the project. Enter the amount of funding from each source in each quarter of the year in the table. The quarters are for the financial year, i.e. quarter 1 is April 2005 to June 2005. Enter the total for each quarter and for each item in the end row and end

column. The first row of the table must be used to state what amount of Neighbourhood Renewal Fund is being used. Subsequent rows should show other funding for the project using a separate row for each source. Funding can be either cash or **in-kind** (see definition below). In-kind funding must be included in the expenditure table, e.g. if a partner organisation is providing £10,000 of officer time, there should be an item called officer time in the expenditure table with the same amount allocated to it. In-kind funding should only be included if it involves the re-direction of existing resources, i.e. the management time of a member of staff should not be included if they are already responsible for the area of work that the project is related to, but if a member of staff takes on new responsibilities because of the project, the time can be counted as an in-kind contribution. The total funding should match the total expenditure for the project given in the previous section.

*In-kind funding*

Something other than money contributed to a project but which has a monetary value that has been calculated, e.g. officer time, postage, premises.

**Signature**

When the Service Agreement has been completed to the standard required by the Specialist Strategic Partnership, it should be signed and dated by the project manager named on the first page of the form. In some instances the project manager will not have sufficient authority within their organisation to sign the Service Agreement. In such cases, an appropriate authorised person should also sign the Service Agreement as the accountable manager. If this is not necessary, please cross through the accountable manager section. The Service Agreement should then be sent to the Chair of the appropriate Specialist Strategic Partnership for their signature. Once the Service Agreement has all the necessary signatures, a copy will be returned to the project manager.

**Halton Strategic Partnership**

**Neighbourhood Renewal Fund Monitoring Form – Quarter 1 2005/06**

**Section 1: project details**

<b>Project:</b>	
<b>Organisation:</b>	
<b>Project manager:</b>	
<b>Project contact:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

<b>For office use only</b>	<b>Date:</b>	<b>Initials:</b>
Form received:		
Details entered:		

Invoice received:		
Invoice paid:		

**Section 2: project information**

<b>Please describe the progress made in delivering the project's activities in this quarter as set out in the Service Agreement:</b>

**Please describe the progress made in working with partners and sustainability as set out in the Service Agreement:**

**Please describe the community engagement activities your project has undertaken in this quarter:**



**Section 4: project finance**

**Expenditure**

<b>Item</b>	<b>Expenditure to date (April 2005 to June 2005)</b>	<b>Budget to date (April 2005 to June 2005)</b>	<b>Year end estimate</b>	<b>2005/06 budget</b>
<b>Total</b>				

**Funding**

<b>Source</b>	<b>Spent to date (April 2005 to June 2005)</b>	<b>Budget to date (April 2005 to June 2005)</b>	<b>Year end estimate</b>	<b>2005/06 budget</b>
Neighbourhood Renewal Fund				
<b>Total</b>				

**Comments:**

I confirm that the information contained within this report is true and accurate.

**Name:** \_\_\_\_\_

## Halton Strategic Partnership

# Neighbourhood Renewal Fund Monitoring Form guidance 2005/06

### ***General information***

The sections of the Monitoring Form mirror the sections of the Service Agreement that has been completed for the project. This is to make referencing between the two simple, helping project managers to check what information they should be reporting on in each quarter – this is assisted by the pre-printing of information from the approved Service Agreement. Do not leave any sections of the Monitoring Form blank – if there is nothing to report in one of the sections then use the space to state this; in the finance section enter a zero instead of leaving spaces blank. Do not alter any of the pre-printed information without the prior written approval of the appropriate Specialist Strategic Partnership. Before returning the Monitoring Form, double check that all the necessary information has been supplied and the form is fully and correctly completed. Monitoring Forms should be returned by email unless this is not possible.

### **Section 1: project details**

Please check the pre-printed details are correct and amend as necessary.

### **Section 2: project information**

#### **Please describe the progress made in delivering the project's activities in this quarter as set out in the Service Agreement:**

All projects must report on the work they have done during the period covered by the form, detailing what progress has been made compared with the plans provided in the Service Agreement. Any particular successes and/or problems that have arisen should be referred to. Any effects or outcomes of the work that were not planned or expected when the Service Agreement was written should be included.

#### **Please describe the progress made in working with partners and sustainability as set out in the Service Agreement:**

All projects must report on these two topics, detailing what progress has been made compared with the plans provided in the Service Agreement. Any outcomes that were not planned or expected when the Service Agreement was written should be included.

#### **Please describe the community engagement activities your project has undertaken in this quarter:**

All projects should report on any community engagement activity that has taken place during the period covered by the form in line with the planned activities outlined in the approved Service Agreement. Any particular successes and/or problems that have arisen should be referred to. Any unplanned community engagement activity should also be mentioned. It is not mandatory for projects to undertake community engagement activities – such activity will not be appropriate for all projects – but when it is appropriate, they should be reported on.

### **Section 3: project performance**

#### **Project plan**

The milestones from the Service Agreement are pre-printed on the form. All projects should state whether or not the milestones for the quarter have been met and comment as necessary on over or under-achievement. The milestones and the quarter in which they will be achieved should not be altered without the prior written approval of the appropriate Specialist Strategic Partnership.

#### **Outputs**

The targets and timescales from the Service Agreement are pre-printed on the form. These figures should not be altered without the prior written approval of the appropriate Specialist Strategic Partnership. All projects should state what progress has been made towards achieving the targets and give reasons for over or under-achievement.

#### **Outcomes**

The targets and timescales from the Service Agreement are pre-printed on the form. These figures should not be altered without the prior written approval of the appropriate Specialist Strategic Partnership. All projects should state what progress has been made towards achieving the targets and give reasons for over or under-achievement.

### **Section 4: project finance**

#### **Expenditure**

The budget to date and 2005/06 budget figures are pre-printed from the information provided in the project's Service Agreement. These figures should not be altered without the prior written approval of the appropriate Specialist Strategic Partnership. Two sets of figures need to be entered for each item in this section:

- **expenditure to date** – enter the actual expenditure from 1 April 2005 to the end of the quarter that the form covers. Actual expenditure is defined as expenditure on goods/services received and paid for, e.g. actual salary payments made to staff in the last quarter or a computer which has been delivered to your office and payment has been made to the supplier.

- **year end estimate** – enter the total figure that you estimate will have been spent at the end of the financial year. The estimates should be in line with the approved Service Agreement and any significant variations should be explained.

The total figures for expenditure to date and the year end estimate need to be entered at the bottom of each column. The attached example should help you complete *Section 4: finance* of the Monitoring Form.

### **Funding**

The budget to date and 2005/06 budget figures are pre-printed from the information provided in the project's Service Agreement. These figures should not be altered without the prior written approval of the appropriate Specialist Strategic Partnership. Two sets of figures need to be entered for each item in this section:

- **spent to date** – enter the actual funding spent from 1 April 2005 to the end of the quarter that the form covers. Actual funding is defined as funding that covers the expenditure to date detailed in the previous section.
- **year end estimate** – enter the total figure that you estimate will have been spent at the end of the financial year.

The total figures for funding spent to date and the year end estimate need to be entered at the bottom of each column. The attached example should help you complete *Section 4: finance* of the Monitoring Form.

### **Comments**

This box should be used to explain any significant discrepancies between the planned budget for the project and the actual expenditure and funding figures reported, e.g. to explain that salary costs are behind budget due to the late appointment of staff.

### **Name**

The Monitoring Form must have the name of the person completing it entered in this section. This will normally be the named project manager. In the absence of the project manager, it is the organisation's responsibility to ensure an appropriate deputy with delegated authority signs the form in their place.

#### Section 4: project finance – example showing how expenditure and funding should be entered

The scenario is based on a Monitoring Form being completed for Quarter 1, i.e. April 2005 – June 2005.

##### Expenditure

Salaries: £24,000 each year for one post; due to have started 1 April 2005 but did not start until 1 May 2005.  
 Rent: Lease signed from 1 April 2005 to 31 March 2006 on office space at £12,000 each year to be paid in 12 equal instalments.  
 ICT equipment; Computer, fax, phone, etc. with a cost totalling £4,000 to be purchased in Quarter 1; invoices for £3,000 of equipment paid; invoices awaited for remaining £1,000 of equipment.

Item	Expenditure to date (April 2005 to June 2005)	Budget to date (April 2005 to June 2005)	Year end estimate	2005/06 budget
Salaries	4,000	6,000	22,000	24,000
Rent	3,000	3,000	12,000	12,000
ICT equipment	3,000	4,000	4,000	4,000
<b>Total</b>	<b>10,000</b>	<b>13,000</b>	<b>38,000</b>	<b>40,000</b>

##### Funding

Total cost of project split equally between Neighbourhood Renewal Fund and Priorities Fund for the year.

Source	Spent to date (April 2005 to June 2005)	Budget to date (April 2005 to June 2005)	Year end estimate	2005/06 budget
Neighbourhood Renewal Fund	5,000	6,500	19,000	20,000
Priorities Fund	5,000	6,500	19,000	20,000
<b>Total</b>	<b>10,000</b>	<b>13,000</b>	<b>38,000</b>	<b>40,000</b>

**Halton Strategic Partnership**

**Partnership progress report – Quarter 1 2005/06**

***Section 1: Chair's report***

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**Section 2: progress against key objectives**

Objective	Progress

**Section 3: Neighbourhood Renewal Fund**

Project	Spend to date	Budget to date	Year end estimate	2005/06 budget	Under/ overspend	Comments	Service Agreement
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		
					£0		

Total	Spend to date	Budget to date	Year end estimate	2005/06 budget	Under/ overspend
	£0	£0	£0	£0	£0

## Halton Strategic Partnership

# Specialist Strategic Partnership progress report guidance 2005/06

### Section 1: Chair's report

The Chair's report should include information on:

- key decisions and discussions from Specialist Strategic Partnership meetings since the last progress report was submitted to the Halton Strategic Partnership Board
- significant successes and problems of the Specialist Strategic Partnership's Neighbourhood Renewal Fund initiatives, i.e. when an initiative's work has exceeded expectations or when an initiative is not going to meet its planned targets
- other important information that the Specialist Strategic Partnership feel the Halton Strategic Partnership Board should be aware of

### Section 2: progress against key objectives

The key objectives for the relevant priority are pre-printed. Information should be provided on how the Neighbourhood Renewal Fund initiatives and other work the Specialist Strategic Partnership is carrying out or overseeing are contributing to the achievement of the key objectives.

### Section 3: Neighbourhood Renewal Fund

The names of the relevant Specialist Strategic Partnership's initiatives, the budget to date, and 2005/06 budget figures are pre-printed in this section. These are taken from the copies of the approved Service Agreements supplied to the Halton Partnership Team. Two sets of figures need to be entered for each initiative in this section:

- **spent to date** – enter the figure for Neighbourhood Renewal Fund spent to date from each Monitoring Form's expenditure section against the appropriate initiative.
- **year end estimate** – enter the figure for Neighbourhood Renewal Fund year end estimate from each Monitoring Form's expenditure section against the appropriate initiative.

As this section is an Excel spreadsheet, the totals for each column and the under/overspend cells will be calculated automatically. Any variation from the budget figures should be explained in the comments section. If an initiative has not completed and returned a Monitoring Form for the period, this should be stated in the comments section and details provided of the source for any figures that are entered in the spent to date and year end estimate columns for that initiative. The Service Agreement column is to indicate whether or not

each initiative has an approved Service Agreement in place – if one is in place, a 4 should be entered; if one is not in place, a 8 should be entered.