

Open

Corporate Resources Scrutiny Committee

Agenda

6.00pm
Thursday, 14th April 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

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, 14th April 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 10th March 2011.</p>	5
5.	<p>Matters Arising from the Minutes</p> <p>To consider any matters arising from the Minutes.</p>	-
6.	<p>Forward Plan</p> <p>To identify any items for scrutiny within the current Forward Plan.</p>	-
7.	<p>Financial Update</p> <p>To receive a verbal update from the Director of Resources regarding the financial position of the Council.</p>	-
8.	<p>Recommendations of the Corporate Performance Clinic Review Panel</p> <p>To consider a report from the Assistant Committee / Scrutiny Officer detailing the recommendations of the reconvened Corporate Performance Clinic Review Panel.</p> <p>(Please note that this item is marked to follow)</p>	-

9.	<p>Single Site</p> <p>To consider a report from the Chief Executive which provides a brief update on progress since the last meeting of the Committee and outlines the forthcoming critical dates for Members.</p>	10
10.	<p>Directorate Business Plans</p> <p>To consider a final verbal update from Members who are shadowing Directorate Business Plans.</p>	-
11.	<p>Recommendation Tracking</p> <p>To consider the outcomes of recommendations made by this Committee during the current municipal year.</p> <p>(Please note that this item is marked to follow).</p>	-
12.	<p>End of Year Conclusions</p> <p>To discuss the work of the Committee during the current municipal year, to identify successes, areas for improvement, and topics for consideration within the Annual Scrutiny Report.</p>	-
13.	<p>Feedback from Cabinet</p> <p>To note the content of the Cabinet action list, following consideration of the recommendations from the meeting from the meeting of the Corporate Resources Scrutiny Committee held on the 10th March 2011.</p>	12
14.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	-
15.	<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>	
16.	<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

17.	<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, 10TH MARCH 2011 (6.00PM)

Present:

Councillors: P B Harrison (Vice-Chairman), J Aston, A J Buckley, H E Dyke, I Hardiman, P V Hayward, T Ingham, H J Martin, F M Oborski, J W Parish, M A Salter, and G C Yarranton.

Observer: Councillor A T Hingley.

Co-Opted Member: Tavis Pitt.

CR.117 Apologies for Absence

Apologies for absence were received from Councillors: G W Ballinger (Chairman), N Gale, D J McCann, and J Thomas.

CR.118 Appointment of Substitutes

Councillor I Hardiman was appointed as a substitute for Councillor N Gale, Councillor F M Oborski was appointed as a substitute for Councillor G W Ballinger, and Councillor G C Yarranton was appointed as a substitute for Councillor D J McCann.

CR.119 Declaration of Interests

Co-Opted Member Tavis Pitt declared a personal interest in minute no. CR.127 "Use of Recording Equipment, Social Networking and Blogging in Public Meetings" as he is an author of a local web blog.

Councillor F M Oborski declared a personal interested in minute no. CR.127 " Use of Recording Equipment, Social Networking and Blogging in Public Meetings" as she is an author of a local web blog.

CR.120 Minutes

Decision: The minutes of the meeting held on 10th February 2011 be confirmed as a correct record and signed by the Chairman.

CR.121 Matters Arising from the Minutes

There were no matters arising from the minutes.

CR.122 Forward Plan

No items were identified for scrutiny within the current Forward Plan.

CR.123 Fees and Charges

The Committee considered a report from the Chief Executive which outlined a proposed Fees and Charges Policy and sought the Committee's comments ahead of consideration by the Cabinet.

The Chief Executive outlined the report to the Committee and a summary of the key points raised is provided below:

- Members were advised that one of the changes in the Financial Strategy for 2011 to 2014 was to secure extra income from fees and charges, and in some specific cases to increase them above the rate of inflation, and that the Fees and Charges Policy had been drafted in order to set out where and how such fees and charges should be applied.
- Members were advised that at the February 15th 2011 meeting of the Cabinet, in adopting a procedure for determining applications to hold car boot sales and other temporary markets, the Cabinet had agreed to introduce an administrative charge for a service which was intended to cover the associated costs.
- A Member queried whether on street car parking charges were restricted so that they could not be profitable and cross-subsidise other services. In response, the Chief Executive advised that this was correct, and clarified that the Fees and Charges Policy did not seek to go outside the powers of the Council, and would not override statutory requirements.

Agreed: To endorse the policy and propose to Cabinet that it should recommend the policy to Council for adoption.

CR.124 Performance Update

The Committee considered a report from the Policy and Performance Officer which updated Members on the performance of the Council up to 31 January 2011, including a summary of Council Priorities, Business Plans and Performance Indicators. The report also provided an update on progress against the Council's Performance Management Action Plan.

A summary of the key points raised is provided below:

- A Member queried the situation with regard to item PRS BP10 PR50 - "Restructure Kidderminster Town Centre Partnership by Nov 2010". In response, a Member clarified that the Partnership had been temporarily put on hold, with a view to holding an informal meeting on a quarterly basis, which all interested parties would be invited to attend.
- The Policy and Performance Officer advised that item CAP BP10 CD04b "Data Quality Spot Checks" had begun but had taken longer than expected to complete. In addition, formal performance management training for Members had not been fully rolled out but would be provided in the new municipal year.
- With reference to item RES BP10 IT48 - "ICT Strategy, Roll out of Thin Client Devices" a Member queried which laptops would be provided to Members in the future, if a standardised model was to be provided. The Member commented that there was quite a range of laptops in use by Members at present and requested further clarification regarding this.
- A Member commented that more training for Members could be provided, and suggested that attendance at training sessions could be a condition for Members to receive all of their allowance. In response, the Chief Executive advised that

Council could decide upon an Allowances Scheme containing conditions, but that part of the basic allowance was an automatic entitlement.

Agreed:

1) Clarification be provided regarding plans to procure standardised laptop computers for Members.

2) To note the contents of the update.

CR.125 Corporate Performance Clinic Update - February 2011

The Committee considered a report from the Policy and Performance Officer which provided a summary of the outcomes for the items discussed at the Corporate Performance Clinic held on 1 February 2011.

A summary of the key points raised is provided below:

- The Policy and Performance Officer advised that item PRS BP10 PS56, and RES BP10 AC15 "Implementation of the Total Operational Management System (TOMS)" had been delayed and that there had been some confusion between the due dates of the two targets. However, this system was expected to be in place by March 2011, and operational savings of £40,000 per year were forecasted due to improved efficiency, particularly regarding vehicle usage.
- Payment of Invoices - a backlog of invoices had been recognised following a changeover from a manual to an electronic system. It had been agreed to drop the requirement for a 10 day limit for the payment of invoices.
- With reference to item RES BP10 AC16b "Procurement Review" a Member commented that this demonstrated that real savings could be made without too much difficulty, as £289,000 had been saved.

Agreed: To note the contents of the update.

CR.126 Review of Corporate Performance Clinic

The Committee considered a report from the Corporate Development and Improvement Manager which sought to reconvene the Corporate Performance Clinic Review Panel to review the current operation and effectiveness of the Corporate Performance Clinics in accordance with recommendation 4 from the scrutiny exercise that was undertaken in February and March 2010.

Agreed: To reconvene the Corporate Performance Clinic Review Panel.

CR.127 Use of Recording Equipment, Social Networking and Blogging in Public Meetings

The Committee considered a report from the Assistant Committee / Scrutiny Officer which informed Members of recently issued Government guidance relating to the use of multimedia recording equipment, social networking and blogging by members of the public and press observing public Council meetings.

The Assistant Committee / Scrutiny Officer advised Members of the following key

points:

- At present the Council's Standing Orders did not expressly permit the use of such equipment by members of the public and press, but Chairmen could consent to its use.
- At its meeting of the 19th May 2010, Council had agreed to prohibit the use of mobile phones/ hand held communication devices during meetings, but that a different set of procedure rules could be in place for those participating in, and those observing meetings.
- The Council could broadcast meetings itself, but there were thought to be significant cost implications for this to be implemented in the Council's existing buildings ahead of the move to the Single Site.

A discussion ensued and a summary of the key points raised is provided below:

- A Member commented that the Council should broadcast its key meetings following the move to Single Site and suggested that a review panel be established to consider the issue in greater detail.
- A Member commented that there might be issues around Officers being filmed and this being published on the internet.
- A Member commented that Cambridge City Council had adopted a protocol which allowed members of the public to record meetings, provided that they signed a form to say that they would not use the recordings to misrepresent the proceedings of the meeting, or to defame or express opinions on the Council.
- A Member queried whether it would save money to agree to install webcasting equipment at the Single Site ahead of its construction, as opposed to afterwards. In response, the Chief Executive advised that in most cases it was cheaper to install equipment as part of the original build rather than retrofitting it, and advised that there was still time for this to be included in the Single Site construction contract.
- A Member commented that the use of handheld devices should be reviewed, as he felt that there was not much difference between the use of a handheld communication device and a laptop.

Agreed:

- 1) To establish a review panel to scrutinise the issue further including the following Members: Councillors: G W Ballinger, T Ingham, H J Martin, F M Oborski, and Co-optee Tavis Pitt.**
- 2) The Assistant Committee / Scrutiny Officer to email Group Leaders for additional participants.**

CR.128 Communications Quarterly Update

The Committee considered a report from the Strategic Partnerships & Projects Manager which provided a quarterly update on the Council's communications programme from December 2010 to the end of February 2011.

A summary of the key points raised is provided below:

- The intranet was undergoing a redesign and would be launched by the end of March 2011.
- Corporate Briefings had been held recently, and had been promoted via Wyred Weekly to allow staff to submit questions anonymously.

Agenda Item No. 4

- A Member queried how much the Council Tax Leaflet had cost to post out, and commented that the size of the leaflet was excessively large. In response, the Chief Executive advised that the vast majority of the leaflet was a legal requirement.
- In addition, The Chief Executive commented that the Council could consider whether discounts should be offered for those opting for paperless billing. A Member queried whether the Council shared the cost of postage for the leaflet, as it was a joint publication. In response, the Chief Executive advised that he understood that the Council met the cost of postage.

Agreed: To note the continued delivery of the Council's communications programme.

CR.129 Single Site Update

The Committee considered a report from the Chief Executive which provided a brief update on progress since the last meeting of the Committee on the 10th February 2011 and outlined the forthcoming critical dates for Members.

A summary of the key points raised is provided below:

- The Chief Executive advised that a special meeting of the Cabinet was to be held on the 31st March 2011. This was due to the fact that several bids had been put forward which proposed savings on the cost of the contract, which included alternative proposals to the tender specifications which had been issued. Therefore, additional time was required to consider these proposals and their implications in full.
- A Member commented that the Council's corporate colours were not suited to use for decorating the Single Site.
- The Chief Executive clarified that the contract would be for design and build.
- A Member requested a synopsis of the final contract, and in response the Chief Executive advised that an analysis of the contract would be provided in the exempt section of the report to the Cabinet.
- A Member queried why the Single Site would make the Council a more attractive option for hosting shared services. In response, the Chief Executive advised that it was necessary to have modern, fit for purpose, flexible buildings with good meeting spaces in order to provide an attractive offer for hosting shared services.

Agreed: To note the developments outlined in the report.

CR.130 Feedback from Cabinet

Agreed: To note the contents of the report.

CR.131 Work Programme

Agreed: To note the contents of the report.

CR.132 Press Involvement

There were no items identified for press involvement.

The meeting ended at 18:51



Corporate Resources Scrutiny Committee

Briefing Paper

Report of: Ian Miller, Chief Executive
Date: 14th April 2011
Open

Single Site

1. Summary

1.1 This report provides a brief update on progress since the last meeting of the Committee on the 10th March 2011 and outlines the forthcoming critical dates for Members.

2. Project Update

2.1 The analysis of the tenders has been undertaken by Rider Levett Bucknall with assistance from Broadway Malyan, URS and Hulley and Kirkwood (the project team).

2.2 Exploration of Alternative Bids

2.3 In addition to Compliant Bids, Tenderers offered alternatives to the specified Employer's Requirements.

2.4 Alternatives offered by the contractors have been reviewed by Broadway Malyan, URS and Hully and Kirkwood in conjunction with each tenderer at a Design Workshop held on 14th March 2011.

2.5 After thorough investigation alternative design options offered by each of the tenderers have been considered as unsuitable.

2.6 At the Cabinet Meeting on 31st March 2011 it was agreed to Award the Contract for the Construction of the new Headquarters to the contractor named in the **exempt** Cabinet report that Members have received a copy of.

2.7 Facilities

2.8 The Procurement Officer will be presenting the specification and evaluation criteria for the proposed catering arrangements at the officer meeting to be held on 14th April 2011. It is intended that specific questions on social value will be included within the tender process.

2.9 The Facilities Manager will be producing a schedule of furniture that will be retained from the existing offices.

Agenda Item No. 9

- 2.10 The Single Site Staff Focus Group have undertaken a site visit to One Lancaster Circus to see how Birmingham City Council have introduced new ways of working and consolidation of office accommodation.

3. Communications

- 3.1 Following the launch of the new intranet site 'Colin' there will be a page for the new Headquarters and this will include a builder's blog!
- 3.2 Details of the selection of the Contractor are intended to be provided in Wyred Weekly following the expiry of the 10 day "standstill" period under EU regulations. The press notice will be strictly factual, as it will be issued during the election purdah period.

4. Consultation

- 4.1 A regular report will continue to be brought to the relevant Scrutiny Committee.

5. Relevant Council Policies/Strategies

- 5.1 Single Site, Mobile and Flexible Working, Sustainability Strategy.

6. Wards affected

- 6.1 All Wards.

7. Background Papers

- 7.1 Report to Council on 29/07/09, Motion to Council on 23/2/11.
- 7.2 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 10/2/11, 10/3/11.
- 7.3 Report to Cabinet 20/04/10, 20/07/10, 31/3/11.
Member Seminars 17/06/10, 29/7/10, 31/8/10 & 15/11/10.

Officer Contact Details:

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Chief Executive
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WYRE FOREST DISTRICT COUNCIL

**FEEDBACK FROM CABINET
MEETING HELD 15th MARCH 2011**

CAB.128 Fees and Charges Policy

Decision: Recommended to Council: The Fees and Charges Policy be endorsed and adopted.

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