

Open

Corporate Resources Scrutiny Committee

Agenda

6.00pm
Thursday, 10th February 2011
The Earl Baldwin Suite
Duke House, Clensmore Street, Kidderminster



Corporate Resources Scrutiny Committee

Members of Committee:

Chairman: Councillor G W Ballinger
Vice-Chairman: Councillor P B Harrison

Councillor J Aston

Councillor H E Dyke

Councillor J Greener

Councillor T Ingham

Councillor D J McCann

Councillor M A Salter

Co-Opted Member Tavis Pitt

Councillor A J Buckley

Councillor N Gale

Councillor P V Hayward

Councillor H J Martin

Councillor J W Parish

Councillor J Thomas

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Declarations of Interest – Guidance Note

Code of Conduct

Members are reminded that under the Code of Conduct, it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda if appropriate. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their meetings in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For Further information:

**If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Ben Craddock, Assistant Scrutiny/Committee Officer, Civic Centre, Stourport-on-Severn.
Telephone: 01562-732736 or email ben.craddock@wyreforestdc.gov.uk**

Wyre Forest District Council

Corporate Resources Scrutiny Committee

Thursday, 10th February 2011

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1, Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	<p>Appointment of Substitute Members</p> <p>To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Legal & Corporate Services, together with the name of the Councillor for whom he/she is acting.</p>	
3.	<p>Declarations of Interest</p> <p>In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.</p> <p>Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.</p>	
4.	<p>Minutes</p> <p>To confirm as a correct record the Minutes of the meeting held on the 13th January 2011.</p>	5
5.	<p>Matters Arising from the Minutes</p> <p>To consider any matters arising from the minutes of the meeting held on the 13th January 2011.</p>	
6.	<p>Forward Plan</p> <p>To identify any items for scrutiny within the current Forward Plan.</p>	-
7.	<p>Budget Review Panel Recommendations</p> <p>To consider the recommendations made by the meeting of the Budget Review Panel held on the 3rd February 2011.</p> <p><i>Please note that this item is to follow.</i></p>	-
8.	<p>Treasury Management Review Panel Recommendations</p> <p>To consider recommendations made by the meeting of the Treasury Management Review Panel held on the 24th January 2011.</p>	11

9.	<p>Single Site Update</p> <p>To consider a report from the Chief Executive which provides an update on progress since the last meeting, and information regarding the business case for the project.</p>	12
10.	<p>How Are We Doing? Performance Management Update</p> <p>To consider a report from the Policy and Performance Officer which updates Members on the performance of the Council up to 31 December 2010, including Council Priorities and Local Area Agreement (LAA) Priorities indicators.</p>	19
11.	<p>Feedback from Cabinet</p> <p>To note the content of the Cabinet action list, following consideration of recommendations from the meetings of the Corporate Resources Scrutiny Committee held on the 9th December 2010 and 13th January 2011.</p>	31
12.	<p>Work Programme</p> <p>To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Aim, Annual Priorities and the Forward Plan.</p>	32
13.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	
14.	<p>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
15.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2,

Not open to the Press and Public

16.	<p>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
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WYRE FOREST DISTRICT COUNCIL

CORPORATE RESOURCES SCRUTINY COMMITTEE

THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER

THURSDAY, 13TH JANUARY 2011 (6.00PM)

Present:

Councillors: G W Ballinger (Chairman), P B Harrison (Vice-Chairman), J Aston, A J Buckley, H E Dyke, N Gale, J Greener, P V Hayward, H J Martin, D J McCann, F M Oborski, J W Parish, M A Salter, and J Thomas.

Observers:

Councillor N J Desmond.

CR.91 Apologies for Absence

Apologies for absence were received from Councillor T Ingham.

CR.92 Appointment of Substitutes

Councillor F M Oborski was appointed as a substitute for Councillor T Ingham.

CR.93 Declaration of Interests

No declarations of interest were made.

CR.94 Minutes

Decision: The minutes of the meeting held on 9th December 2010 be confirmed as a correct record and signed by the Chairman.

CR.95 Matters Arising

There were no matters arising from the minutes.

CR.96 Forward Plan

No items for scrutiny were identified within the Forward Plan.

CR.97 New Ways of Working Projects - An Update

The Committee considered a report from the Chief Executive which provided an update on the progress of the Council's Transformation Programme which included the development of a new Shared Services Strategy.

The Chief Executive outlined the progress of the Transformation Programme, and a summary of the key points raised is provided below:

Agenda Item No. 4

- In response to a query from a Member, the Chief Executive advised that the ICT Strategy did include a Disaster Recovery Policy, and that the Council's position had strengthened in this area, as now all of the Council's computer data was mirrored at a separate location, which would allow for faster recovery of data. In response, the Chairman requested that details of the Disaster Recovery Policy be provided to Members.
- In response to a query from a Member, the Chief Executive clarified that 50 employees were currently home workers, and that 150 posts were currently identified as possibly suited to mobile and flexible working, and that home workers were included within this.
- It was planned that there would not be a one person one desk approach to the single site and some sharing of desks would be required.
- It was clarified that home working was voluntary, but after three months home working, employees would be offered a change to their contract to include home working. At present there was not a policy of new employees having to work from home, but this would be kept under review and it might be that in future some specific posts might specify working from home as the method of delivery.
- In response to a query from a Member, the Corporate Development and Improvement Manager advised that where home workers did not already have suitable desk furniture, it would be provided by the Council.
- A Member queried what support arrangements were in place for home workers such as those in Revenues and Benefits who may be subject to abusive phone calls from customers. In response, the Chief Executive advised that the support arrangements for home workers would be no different to those of office based workers, and that if home workers experienced such problems, they could contact their managers for assistance and support, and if necessary, take formal action.
- In response to a query from the Chairman, The Policy and Performance Officer advised that she had found home working to be very convenient. She had found the remote IT facilities to be reliable, and during the recent snow and ice she had not needed to attempt to travel to the office.
- The Corporate Development and Improvement Manager informed Members that every home worker had a personal plan set up.
- The Chairman commented that he had some concerns over the possibility of a shared service for Revenues and Benefits, as it had been considered by the Council previously, but added that a full consultation process would be a positive way to move any proposals forward. In response, the Chief Executive advised that the draft Shared Services Strategy would not commit the Council to any shared service, but instead set out the process for identifying and deciding to participate in shared service initiatives.

Agreed:

- 1) The contents of the report be noted and a further update on the Transformation Programme be considered by the relevant Scrutiny Committee in six months time.**
- 2) Details of the Council's Disaster Recovery Policy be circulated to Members.**
- 3) The new Shared Services Strategy for 2011 onwards be endorsed by the Committee and recommended to Cabinet to recommend to Council for adoption.**

CR.98 Financial Update

The Chairman advised Members that the first meeting of the Budget Review Panel had been held immediately prior to the meeting of the Committee, and that there was no further information to impart under this item, unless Members had any specific queries they wished to raise.

CR.99 Report of the Joint Worcestershire Hub Scrutiny

The Committee considered the recommendations made by the Worcestershire Joint Scrutiny Exercise into the Worcestershire Hub.

A summary of the key points raised is provided below:

- The Chairman commented that at the first meeting of the Hub Scrutiny, there was some confusion amongst some of the Members as to the objectives of the Scrutiny, as it was felt that the Worcestershire Hubs in the North of the County were performing well.
- The Customer Service Manager outlined to Members that the report contained a summary of the Council's responses to the recommendations. In particular, Members were advised that recommendations 2 and 11 should instead have said that these recommendations would be considered by the Corporate Resources Scrutiny Committee, rather than the Corporate Management Team and Cabinet.
- Members were informed that it was not felt that there were any particularly significant recommendations which required action by the Council, as most were already in place.
- Further to recommendation 1, which related to Councillor understanding of the work of the Hub, Members were advised that a briefing session regarding the Wyre Forest Worcestershire Hub would be provided at the next Members' Quarterly Scrutiny Briefing in February 2011.
- With regard to governance of the Hub, Members were advised that a Governance Board had been established but that Membership arrangements were not yet clear.
- Wyre Forest were the only District Council to have passed management of

the Council website over to the Hub.

- A Member felt that as the Wyre Forest Worcestershire Hub was particularly high performing, the Council should not participate in a shared service for the Hub.
- A Member stated that Worcestershire County Councillors had been issued with a dedicated telephone number for reporting issues directly to the Hub, which was not available to District Councillors.
- The Chairman commented that Members should report issues directly to the Hub, so that requests could be tracked and officers would not be overloaded with direct correspondence. In response several Members stated that they felt in some instances it was easier to contact officers directly for a prompt resolution, without involving a third party. In addition, a Member commented that in certain situations Members should have the ability to contact officers directly, so that they could resolve issues quicker than Members of the public.
- A Member felt that County and District Members should not be seen as two tiers of representation, as both were elected as local representatives. In response, the Chairman advised that he would write to the County Council to clarify the position regarding a dedicated telephone line for County Councillors. In addition, a Member commented that only County Councillors were able to report highways works for resolution via the Kidderminster Lengthsman Scheme.
- A Member who participated in the review as a County Councillor commented that it had been a detailed and lengthy review which had considered more aspects of the Hub's operation than originally intended.
- A Member felt that given the length of time spent undertaking the review, the recommendations were not particularly prescriptive, nor were they very relevant to the Wyre Forest Hub.

Agreed:

- 1) To write to Worcestershire County Council in response to the recommendations on behalf of the Committee.**
- 2) To establish whether Worcestershire County Councillors have been provided with a direct line to access the Worcestershire Hub, and if so, to write to Worcestershire County Council to request further clarification.**
- 3) To note the Council's responses to the recommendations made by the joint scrutiny exercise**

CR.100 Corporate Plan Priorities 2010/11 - Progress up to November 2010

The Committee considered a report from the Policy and Performance Officer which informed Members of the Corporate Plan Priority Actions for 2010/11 and progress made against them up until 30 November 2010.

18:54 Councillor N J Desmond left the meeting at this point.

The Policy and Performance Officer advised Members that all of the priority actions listed in the report were on target, and most were completed.

A Member queried the progress of item PRS BP10, PR50 - Kidderminster Town Centre Strategy, and stated that the action to restructure the Kidderminster Town Centre Partnership by November 2010 had not been completed, as a new Partnership had not been formed at the November 2010 meeting of the Partnership.

A Member queried why item PRS BP10, PR49a - Rewyre Initiative, Eastern Gateway was listed as 90% complete, and not 100%. In response, the Policy and Performance Officer advised that this was because the update was until the end of November 2010, and that it should have been completed by the end of December 2010, and she would respond to Members with clarification.

Agreed:

- 1) To seek clarification regarding the progress of item PRS BP10, PR50 - Kidderminster Town Centre Strategy, with reference to the restructuring of the Kidderminster Town Centre Partnership.**
- 2) To confirm the progress to date of item PRS BP10, PR49a - Rewyre Initiative, Eastern Gateway.**
- 3) To note the progress as outlined in the update.**

CR.101 Corporate Performance Clinic Update - December 2010

The Committee considered a report from the Policy and Performance Officer which informed Members of the outcomes of items discussed at the Corporate Performance Clinic held on the 14th December 2010.

A summary of the key points raised is provided below:

- In response to item RES BP10 FD35a - MOT Testing Station the Chairman commented that they had seen the service advertised, and felt that it could be seen as competition for local garages.
- The Policy and Performance Officer advised that the target response rate for item CAB LP21 - Employees Survey Response Rate, had not been met, and the figure had declined on the previous year.
- The Chairman felt that the Corporate Performance Clinic could focus more on problem areas rather than good news stories.
- A Member queried how the Council would monitor performance following the removal of the obligation to collate many national performance indicators, and the closure of the Audit Commission. In response, the Policy and Performance Officer advised that Central Government had published a list of data which would require publication or reporting against by Councils. In addition, the Corporate Development and Improvement Manager advised that this data set was currently subject to a consultation and that the details

could be provided to Members.

Agreed:

- 1) To clarify the Council's position with regard to advertising for the MOT Testing Station.**
- 2) To circulate to Members details of the consultation regarding the Government's new performance management data set.**
- 3) To note the contents of the report.**

CR.102 Single Site Update

The Committee considered a report from the Chief Executive which provided a brief update on the progress of the single site project.

The Director of Legal and Corporate Services advised Members that samples of the interior furniture which could be provided at the single site would be available to view at the Civic Centre from the 24th to the 28th January 2011.

In response to a query from a Member, the Director of Legal and Corporate Services advised that 5 tenderers had been shortlisted, and that the closure date for the tender process would be circulated to Members after the meeting.

A Member queried what the implications would be for the single site, if there was a change in administration following the May 2011 elections, which was not in favour of the project. In response, the Director of Legal and Corporate Services advised that once the contract had been awarded, then the Council would be bound by that contract.

Agreed:

- 1) To circulate to Members details of the key dates involved in the tendering process for appointing contractors.**
- 2) To note the developments outlined in the report.**

CR.103 Work Programme

Agreed: To note the contents of the work programme.

The meeting ended at 19:17.

CORPORATE RESOURCES SCRUTINY COMMITTEE

10TH FEBRUARY 2011

**RECOMMENDATION FROM TREASURY MANAGEMENT REVIEW PANEL
MEETING 24th JANUARY 2011**

Agenda Item No. 4

**Treasury Management Strategy Statement, Minimum Revenue Provision
Policy Statement, and updated Prudential Indicators**

Agreed:

**To recommend to the Corporate Resources Scrutiny Committee to
recommend to Cabinet, to recommend to Council:**

- 1) To approve the restated Prudential Indicators and Limits for the
period 1st January 2011 to 31st March 2011 and for the financial
years 2011/2012 and 2012/2013.**
- 2) To approve the revised Minimum Revenue Provision (MRP) Statement
that sets out the Council's policy on MRP included in Appendix 2 to
the report, to be effective from 1st April 2011.**



Corporate Resources Scrutiny Committee

Briefing Paper

Report of: Ian Miller, Chief Executive

Date: 10th February 2011

Open

Single Site

1. Summary

This report provides a brief update on progress since the last meeting of the Committee on the 13th January and outlines the forthcoming critical dates for Members. Attached to the report as Appendix 1 is additional information relating to the business case for the single site.

2. Key Issues

Procurement

- 2.1 Tender documentation was issued to the 5 tendering contractors on January 10th 2011.
- 2.2 A full review of the tender documentation has been conducted to ensure that any key design developments are captured. This has resulted in a tender addendum being issued to the contractors on Friday 28th January 2011. This is to ensure that the returns are as robust as possible.
- 2.3 A full review of furniture procurement options has been carried out, and several suppliers have been selected to provide some options for each of the key areas such as office desks, storage, meeting rooms and the Council Chamber. Samples of the furniture were set up for Members and Staff to try at the Civic Centre from the 24th to the 28th January 2011.
- 2.4 In addition to this, a Meeting of the internal Single Site Focus Group was held on Tuesday 25th January 2011.
- 2.5 Mid tender interviews with all 5 contractors are to be held on 7th February 2011 to present the design intent and allow the tenderers access to the design team for any questions they may have. This will enable a more robust return and less qualifications by the Contractors.
- 2.6 Tender returns are due back on 28th February with Contractor interviews programmed for the 7th and 8th March 2011.

3. Options

3.1 To note the developments outlined in this report.

4. Communications

4.1 Details of the selection of the Contractor will be provided in Wyred Weekly following the March meeting of the Cabinet.

4.2 Electronic images of the presentation regarding furniture have been placed on the intranet.

5. Consultation

5.1 A regular report will continue to be brought to this Scrutiny Committee.

6. Relevant Council Policies/Strategies

6.1 Single Site, Mobile and Flexible Working, Sustainability Strategy.

7. Wards affected

7.1 All Wards.

8. Appendices

8.1 Appendix 1 - Review of Single Site Assumptions

9. Background Papers

9.1 Report to Council on 29/07/09

9.2 Progress report to Corporate Resources Scrutiny Committee,
11/02.10, 18/03/10, 15/04/10, 8/07/10, 09/09/10, 11/11/10, 9/12/10, 13/01/11

9.3 Report to Cabinet 20/04/10, 20/07/10
Member Seminars 17/06/10, 29/7/10, 31/8/10 & 15/11/10

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WYRE FOREST DISTRICT COUNCIL
Review of Single Site Assumptions

1. Introduction

- 1.1 It is the policy of Council to seek to rationalise the office accommodation to single site. The site which has been acquired for this purpose is the Finepoint development on the Stourport Road, located between the main towns of Kidderminster and Stourport.
- 1.2 The original decision to rationalise accommodation was based upon a business case from DTZ which identified that there would be significant savings that could be achieved through the Council providing a single site. The decision was made by Council on 16 July 2008.
- 1.3 The purpose of this paper is to identify the current estimate for the delivery of the Single Site and quantify the financial and non financial benefits. It should be noted that a proportion of savings assumed within the original business case have been delivered early as a result of the reduction in the Council's workforce over the period and the decision to close Vicar Street and New Street Offices.

2. Financial Review

- 2.1 This section will identify the capital costs (and associated funding) along with the revenue savings which are attributable to the project:

2.2 Capital Implications

- 2.2.1 As identified in the report to Cabinet in February 2009, which was later endorsed Council in July 2009, the total budget for the Single Site – office accommodation project is £10.5m.
- 2.2.2 The Council have appointed designers and project managers in the form of RLB. RLB have undertaken extensive work in identifying the accommodation needs of the Council and have identified the design brief and procurement process for construction which will progress during 2010. Using this information it is now possible to restate the estimated costs for the Single Site project as follows:

Type of Expense	Value £
Land Acquisition	910,000
Construction Costs (inc contingency)	8,344,000
Fixtures, Fittings and Equipment	500,000
Professional Fees	659,000
Legal Costs and Fees	87,000
Total	10,500,000

- 2.2.3 In relation to the single site this is to be financed from Capital Receipts, however, there will be the requirement to undertake some temporary financing through bridging loans until all assets have been sold. The table below identifies the sources of the financing for the single site project:

Source of Financing	Value £
Receipts already received	7,445,330
Revenue Financing	557,560
Sale of existing administrative buildings	2,050,000
Disposal of surplus assets	447,110
Total	10,500,000

2.2.4 The majority of the funding already received relates to the sale of Rushock Industrial Estate and a previous review of the Capital Programme that earmarked resources for the Single Site budget. Further details can be found within the budget book.

2.2.5 The sale of the existing administrative buildings relates to New Street, Coventry Street and the Civic Centre. Any financing for bridging loans required to fund the development ahead of the sales of the admin buildings will be met from the revenue earmarked reserve for Single Site. The decision within the Spending Review to change the method by which PWLB loans are charged has had the impact of increasing the cost of borrowing, three year borrowing costs have risen from 1.34% to 2.21%. The value of the reserve to meet the borrowing costs is £399,900 as 2 November 2010.

2.3 Revenue Implications

2.3.1 The current estimate for the value of savings to be attributed to the Council's efforts to rationalise the Office Accommodation is £689k. The table below identifies those savings which have already been achieved and those that will be realised upon the occupation of the new building:

Area of Savings	Annual Savings £
1. Savings already achieved	275,000
2. Further net direct building savings	170,850
3. Other savings related to Single Site	242,810
Total annual savings	688,660

Note : The savings do not include any reduced costs for Green Street offices. It is either possible that the Council will let space in this building which will therefore generate an income or vacate areas altogether which will result in cost savings.

2.3.2 The total savings identified at this time are £688,660 and are shown in detail at Appendix A,. This level of savings equates to simple return on capital of 6.5% pa, however, this is reduced to 3.9% when the value of savings already achieved are removed.

2.3.3 In addition the simple payback period on the investment is calculated at around 15 years, however, at the end of this period the Council will still have a significant asset in the form of the new office accommodation.

2.3.4 A further analysis of savings relating to single site are detailed below:

Section 1 – Savings already achieved - £275,000

The main areas of cost savings relate to the closure of the Vicar Street and New Street offices. In addition to these areas the Council has reduced costs on maintenance of existing buildings ahead of the Single Site.

Section 2 – Further Net Direct Building Savings - £170,850

It has been possible with the assistance of RLB to estimate with a degree of certainty the on-going revenue cost of the proposed new offices compared to the current costs. The main areas for savings are identified as follows:

- Property Rents - £110,000 pa
- Energy costs - £66,980 pa
- Repair and Maintenance - £47,520

One area where the Council is expecting additional costs however relates to the business rates for the new premises. It is expected that these will be around £65,000 higher than the remaining civic offices. The reasons for this directly relate to new properties commanding a higher rateable value than older premises.

Section 3 – Other Related Savings

As a consequence of moving to a single site and the investment in new technology the Council is achieving further efficiencies in its operations. The Council is implementing a review of administrative requirements for the new building, this is expected to deliver savings of at least £200k pa.

In addition to these savings there are further direct savings through areas such as the removal of the requirement for a messenger service and a reduction in the requirement for office cleaning etc. Finally, an extremely modest allowance of £10,000 has been allowed at this stage for reduced mileage costs, it is expected that this saving will be substantially higher.

2.3.5 It is clear that the returns on the planned investment are high. These will need to be further reviewed when the tenders have been received for construction element of the project, to ensure that the returns remain viable.

2.3.6 In relation to comparative returns the current assumptions on cash investments over the current forecast for the bank base rate and assumed investment returns for the Council are as follows:

	Forecast Bank Base Rate (*)	Current WFDC Assumed Interest Return
2010/11	0.5%	0.75%
2011/12	0.75%	1.0%
2012/13	2.0%	2%
2013/14	3.25%	3.5%

(*) – as at June each year

Note : The increases in base rate would require the growth in the economy to be sustained. This along with inflation have been added to the requirements of the Bank of England Monetary Policy Committee.

2.3.7 In addition to a higher return, the investment in the single site does not expose the Council to unnecessary Counterparty risk.

3. Non Financial Benefits

3.1 In addition to the financial benefits which have been listed above the other major benefits arising from the single site project include:

- Significant investment with the opportunity of providing employment during the construction phase of the project;
- Closer working between Directorates and the removal of physical barriers to challenge silo approach;
- Improved productivity, no savings have been included as yet for the “lost” time travelling between civic accommodation;
- greater ease of communication with office-based staff;
- environmental benefits through reduced CO2 emissions, both from the new building compared to our existing stock and from reduced travel;
- the private sector opportunity created by the cafe/catering franchise. While there may be some displacement from staff's use of existing providers in town centres, the new facility will be open to use by the public including other workplaces in the vicinity - when there is no permanent catering provision in the area at present.

4. Conclusion

4.1 The underlying assumptions made within the original DTZ business case remain, and indeed with the reduction in the cash returns are arguably more compelling now than before.

4.2 Out of the current estimated total savings of £688,660, around £275,000 has already been achieved, the additional savings will be realised when the offices have been occupied.

4.3 However, what has not been taken into account would be increased maintenance costs for the existing stock if the Council did not proceed, along with the requirement to find replacement accommodation for the staff and meeting rooms associated with Duke House at the expiry of the lease in November 2012.

Contact information

David Buckland
Director of Resources

Ian Miller
Chief Executive

Caroline Newlands
Director of Legal and Corporate Services

WYRE FOREST DISTRICT COUNCIL
Estimated Revenue Savings arising from Single Site Development

APPENDIX A

	Full Year Savings £	Comments
Section 1. Building Cost savings already achieved Reduction in overall maintenance costs		
Vacation of New Street Offices	113,000	In line with the agreement with CHG and the reduced stock
Termination of Vicar Street Offices	70,000	Property vacated in 2009/10 full year effect
	92,000	Lease terminated as at 31 March 2010
Total Section 1	275,000	
Section 2. Further Building Cost Savings Repairs and Maintenance		
Electricity Costs	47,520	In addition to the previous savings
Gas	51,740	
Rent	15,240	
Business Rates	110,000	Mainly related to Duke House
Water	-64,780	Higher than remaining premises, exc New St and Vicar St
Window	1,470	
Hygiene & Towel Service	310	
Premise Costs	1,870	
	7,480	
Total Section 2	170,850	
Section 3. Other Related Savings		
Administrative Review Savings	200,000	
Reduction from Messenger Service	20,310	
Reduced Mileage costs	10,000	Prudent estimate of savings (none included for increased productivity)
Reduced Building Cleaning	12,500	
Total Section 3	242,810	
Total Estimated Single Site Savings	688,660	



Corporate Resources Scrutiny Committee

Briefing Paper

Report of: Jo Payne - Policy & Performance Officer
Date: Thursday, 10th February 2011
Open

How Are We Doing? Performance Management Update

1. Summary

1.1 To update Members on the performance of the Council up to 31 December 2010, to include Council Priorities and Local Area Agreement (LAA) Priorities indicators.

2. Background

2.1 Performance management helps us make sure that we are keeping on track with our plans and that we identify potential problems at an early stage so that appropriate remedial action can be taken.

2.2 Performance management is also linked to good decision making as it involves using information about current performance to decide how to make improvements and plan for the future.

2.4 This paper provides a summary of progress up to 31 December for Priority actions and performance indicators and the LAA Priorities which the Council contribute towards, up to Quarter 3 (Oct - Dec 2010).

2.5 In October 2010, the Secretary of State announced that the National Indicator Set and central control over Local Area Agreement targets would cease in March 2011, and that Government would establish a single, clear list of the minimum data that will be required from local authorities. *However, it is stated that this list will not be used to set targets or manage the performance of local authorities.*

2.6 It is therefore important that the Council identifies local measures to monitor progress against local priorities through the Business Planning process for 2011/12 in order to effectively manage our own performance.

2.6 The first draft of the Single Data Set was made available in December 2010. The complete, detailed list, including links to guidance and forms where available, is available on the Department for [Communities and Local Government Website](#).

2.7 The agreed data set will take effect from April 2011 and will be reviewed annually.

3. Key Issues

3.1 A summary of performance is provided below. Full details for all Actions and Performance Indicators are available on the Council's performance management system, Covalent, or can be requested from the Policy & Performance Officer.

3.2 Performance against Corporate Plan Priorities for 2010/11:

3.2.1 More Affordable Housing

Actions - All actions completed or on track.

Indicators - NI 155 Number of affordable homes delivered (gross) has missed the quarterly target and is not expected to reach the annual target. A lack of available Homes & Communities Agency grant resources or s106 sites means no other housing schemes are likely to be delivered this year with the exception of Homebuy.

3.2.2 Reducing Waste to Landfill and Increasing Recycling

Actions - All actions completed.

Indicators - NI 191 - Residual Waste Per Household, is now on target.

However, NI 192 - % Household Waste Sent For Reuse, Recycling And Composting has just missed the quarterly target and projections indicate that the annual target of 40% will not be met. Following the launch of new waste and recycling collection system, performance has improved from the previous quarter and compared to Q3 2009/10. This is a joint target for the Municipal Waste Management Strategy for Herefordshire & Worcestershire, and the projected outturn for 2010/11 across the partnership overall is expected to be 41%.

3.2.3 District Wide Regeneration

Actions - 6 out of 7 actions are completed or on track.

However, PRS BP10 PR49a - Agree a project plan for the Eastern Gateway project including KTC.3, Worcester Street and Bromsgrove Street, has missed the due date of 31 December 2010.

An informal project plan for the Eastern Gateway has now been completed to inform the ReWyre regeneration process and will be used as part of the evidence base to inform the Local Development Framework Kidderminster Central Area Action Plan.

Completion of the Plan has slipped slightly due to changing circumstances including site area of interest - now expected during February / March 2011.

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Propose that target date amended to 31st March to take account of uncertainties over site area.

Indicators - all on target.

3.2.4 Improving Efficiency & Value for Money

Actions - All actions completed or on track.

Indicators - all on target.

3.3 LAA Priority Indicator Summary

3.3.1 Progress against LAA indicators which the Council contribute to.

Indicator	Current Performance	Previous Performance
NI 17 - Percentage of respondents with a high level of perceived antisocial behaviour	Not yet available	Viewpoint Survey Nov 2009 19.3%
NI 21- Proportion of the adult population who say they 'tend to agree', or 'strongly agree' that the police and other local service provides are successfully dealing with antisocial behaviour and crime in their local area.	Viewpoint Survey Nov 2010 39%	Viewpoint Survey Nov 2009 25.9%
195a - The percentage of relevant land and highways that is assessed as having deposits of litter, detritus, graffiti and fly-posting that fall below an acceptable level.	November 2010 7%	November 2009 13%
155 - Number of affordable homes delivered. Explanation as per 3.2.1 above.	Q3 2010/11 4	Q3 2009/10 32
186 - Per capita reduction in CO2 emissions in the LA area.	Awaiting data. Provided externally by Dept. for Energy & Climate Change.	
188 - Planning to Adapt to Climate Change Level 0: Baseline Level 1: Public commitment and prioritised risk-based assessment Level 2: Comprehensive risk-based assessment and prioritised action in some areas Level 3: Comprehensive action plan and prioritised action in all priority areas Level 4: Implementation, monitoring and continuous review	Collected annually but on track to achieve level 2 for 2010/11	2009/10 Level 1

4. Options

- 4.1 That progress to date for Council and LAA Priorities be noted.

5. Consultation

- 5.1 Corporate Management Team.

6. Related Decisions

- 6.1 None.

7. Relevant Council Policies/Strategies

- 7.1 Wyre Forest District Council Corporate Plan 2008 - 2011.

8. Wards affected

- 8.1 District wide.




9. Appendices







- 9.1 Corporate Plan Priorities progress report up to 31 December 2010.

Officer Contact Details:







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Corporate Plan Priorities 2010/11 - Progress report up to 31 December 2010

Action Status Key & Summary		Action Forecast Key	
	15 (75%) - Completed	On Target	4 (100%) - Yet to reach target date, but on course for completion by target date
	4 (20%) - Progressing and not reached target date	Not On Target	0 (0%) - Yet to reach target date, and not expected to be completed by target date
	1 (5%) - Overdue		

Performance Indicator Status Key & Summary			
	1 - Alert		4 - Improving since last reporting period
	2 - Warning		0 - No change since last reporting period
	5 - OK		4 - Got worse since last reporting period

Aim A Better Quality of Life
Priority More Affordable Housing







Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
PRS BP10 HS29a	Update the Affordable Housing Guidance & Policy - review current affordable housing toolkit and related policies in light of RSS, Core Strategy, Rewyre and the current housing market	31 Jul 2010			-	Mike Parker	Cllr. Marcus Hart	Sep 2010 Complete Aug 2010 Other workload pressures have prevented further progress on this but aim to complete by end of September.
PRS BP10 HS29b	Update the Affordable Housing Guidance & Policy - map housing stock and tenure across district and determine split for affordable housing	31 May 2010			-	Mike Parker	Cllr. Marcus Hart	Jul 2010 Completed. Stock lists mapped onto on GGP. May 2010 Completed. Stock lists received and are about to start mapping it on GGP.
PRS BP10 HS29c	Update the Affordable Housing Guidance & Policy - undertake update of South Housing Market Assessment	31 Mar 2011			-	Mike Parker	Cllr. Marcus Hart	Nov 2010 Complete. SHMA 2009/10 submitted and tenders for new SHMA being assessed in new year.

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Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
	to inform affordable housing needs and revise specification for 2011/2012.							Oct 2010 Draft spec completed and signed off by Chief Housing Officers Group. Will be procured and led by officers at Redditch. Completion of review of 2009/10 data is available as draft for comments now.
PRS BP10 HS31b	Support the establishment of the Delivery Group for the North South Housing Market Area - develop investment plan in conjunction with HCA and key stakeholders	31 Mar 2011	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4F81BD; color: white; display: flex; align-items: center; justify-content: center;">90%</div>		On Target	Mike Parker	Cllr. Marcus Hart	Dec 2010 Draft LIP sent out for discussion. Nov 2010 Draft LIP expected from consultants mid-January.
PRS BP10 HS31c	Support the establishment of the Delivery Group for the North South Housing Market Area - review commissioning arrangements, policies and practises across North / County	31 Mar 2011	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4F81BD; color: white; display: flex; align-items: center; justify-content: center;">60%</div>		On Target	Mike Parker	Cllr. Marcus Hart	Dec 2010 Next meeting planned for January. Nov 2010 Next meeting planned for January.





PI Code	Short Name	Q3 2009/10	Q2 2010/11	Q3 2010/11		2010/11	Status	Aim	Trend	Notes
		Value	Value	Value	Target	Target				
NI 154	Net additional homes provided	Not measured for Quarters	Not measured for Quarters	Not measured for Quarters		190		Aim to Maximise		April 2010 The 2009/10 figure for NI 154 is 190 (216 completions less 26 demolitions). Unfortunately this means we miss the target of 200 due to the 15 maisonettes which were demolished at Hurcott Road have been accounted for.
NI 155	Number of affordable homes delivered (gross)	32	1	4	19	57		Aim to Maximise		4 New Build HomeBuy at Badgers Dene (2 of which should be in Q2 and 2 in Q3 which we have only just been notified of). Lack of available HCA grant resources or s106 sites means no other housing schemes are likely to be delivered this year with the exception of homebuy.

Aim A Sustainable Environment
Priority Reducing Waste to Landfill & Increasing Recycling











Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
RES BP10 ES21a	Waste Management - Launch Revised Recycling Service in line with agreed project plan - Revise Admin Systems by April 2010 - Design Operational Rounds by March 2010 - Develop Media Campaign by March 2010 - Procurement of Bins by May 2010 - Revise IT System by May 2010 - Manpower Issues by May 2010 - Revise Operational Policies by May 2010 - Procurement of Vehicles by June 2010 - Health & Safety Systems by June 2010 - Launch Revised Recycling service by 5 July 2010	05 Jul 2010	 100%		-	David Buckland	Cllr. Nathan Desmond	<p>Jul 2010 Completed. Health & Safety systems - fundamental change to rounds risk assessment format undertaken. Change to specific rounds based assessments. Format completed, routings ongoing.</p> <p>Jun 2010 - Revised service commenced on Monday 5th July 2010. - Revised manpower planning now at 56, reduced from 68. - Health & Safety System to be completed.</p>
RES BP10 ES21b	Liaise with Worcestershire County Council regarding revised recycling service	30 Sep 2010	 100%		-	David Buckland	Cllr. Nathan Desmond	<p>May 2010 General co-mingled collections commenced from Monday 28th May 2010. All recycled waste on transfer to MRF at Norton.</p> <p>Apr 2010 County on target for July 5th launch. All material to go for transfer to MRF at Norton Worcester. Agreed with County for June 1st co-mingling of current material.</p>
RES BP10 ES22	Waste Management - Launch Garden Waste Collection Service in line with agreed project plan - Design Operational rounds by Jan 2010 - Design Operational policies by Feb 2010 - Design Media Campaign by Feb 2010 - Design-implement IT Systems by Feb	05 Apr 2010	 100%		-	David Buckland	Cllr. Nathan Desmond	<p>Apr 2010 All milestones completed. Service launched successfully on April 5th 2010.</p>

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Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
	2010 - Liaise with Worcestershire County Council by Feb 2010 - Procurement of Bins by Mar 2010 - Manpower issues by Mar 2010 - Health & Safety System by Mar 2010 - Launch Garden Waste Collection Service by 5 Apr 2010.							





PI Code	Short Name	Q3 2009/10	Q2 2010/11	Q3 2010/11		2010/11	Status	Aim	Trend	Notes
		Value	Value	Value	Target	Target				
NI 191	Residual Waste Per Household - KG's	141	140	112	146	584		Aim to Minimise		
NI 192	Percentage Of Household Waste Sent For Reuse Recycling And Composting	27.10%	30.64%	34.29%	36.00%	40.00%		Aim to Maximise		Following the launch of new waste and recycling collection system, performance has improved from the previous quarter and compared to Q3 2009/10. However, just missed quarterly target and projections indicate that the challenging annual target of 40% will not be met. However, this is a joint target for the Municipal Waste Management Strategy for Herefordshire & Worcestershire, and the projected outturn for 2010/11 across the partnership overall is expected to be 41%.

Aim A Vibrant Local Economy
Priority District-wide Regeneration







Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
PRS BP10 PR49a	Kidderminster: ReWyre Initiative (implementation) - Agree a project plan for the Eastern Gateway project including KTC.3, Worcester Street and Bromsgrove Street	31 Dec 2010			-	Mike Parker	Cllr. Stephen Clee	<p>Dec 2010 An informal project plan for the Eastern Gateway has now been completed to inform the ReWyre regeneration process and will be used as part of the evidence base to inform the Local Development Framework Kidderminster Central Area Action Plan. Completion of the Plan has slipped slightly due to changing circumstances including site area of interest - now expected during February / March Propose that target date amended to 31st March to take account of uncertainties over site area.</p> <p>Nov 2010 Development proposals currently being worked up.</p>
PRS BP10 PR49b	Kidderminster: ReWyre Initiative (implementation) - Agree a project plan for Churchfields	31 Jul 2010			-	Mike Parker	Cllr. Stephen Clee	<p>Aug 2010 Completed; agreed with MADE.</p> <p>Jul 2010 Meeting held on 16th July. An agreed approach is now in place.</p>
PRS BP10 PR49d	Kidderminster: ReWyre Initiative (implementation) - Undertake strategic review of town centre car parks in conjunction with Parking Services team	31 Jul 2010			-	Mike Parker	Cllr. Stephen Clee	<p>Sep 2010 Report complete.</p> <p>Aug 2010 Initial report in the course of preparation.</p>
PRS BP10 PR49g	Kidderminster: ReWyre Initiative (implementation) - Deliver improvements to public streets and/ or spaces	31 Mar 2011			On Target	Mike Parker	Cllr. Stephen Clee	<p>Nov 2010 Links being made to Coronation Gardens project.</p> <p>Oct 2010 Ongoing.</p>
PRS BP10 PR50	Kidderminster Town Centre Strategy: - Adopt the Town Centre Strategy & Action Plan by Sept 2010 (following consultation in Feb / March 2010) - Restructure Kidderminster Town	31 Mar 2011			On Target	Mike Parker	Cllr. Stephen Clee	<p>Dec 2010 AGM due to be held early March 2011 at which the Strategy will be ratified.</p> <p>Nov 2010 Ongoing, completion anticipated as scheduled.</p>

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Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
	Centre Partnership by Nov 2010 - Agree a succession plan for Kidderminster Town Centre Management Arrangements by March 2011.							
PRS BP10 PR51	Appoint and manage 4x Town Centre Ambassadors for the District as part of the Government's Future Jobs Fund initiative by May 2011.	31 Mar 2011	<div style="width: 100%; background-color: #ccccff; text-align: center;">100%</div>		-	Mike Parker	Cllr. Stephen Clee	Jul 2010 Complete Jun 2010 4 Ambassadors now in post.
PRS BP10 PR55	Commence roll out of joint working proposals for North Worcestershire Regeneration Project	30 Apr 2010	<div style="width: 100%; background-color: #ccccff; text-align: center;">100%</div>		-	Mike Parker	Cllr. Stephen Clee	Apr 2010 Complete. Inspira Report and Recommendations agreed at April Cabinet and process for implementation approved.





PI Code	Short Name	Q3 2009/10	Q2 2010/11	Q3 2010/11		2010/11	Status	Aim	Trend	Notes
		Value	Value	Value	Target	Target				
PRS 21	No. of grants awarded to new businesses	3	14	6	5	20		Aim to Maximise		
PRS 26	Empty Shops Grants awarded	n/a	5	1	1	4		Aim to Maximise		

Aim A Well Run & Responsive Council
Priority Improving Efficiency & Value for Money

Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
CAP BP10 CD03e	Performance Management - Establish corporate approach to benchmarking, with particular regards and cost data, in line with the agreed timetable.	30 Jun 2010			-	Linda Collis	Cllr. Tracey Onslow	Jul 2010 Approach to VfM benchmarking approved by CMT on 5 August. Housing Services undertaking benchmarking exercise in line with corporate timetable.
								Jun 2010 Approach for VfM benchmarking developed and to be approved by CMT before roll out in line with the corporate timetable.
CAP BP10 CD07	Corporate Project: Complete Administration Review.	31 Oct 2010			-	Linda Collis	Cllr. Tracey Onslow	Nov 2010 Appeals process has been completed. Total admin post reduction of 3.19 fte for Phase 1 have been met through deleted vacant posts, early retirements and early redundancy requests.
								Sep 2010 Admin Review complete in setting out the new structure. Implementation for Phase 1 – by 1 April 2011 has now begun with Phase 2 from 1 April 2011 to 31 March 2012 and Phase 3 at the time of moving to Single Site
CAP BP10 CP16	Produce two online residents magazines per year in Jul and Dec 2010.	31 Dec 2010			-	Linda Collis	Cllr. Tracey Onslow	Dec 2010 Following CMT agreement production of the July edition was suspended as investigations into a joint County Magazine resources and IT were being conducted. December publication completed, launched and on website. Database of residents signing up being populated. Positive feedback. Next edition due July 2011. Work on production schedule commencing.
								Nov 2010 Editorial board approved final proof on 06.12.10. Circulation on target for mid December, including live on website. Data base ongoing.

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Code	Action	Target Date	Progress Towards Target	Status	Action Forecast	Director	Cabinet Member	Note
CAP BP10 CP17	Develop a Council consultation calendar and ensure that results are published widely and inform service development where appropriate.	31 May 2010	<div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div>		-	Linda Collis	Cllr. Tracey Onslow	Oct 2010 Ongoing with regular updated. Jun 2010 Completed.
LCS BP10 PS34	Sign contract for purchase of single site.	30 Apr 2010	<div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div>		-	Caroline Newlands	Cllr. Anne Hingley	Jul 2010 Completed Business Plan Target Apr 2010 The purchase of the site was completed on 5 May 2010.

PI Code	Short Name	2009/10	2010/11	2010/11	Status	Aim	Trend	Notes
		Value	Value	Target				
BV3	Overall satisfaction with the authority	50%	52%	50.00%		Aim to Maximise		2009/10 result from Viewpoint Survey November 2010. 2010/11 results from Viewpoint Survey November 2010.
NI 179	Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008-09 financial year	£147,000 0	-	£217,6040		Aim to Maximise		NI discontinued.

WYRE FOREST DISTRICT COUNCIL

**FEEDBACK FROM CABINET
MEETING HELD 25th JANUARY 2011**

Agenda Item No.	Decision
10.2	Development of a new Corporate Plan Decision: The draft Corporate Plan (2011-2014) be recommended to Council for adoption.
10.3	New Shared Services Strategy Decision: The Shared Services Strategy (2011 onwards) be recommended to Council for adoption.

CORPORATE RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
ICT Strategy Update	To receive an update on the progress of the ICT Strategy.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council.</p>	Cllr G W Ballinger	<p>Start Date: 03/06/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 14/04/11</p>
Single Site Update	To consider a monthly update regarding the progress of the Single Site of Office Accommodation Project.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Cllr G W Ballinger	<p>Start Date: 03/06/10</p> <p>Frequency of meetings: Monthly</p> <p>Completion Date: 14/04/11</p>
Introduction to Corporate Resources	To receive a brief introduction from the Chairman which sets out the terms of reference of the Committee.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Cllr G W Ballinger	<p>Start Date: 03/06/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 03/06/10</p>
Covalent Training	To receive a training session in the use of the Covalent Software System.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Joanna Payne	<p>Start Date: 03/06/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 03/06/10</p>

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Directorate Business Plans	To consider an update on Directorate Business Plans.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Joanna Payne	<p>Start Date: 03/06/10</p> <p>Frequency of meetings: 03/06/10, 11/11/10, 10/03/11</p> <p>Completion Date: 10/03/11</p>
Mortgage Review Panel Update	To receive an update from the Director of Resources regarding the recommendations previously made by the Mortgage Review Panel.	<p>Sustainable Community Strategy Theme: Improving health and wellbeing</p> <p>Corporate Plan Aim: A Better Quality of Life</p>	David Buckland	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 08/07/10</p>
Equality and Diversity Update	To consider an update on Equality and Diversity.	<p>Sustainable Community Strategy Theme: Stronger communities</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Alison Braithwaite	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 08/07/10</p>
Corporate Plan Exception Report	To consider a summary of progress made against the annual Corporate Plan priorities.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Joanna Payne	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 08/07/10, 11/11/10, 13/01/11, 10/03/11</p> <p>Completion Date: 10/03/11</p>

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Local Area Agreement (LAA) Performance	To receive a performance management report regarding performance against Local Area Agreement Targets.	<p>Sustainable Community Strategy Theme: Stronger communities</p> <p>Corporate Plan Aim: A Better Quality of Life</p>	Joanna Payne	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 08/07/10, 11/11/10, 10/02/11</p> <p>Completion Date: 10/02/11</p>
New Waste Collection Arrangements	To consider a report regarding new arrangements for Waste Collection.	<p>Sustainable Community Strategy Theme: A better environment for today and tomorrow</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	David Buckland	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 08/07/10</p>
Budget Review Panel Terms of Reference	To consider the Terms of Reference of the Budget Review Panel.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	David Buckland	<p>Start Date: 08/07/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 08/07/10</p>
Communications Update	To Consider a quarterly update on the Council's Communications Strategy.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Alison Braithwaite	<p>Start Date: 09/09/10</p> <p>Frequency of meetings: 09/09/10, 09/12/10, 10/03/11,</p> <p>Completion Date: 10/03/11</p>

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Audit Commission Performance Management Action Plan	To Consider the Audit Commission Performance Management Action Plan.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Joanna Payne	Start Date: 09/09/10 Frequency of meetings: 2 Completion Date: 10/03/11
Recommendation Tracking	To review the progress of recommendations made by the Committee in the municipal year 2009/2010.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Cllr G W Ballinger	Start Date: 09/09/10 Frequency of meetings: 09/09/10, 09/12/10, 10/03/11 Completion Date: 10/03/11
Co-opted Members Protocol	To consider the procedure for Co-opting members onto Scrutiny Committees.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Ben Craddock	Start Date: 09/09/10 Frequency of meetings: 1 Completion Date: 09/09/10
Review Panel Protocol	To consider a protocol for the establishment of Scrutiny Review Panels, including a revised Scrutiny Proposal Form.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Ben Craddock	Start Date: 09/09/10 Frequency of meetings: 1 Completion Date: 09/09/10

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Financial Update	To consider a monthly update on Local Government Finances	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Graham Ballinger	<p>Start Date: 09/09/10</p> <p>Frequency of meetings: Monthly</p> <p>Completion Date: 14/04/11</p>
Performance Update	To consider a monthly update on performance matters.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Graham Ballinger	<p>Start Date: 09/09/10</p> <p>Frequency of meetings: Monthly, or as required</p> <p>Completion Date: 14/04/11</p>
Worcestershire Enhanced Two Tier Programme for Shared Regulatory Services (WETT)	To receive a report on the progress of the Worcestershire Enhanced Two Tier Programme for Shared Regulatory Services.	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	David Buckland	<p>Start Date: 14/10/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 14/10/10</p>
Elections Cycle Consultation	To consider responses to the Electoral Cycle Consultation recently carried out in response to the Local Government and Public Involvement in Health Act 2007	<p>Sustainable Community Strategy Theme: (none)</p> <p>Corporate Plan Aim: A Well-Run and Responsive Council</p>	Graham Ballinger	<p>Start Date: 14/10/10</p> <p>Frequency of meetings: 1</p> <p>Completion Date: 14/10/10</p>

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Corporate Performance Clinic Update	To consider an update regarding the Corporate Performance Clinic.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Joanna Payne	Start Date: 11/11/10 Frequency of meetings: 11/11/10, 13/01/11, 10/03/11 Completion Date: 13/03/11
Scrutiny Training Feedback	To receive an update from Councillors who recently attended a Joint Scrutiny Training Event.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Cllr G W Ballinger	Start Date: 11/11/10 Frequency of meetings: 1 Completion Date: 11/11/10
New Ways of Working Update	To consider an update on the progress of the New Ways of Working Programme	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Cllr G W Ballinger	Start Date: 13/01/11 Frequency of meetings: 1 Completion Date: 13/01/11
Draft Shared Service Strategy	To consider the Draft Shared Services Strategy.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Cllr G W Ballinger	Start Date: 13/01/11 Frequency of meetings: 1 Completion Date: 13/01/11

SUBJECT	RATIONALE	LINKS TO COUNCIL PRIORITIES AND COMMUNITY STRATEGY	SUGGESTED BY	PROGRESS
Budget Review Panel Recommendations	To consider recommendations from the Budget Review Panel	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	David Buckland	Start Date: 10/02/11 Frequency of meetings: 1 Completion Date: 10/02/11
Corporate Performance Clinic Review Panel	To consider reconvening the Corporate Performance Clinic Review Panel.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Joanna Payne	Start Date: 10/03/11 Frequency of meetings: 1 Completion Date: 10/03/11
End of Year Conclusions	To look back at the work carried out by the committee over the course of the municipal year.	Sustainable Community Strategy Theme: (none) Corporate Plan Aim: A Well-Run and Responsive Council	Cllr G W Ballinger	Start Date: 14/04/11 Frequency of meetings: 1 Completion Date: 14/04/11

Terms of Reference for Scrutiny Committees

All Scrutiny Committees shall be responsible for:

- Setting and agreeing an Annual Work Programme and prioritising the work of the Committee.
- Establishing Review Panels detailing the relevant Terms of Reference.
- Ensuring consideration is given to encouraging public participation and engagement in functions of the Committee.
- Ensuring that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
- Monitoring the implementation of scrutiny recommendations.
- Reviewing and scrutinising relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.

Corporate Resources Scrutiny Committee	Community and Regeneration Scrutiny Committee
<ul style="list-style-type: none"> • Scrutiny Co-ordination (including the allocation of all overview and scrutiny functions not within the specific remit of the Scrutiny Committees) • Asset Management • Single Site • Branding • Budget & Major Policy • Call-In • Communication • Comprehensive Area Assessment • Concessionary Travel • Corporate Plan Review • Customer Services / Worcs Hub • Emergency Planning • Equality & Diversity • Human Resources • ICT • Improvement Plan • Scrutiny Support • Refuse Collection and Recycling • Transformational Change 	<ul style="list-style-type: none"> • Parking Services • Cemeteries, Park and Open Spaces • Children and Young People • Climate Change • Community Safety and Accountability • Councillor Call for Action • Crime & Disorder Act • Culture and Arts • Economic Development and Regeneration • Health Improvement • Housing Strategy • Leisure and Community Development • Leisure Centres • Local Development Framework • Markets • Older People • Partner Agencies and LSP • Planning and Sustainable Communities • Public Conveniences • Public Health • Tourism • Transportation and Highways