

Scottish Borders Council

Information on council performance comes from statutory performance indicators, the performance management and planning audit, value for money and other reports. **All** of these must be taken into account in considering how a council is performing. Further details about all of the information below are available in Section 1 of this document.

Contextual data

- total resident population 106,764
- number of households 46,480
- Grant Aided Expenditure for 2002/2003 (£'000) 150,390
- Band D Council Tax for 2001/2002 (£) 864

Statutory Performance Indicators - summary information

The council's performance worsened by 5% or more on 8 measures, and improved by 5% or more on 12 measures

	Measures that worsened by...			Measures that improved by...		
	>15%	10-14%	5-9%	5-9%	10-14%	>15%
Scotland	5.9	2.7	3.7	4.5	3.0	9.2
Scottish Borders	4	0	4	2	3	7

A full set of the SPI measures used for this analysis is included at the end of the profile.

In 1999/2000 this council had a ranking of 25 or below in indicators 6, 18, 40 and 47. By 2001/02, they had improved by at least 5% in all of these.

Progress towards Best Value: The performance management and planning (PMP) audit

Best Value requires councils to implement effective arrangements for planning and managing their performance. The performance management and planning (PMP) audit assesses the extent to which councils have these arrangements in place. Results from the PMP audit, SPIs, performance audit and other reports should **all** be considered when assessing council or service performance.

Between 1999 and 2002 the PMP audit was applied to Scottish Borders Council's corporate function and to a total of eight Scottish Borders Council services. The criteria used in the PMP audit are outlined in Section 1, Exhibit 3. Having over 70% of best practice criteria elements in place is recognised as a good achievement. Councils with less than 60% of best practice elements in place generally have room to make substantial improvements.

The corporate audit (2000/01) found that Scottish Borders Council had less than 60% of the elements of best practice performance management and planning in place (Exhibit 1). The service audits found that three Scottish Borders Council services had 70% or more of best practice elements in place. Two services audited in 1999/00 (financial services and technical services) and one service audited in 2000/01 (economic development & environmental planning) had less than 60% of best practice elements in place.

Scottish Borders Council planned to make improvements in all the PMP audited services and to its corporate function. The 2001/02 PMP audit looked at the extent of progress made and found:

Services audited in 1999/00

- Financial services – some progress but slippage
- Technical services – some progress but slippage
- Leisure & recreation – some progress but slippage

Services audited in 2000/01

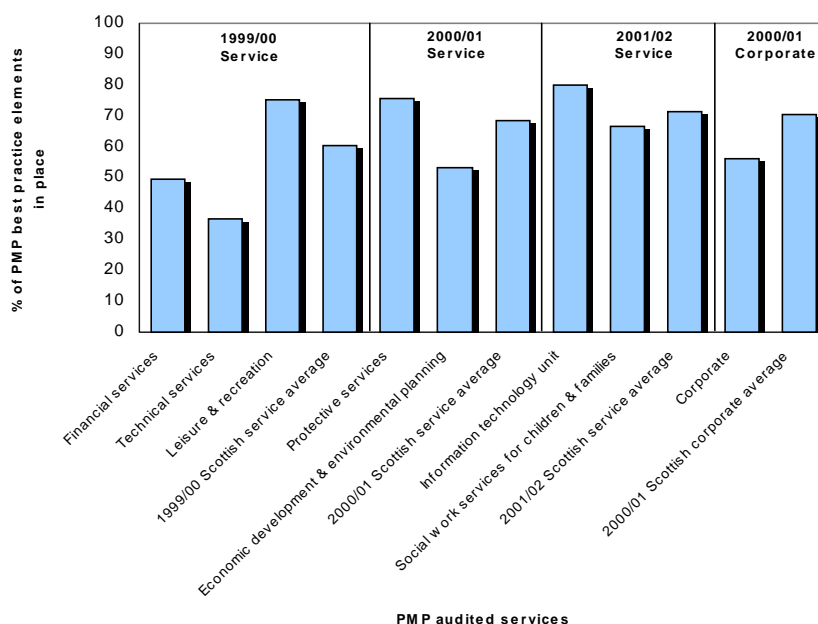
- Education & lifelong learning – improvements in this area are being addressed as part of the council's action plan following the 2001/02 statutory reports (see below)
- Protective services – some progress but slippage
- Economic development & environmental planning – some progress but slippage

Corporate function audited in 2000/01

- some progress but slippage

Exhibit 1: PMP audit results 1999-2002

The proportion of best practice elements that audited services across Scotland had in place has increased over the three years of the PMP audit. In 1999/00 the average (mean) proportion was 60%; in 2000/01 the average proportion was 69%; and in 2001/02 the average proportion was 72%. Three audited services had higher than average Scottish scores.



Source: PMP audits 1999-2002

Accounts Commission/Audit Scotland reports (April 2001 to December 2002)

- The Accounts Commission published the following statutory reports on this council during the time period:
 - Statutory Report 2002/4, November 2002: *'Progress report on Scottish Borders Council'*
 - Statutory Report 2002/3, June 2002: *'Progress report on Scottish Borders Council'*
 - Statutory Report 2001/4, October 2001: *'Education department overspend'*
- The appointed auditor's report on the council's financial statement for the year was unqualified
- The following Value for Money reports were published during the time period and included comparative performance levels on all councils:
 - *'A job worth doing – raising the standard of internal audit in Scottish councils'* (August 2001) assessed this council as band 2, councils that generally comply with the CIPFA code of practice for internal audit
 - *'A safer place revisited – a review of progress in property risk management in schools'* (June 2001) mentioned this council as:
 - having relatively low levels of vandalism in its schools, a total of £28,700 in 1999/2000, equating to £2 per pupil
 - one of the five councils commended for having made substantial progress on all recommendations

More information about the work of the Accounts Commission and Audit Scotland are available at www.audit-scotland.gov.uk

Inspectorates (April 2001 to December 2002)

- HM Inspectorate of Education completed a QMiE inspection of the council's education department in August 2002. In relation to this council, they also published 'Community Education in East Area – Scottish Borders Council' (September 2001)
- The Benefit Fraud Inspectorate did not undertake an inspection of the council during this time period. More information is available at www.bfi.gov.uk
- The Social Work Services Inspectorate included a section on this council in their annual report 'Growth & Development' (November 2002). More information is available at www.scotland.gov.uk/socialwork/swsi
- The Food Standards Agency completed a partial audit of this council's food law enforcement services as part of their audit scheme year 1 (April 2001 to March 2002). They have also been subject to a phase 2 audit (April 2002 to March 2003). More information is available at www.foodstandards.gov.uk

For more information on the work of Inspectorates in general, please refer to Section 1 of this report

Scottish Public Services Ombudsman (April 2001 to December 2002)

- There were no findings of maladministration against this council during this time period

More information on the work of the Ombudsman is available at www.scottishombudsman.org.uk

Statutory Performance Indicators – list of measures

	Measure	Rank in 01/02		PI measurement			Better ✓ or worse ✗ since 99/00		
		1-32	✓1-8 ✗ 25-32	99/00	00/01	01/02	5-9%	10-14%	>15%
Benefits administration									
1	Administration costs - the overall gross administration cost (£) per council tax or housing benefit application	22		-	-	52.83			
2	New claims - the average time (days) taken to process new claims	7	✓	-	-	28			
3	Changes of circumstances - the average time (days) taken to process notifications of changes of circumstances	8	✓	-	-	10			
4	Renewal claims - the percentage of renewal claims processed on time	10		-	-	80.8			
5	Recoverable overpayments - the percentage of recoverable overpayments (excluding Council Tax Benefit) that were recovered in the year			-	FTR	FTR			
Building control									
6	Building warrants - the average time (days) taken to respond to a request for a building warrant	19		26	22	14			✓
7	Completion certificates - the average time (days) taken to respond to a request for a completion certificate	9		4	4	3			✓
Corporate issues									
8	Sickness absence - the percentage of working days lost through sickness absence for chief officers, administrative, professional, technical and clerical staff	5	✓	3.5	4.0	4.1			✗
9	Sickness absence - the percentage of working days lost through sickness absence for craft and manual employees	5	✓	3.5	3.4	5.3			✗
10	Sickness absence - the percentage of working days lost through sickness absence for teachers	10		3.2	3.2	3.7			✗
11	Equal opportunities - the percentage of chief official employees, who are female	21		-	11.4	11.4			
12	Equal opportunities - the percentage of senior professionals, who are female	24		-	7.1	17.6			

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	Measure	Rank in 01/02		PI measurement			Better ✓ or worse ✗ since 99/00		
		1-32	✓1-8 ✗ 25-32	99/00	00/01	01/02	5-9%	10-14%	>15%
Education									
13	Pre-school provision - the percentage of children in their pre-school year who received pre-school education	1	✓	100.0	100.0	100.0			
14	Pre-school provision - the percentage of children in their ante-pre-school year who received pre-school education	1	✓	95.3	100.0	100.0			
15	Primary schools - the percentage of classes with P1 to P3 pupils, with no more than 30 pupils	28	✗	96.8	98.9	97.8			
16	Primary schools - the percentage of schools in which the ratio of pupils to available places is between 61% and 100%			70.8	64.8	<u>69.0</u>			
17	Secondary schools - the percentage of schools in which the ratio of pupils to available places is between 61% and 100%			55.6	55.6	<u>55.6</u>			
18	Special educational needs - the average number of weeks taken to complete an assessment of special educational needs	29	✗	49	46	41			✓
Environmental health									
19	Food hygiene - the percentage of premises with a minimum inspection frequency of 12 months or less, that were inspected on time			74.9	74.7	<u>91.0</u>			
20	Noise complaints - the percentage of initial noise complaints that were dealt with in one day	1	✓	100.0	100.0	100.0			
21	Noise complaints - the percentage of noise complaints requiring further investigation that were dealt with in three days	1	✓	100.0	100.0	100.0			
22	Pest control - the percentage of responses to requests for high-priority pest control services within two days	10		98.2	98.0	98.0			
23	Pest control - the percentage of responses to requests for low-priority pest control services within five days	13		98.8	98.0	98.4			
Environmental services									
24	Refuse collection - the gross cost of refuse collection per property (£) (see note 2)	4	✓	37.00	38.70	38.56			
25	Refuse collection - the gross cost of refuse disposal per property (£) (see note 2)	1	✓	-	32.72	33.88			
26	Refuse collection - the percentage of special uplifts of bulky domestic refuse completed within five days	13		96.2	94.4	92.9			
27	Recycling - of the household, commercial and industrial waste collected by the authority, the percentage that was recycled	6	✓	-	-	13.6			
Finance									
28	Council tax - the gross cost of collecting council tax per chargeable dwelling (£) (see note 2)	5	✓	9.84	10.75	10.45			✗
29	Council tax - the percentage of council tax income for the year that was collected in the year (see note 2)	2	✓	95.7	95.7	96.3			
30	Invoice payment - the percentage of invoices paid within 30 days or other agreed time period	22		77.4	75.1	78.4			
Housing									
31	Response repairs - the percentage of response repairs due to be undertaken within 24 hours that were undertaken within target time	11		<u>86.1</u>	96.1	93.0			✓
32	Tenancy changes - the percentage of rent loss due to unoccupied dwellings	29	✗	3.47	4.60	5.01			✗
33	Tenancy changes - the percentage of empty houses that were re-let within four weeks	19		33.0	40.5	35.9			✓
34	Rent arrears - current tenant arrears as a percentage of the net amount of rent due in the year	2	✓	3.3	2.4	2.5			✓
35	Rent arrears - the percentage of current tenants owing more than 13 weeks' rent at the year end, excluding those owing less than £250	4	✓	3.5	1.9	2.2			✓
36	Council house sales - the percentage of sales completed within 26 weeks	12		86.0	78.5	81.2			✗
37	Homelessness - the number of homeless households in priority need provided with temporary accommodation in council-furnished dwellings, as a percentage of the total provided with temporary accommodation	1	✓	100.0	100.0	100.0			

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	Measure	Rank in 01/02		PI measurement			Better ✓ or worse X since 99/00		
		1-32	✓1-8 X 25-32	99/00	00/01	01/02	5-9%	10-14%	>15%
Leisure & Recreation									
38	Leisure pools - the number of attendances per 1,000 population	17		1,083	1,098	1,116			
39	Traditional pools - the number of attendances per 1,000 population	4	✓	3,996	3,724	3,676	X		
40	Indoor facilities - the number of attendances per 1,000 population	29	X	630	745	824			✓
41	Museums - the percentage of museums operated or financially supported by the council, which are registered under the Museum and Galleries Commission (MGC) registration scheme	11		88.2	80.0	86.7			
Libraries									
42	Processing time - the average time (days) taken to satisfy library book requests	23		30	19	25			✓
43	Stock turnover – the percentage of the national target met for replenishing lending stock for children and teenagers			36.4	52.1	<u>33.4</u>			
44	Stock turnover – the percentage of the national target met for replenishing lending stock for adults			51.4	67.3	<u>33.5</u>			
45	Use of libraries – the number of borrowers as a percentage of the resident population	22		21.5	22.1	21.5			
46	Use of libraries – the average number of issues per borrower	8	✓	32.5	30.9	29.8	X		
Planning									
47	Processing time – the percentage of householder applications dealt with within two months	16		75.0	76.3	83.0			✓
48	Processing time – the percentage of non-householder applications dealt with within two months	14		47.4	44.7	54.0			✓
Roads & Lighting									
49	Traffic light repairs - the percentage of repairs completed within 48 hours	10		85	97	95			✓
50	Street light repairs - the percentage of repairs completed within seven days	13		92	92	93			
Social Work									
51	Child protection – the percentage of children being looked after by the council in community placements	9		88.1	86.6	87.8			
52	Staff qualification – the percentage of staff in residential homes for children who are qualified			35	33	<u>50</u>			
53	Staff qualification – the percentage of staff in residential homes for older people who are qualified			31	33	<u>31</u>			
54	Staff qualification – the percentage of staff in residential homes for other adults who are qualified			14	25	<u>50</u>			
55	Residential homes – the percentage of residential care places in homes for children that are single rooms	1	✓	100.0	100.0	100.0			
56	Residential homes – the percentage of residential care places in homes for older people that are single rooms	14		89.7	87.8	88.8			
57	Residential homes – the percentage of residential care places in homes for other adults that are single rooms	21		92.2	90.5	90.4			
58	Residential homes – the percentage of residential care places in homes for children that have en-suite facilities	1	✓	-	72.7	72.7			
59	Residential homes – the percentage of residential care places in homes for older people that have en-suite facilities	4	✓	-	49.0	57.0			
60	Residential homes – the percentage of residential care places in homes for other adults that have en-suite facilities	27	X	-	1.4	1.4			

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	Measure	Rank in 01/02		PI measurement			Better ✓ or worse ✗ since 99/00		
		1-32	✓1-8 ✗ 25-32	99/00	00/01	01/02	5-9%	10-14%	>15%
Social Work									
61	Social enquiry reports - the proportion of reports requested by the courts that were allocated to social work staff within 2 working days of receipt by the social work department	6	✓	-	100.0	99.4			
62	Social enquiry reports - the proportion of reports submitted by the social work department to the courts by the due date	1	✓	-	100.0	100.0			
63	Probation - the proportion of new probationers seen by a supervising officer within one week	FTR		-	FTR	FTR			
64	Probation - the proportion of people subject to a probation order who were reported to the court for breach of probation during the year	20		-	32	29			
65	Community service - the average hours per week taken to complete community service orders	21		-	3.4	3.3			
Trading Standards									
66	Consumer complaints - the percentage of complaints processed within 14 days of receipt	26	✗	72.9	70.0	72.4			
67	Business advice requests - the percentage of requests dealt with within 14 days of receipt	13		97.3	99.4	98.8			
		✓1-8 ✗ 25-32	23 6						

Data features	Symbol	99/00	00/01	01/02
No Service	(NS)	0	0	0
Failure to report	(FTR)	0	2	2
Unreliable data	(underlined)	4	0	8

Notes

1. An underlined measurement indicates unreliable data.
2. This measure is presented in family groups in Section 3.
3. Measure 31: Housing Response Repairs: this measure is taken from a 'transitional' indicator, which requires care in interpretation. Each council's performance is assessed against its own locally-set targets.
We have measured the proportion of repairs due to be completed within 24 hours, that were completed in time. This allows broad comparison among councils.
4. Unreliable data has not been ranked.

Count of measures showing significant change since 1999/00	
Improvement	
5-9%	2
10-14%	3
>15%	7
Decline	
5-9%	4
10-14%	-
>15%	4