

Executive Committee

Tuesday 12th July
2011
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

**Denise Sunman
Committee Support Services**

Town Hall, Walter Stranz Square, Redditch, B98 8AH

Tel: 01527 64252 (Extn. 3269) Fax: (01527) 65216

e.mail: denise.sunman@bromsgroveandredditch.gov.uk

Minicom: 595528

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Executive

12th July 2011

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs:	Carole Gandy (Chair)	Malcolm Hall
	Michael Braley (Vice-Chair)	Jinny Pearce
	Juliet Brunner	Debbie Taylor
	Greg Chance	Derek Taylor
	Brandon Clayton	

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 21st June 2011</p> <p>(Minutes attached)</p>
<p>5. Consolidated Revenue Outturn - Financial Year 2010/11 (Pages 7 - 30) Head of Finance and Resources</p>	<p>To consider the Council's overall financial outturn for the 2010/11 financial year.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>6. Capital Programme Outturn 2010/11 (Pages 31 - 36) Head of Finance and Resources</p>	<p>To consider the Council's actual expenditure and funding of the capital programme for 2010/11.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>

<p>7. Shared Service Business Case - Land Charges</p> <p>(Pages 37 - 64)</p> <p>Head of Planning and Regeneration</p>	<p>To consider a referral from the Shared Service Board regarding the Shared Service Business Case for a Land Charges.</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority. In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p>(Report attached – minutes of the meeting of the Shared Services Board to follow.)</p> <p>(No Direct Ward Relevance);</p>
<p>8. Shared Service Business Case - Building Control</p> <p>(Pages 65 - 120)</p> <p>Head of Planning and Regeneration</p>	<p>To consider a referral from the Shared Service Board regarding the Building Control Shared Service Business Case.</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority. In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p>(Report attached – minutes of the meeting of the Shared Services Board to follow.)</p> <p>(No Specific Ward Relevance);</p>
<p>9. Shared Services Board - Progress Report</p> <p>(Pages 121 - 160)</p> <p>Chief Executive</p>	<p>To consider an update with regard to all elements of the Shared Services work involving Bromsgrove and Redditch Councils.</p> <p>(Report attached – Minutes of the meeting of the Shared Services Board to follow)</p> <p>(No Specific Ward Relevance);</p>

Executive

Committee

12th July 2011

<p>10. Overview and Scrutiny Committee</p> <p>(Pages 161 - 168)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 14th June 2011.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p>11. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>12. Advisory Panels - update report</p> <p>(Pages 169 - 172)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p>13. Action Monitoring</p> <p>(Pages 173 - 176)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p>14. Exclusion of the Public</p>	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged it may be necessary to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p>
<p>15. Confidential Minutes / Referrals (if any)</p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



Executive Committee

21st June 2011

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Malcolm Hall, Jinny Pearce and Debbie Taylor

Also Present:

Councillors Peter Anderson, David Bush and Mark Shurmer

Officers:

H Bennett, M Craggs, K Dicks, C Felton, T Kristunas, D Taylor and A de Warr

Committee Services Officer:

I Westmore

15. APOLOGIES

Apologies for absence were received on behalf of Councillor Derek Taylor.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. LEADER'S ANNOUNCEMENTS

The Chair advised the Committee that the following item of business, scheduled on the Forward Plan to be dealt with at this evening's meeting, had been rescheduled to a later meeting of the Committee:

- Consolidated Revenue Outturn – Financial Year 2010/11.

.....
Chair

18. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 31st May 2011 be confirmed as a correct record and signed by the Chair.

19. WORK EXPERIENCE OPPORTUNITIES TASK AND FINISH REVIEW - FINAL REPORT

Councillors Peter Anderson and Mark Shurmer presented the report on Work Experience Opportunities on behalf of the Task and Finish Group.

The Committee's attention was drawn to the provision of work experience in Redditch as it existed at the present time. The majority of students only received one week of work experience whilst at High School and the constraints on schools and their staff worked against this provision increasing. The benefits to both students and potential employers of effective work experience provision was outlined and a number of measures suggested such as ensuring more and higher quality placements, greater flexibility over the timing of the placement and greater involvement of parents where appropriate.

The proposal to increase the school leaving age incrementally to age 18 by 2015 was seen as a retrograde step as many of the students who would be impacted had little interest in academic pursuits but would benefit tremendously from practical experience in the workplace.

The benefits of work experience were extolled, exposing, as it did, students to the workplace environment and allowing them to make better choices as to their future career paths. The work of the Worcestershire Education Business Partnership was praised and the hope expressed that they could continue to deliver their unique service following the removal of County Council funding.

Members of the Committee agreed in principle with most of the recommendations of the Group, subject to some amendment. It was acknowledged, however, that the County Council was making adequate arrangements for the rise in the school leaving age in the years up to 2015. It was also acknowledged that the Council could continue to promote work experience by setting a good example and by encouraging the Council's partners to do likewise. It was proposed that the Council could encourage the provision of work experience opportunities through the North Worcestershire Economic Development Unit and the Local Strategic Partnership.

RESOLVED that

- 1) **the current work experience scheme, which provides work experience opportunities for 14 and 15 year olds at Key Stage 4 at school, should be continued locally;**
- 2) **the work of the Worcestershire Education Business Partnership be supported;**
- 3) **those local employers that already participate in providing work experience opportunities be thanked for their efforts and others be encouraged to deliver presentations to local students for their own benefit as well as the students, and to strengthen the existing links between schools and local industries, with Officers pursuing these aims through the North Worcestershire Economic Development Unit and the Local Strategic Partnership; and**
- 4) **there should be a clearly identifiable point of contact at Redditch Borough Council for schools to arrange work experience placements at the Council.**

20. QUARTERLY PERFORMANCE MONITORING - QUARTER 4 - JANUARY TO MARCH 2011

Members considered the latest quarterly report for the authority detailing performance up to the end of March 2011.

It was reported that there were only a few areas of significant concern which were discussed at paragraph 3.8 of the report. In response to the increase in the number of working days lost due to sickness absence a Corporate Sickness Working Group had been established. The drop in recovery rates for housing benefits overpayments appeared to Officers to reflect the imposition of an unrealistic target at the start of the year whereas the increase in the numbers of violent offences was to be seen in the context of low absolute figures.

The Committee sought clarification on a number of specific indicators. In respect of swimming usage, the numbers of visits to leisure centres and the apparent anomalies that these corresponding figures threw up, Officers undertook to provide Members with additional information following the meeting.

RESOLVED that

the update on key performance indicators for the period ending 31st March 2011 be noted.

21. QUARTERLY MONITORING OF THE BENEFITS SERVICE IMPROVEMENT PLAN - QUARTER 4 - JANUARY TO MARCH 2011

Officers updated the Committee on the performance of the Benefits Service and the progress against the Benefits Service Improvement Plan.

The Committee was informed that the Service was continuing to improve its performance, as demonstrated by the progressive decrease in the average time taken to process new claims and change events for Housing Benefit and/or Council Tax Benefit claims. The investment by the Council in this Service over the period of the Improvement Plan was noted in this regard.

It was noted that data for the average time taken to process claims for neighbouring authorities included separate average figures for the three authorities in South Worcestershire who participated in a shared service. Officers undertook to contact their counterparts in these authorities and provide Members with an explanation following the meeting.

RESOLVED that

the report be noted.

22. QUARTERLY MONITORING OF COMPLAINTS AND COMPLIMENTS - QUARTER 4 - JANUARY TO MARCH 2011

The Committee received the report on complaints and compliments for the final quarter of 2010/11, the last occasion the information would be provided using the recently superseded recording process.

Performance over the course of the year had demonstrated an improvement in response times to complaints, notwithstanding a dip in performance in the final quarter. This was largely attributed to the nature and complexity of a number of recent complaints. Officers informed the Committee that the new recording process would hopefully lead to an increase in the numbers of complaints being reported as they were an invaluable tool in driving forward improvement across the range of Council services. Likewise, the low numbers of compliments recorded was attributed to the difficulty in capturing this data.

The telephone answering times for the Council's contact centre were an area that had been the subject of much interest over a significant period of time and Officers reported that staffing levels were profiled to take account of anticipated periods of high activity.

RESOLVED that

the update on complaints and compliments for the period January - March 2011 be noted.

23. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 24th May 2011.

RESOLVED that

- 1) **the minutes of the meeting of the Overview and Scrutiny Committee held on 24th May 2011 be received and noted; and**

Petition – Unicorn Hill – Taxi Rank

- 2) **the petition and an accompanying Officer report be submitted to the Licensing Committee for consideration by that body.**

24. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

The Protocol for referral of decisions from the Worcestershire Shared Services Joint Committee to participating authorities, as agreed at a meeting of the body on 25th November 2010, was considered by Members.

RESOLVED that

the protocol for referral of decisions from the Joint Committee be noted.

25. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals under this item.

26. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Advisory Panels and similar bodies. It was noted that the Church Hill District Centre Members' Panel would be meeting the following evening

**Executive
Committee**

21st June 2011

and that a further meeting of the Procurement Steering Group was in the process of being arranged.

RESOLVED that

the report be noted.

27. ACTION MONITORING

RESOLVED that

the report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.28 pm

.....
Chair

**EXECUTIVE
COMMITTEE**

12th July 2011

CONSOLIDATED REVENUE OUTTURN – FINANCIAL YEAR 2010/11

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	Portfolio holder briefed, including at Portfolio Holder briefing
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources.
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 For Members to note the Council's overall financial outturn for the 2010/11 financial year.
- 1.2 The report shows the actual income and expenditure for 2010/11 financial year and compares this to the budget for General Fund Services and the Housing Revenue Account.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) **the movement in reserves detailed in Appendix 1 be approved;**

and RESOLVE that,

- 2) **subject to Members' Comments, the report be noted.**

3. KEY ISSUES

- 3.1 The Budget monitoring Report has been presented to Members on a quarterly basis during 2010/11. This report presents a summary of the final financial position for the financial year.
- 3.2 In previous years the formal there has been a requirement for the Statement of Accounts to be approved by Members prior to the 30th June. There has been a change for the 2010/11 accounts which will result in the S151 officer approving the accounts by 30th June, with full Member approval after the External Audit and by 30th September. This ensures that any Audit changes can be reflected in the accounts final approval.

**EXECUTIVE
COMMITTEE**

12th July 2011

3.3 The summary position for the General Fund is:

Summary of Spending on Services in 2010/11			
	Budget £000	Actual £000	Variation £000
Net Expenditure on Services	13,313	12,259	(1,054)

3.4 The major variations are summarised in Appendix 2. This is shown at service level and includes details for all variances in excess of £20,000. Details of individual cost centres are available in full from Financial Services if required.

3.5 The Revenue Account produced a variance of £1.054k saving compared to budget. This is due to a number of factors detailed in this report and Appendix. In addition it was anticipated that there would be £200k of savings relating from staff turnover during the year. Also in December 2010 officers were requested to ensure that any expenditure on non-essential items were reviewed to ensure that the balances position for the Council was protected in light of the severity of the cuts anticipated. The significant underspend has enabled the Council to increase the amount transferred to balances to support future one off budget pressures.

3.6 From April 2010 Redditch Borough Council and Bromsgrove District Council has had a joint management team. The savings realised from this revised structure form part of the savings shown in that table above.

**EXECUTIVE
COMMITTEE**

12th July 2011

- 3.7 The table below shows the total underspend of £1.054k analysed by Directorates (£1.419k underspend) together with financing charges / additional one off income and transfers to reserves of £365k :

	Approved Budget 2010/11 £000	Actual 2010/11 £000	Variance £000
Chief Executive	14	13	(1)
Finance & Resources	2,315	1,935	(380)
Policy, Performance & Partnership	248	(52)	(300)
Leisure, Environmental & Community	9,549	9,230	(319)
Planning, Regeneration, Reg & Housing	2,104	1,685	(419)
Net Directorate Expenditure	14,230	12,811	(1,419)
<u>Non Service Specific Expenditure</u>			
Transfer to/(from) reserves/provisions	0	932	932
Prior Year Adjustment (VAT)	(346)	(578)	(232)
Financing costs	226	61	(165)
MRP	423	295	(128)
Net other Changes	(1,220)	(1,262)	(42)
Total General Fund Expenditure	13,313	12,259	(1,054)
Income from Grants and Local Taxation	(12,327)	(12,320)	7
Contribution (to)/From General Fund Balances	986	(61)	(1,047)

- 3.8 The above also details transfers to earmarked reserves for use by specific services in future years, including grant funding which has been received in 2010/11 but will be spent during the current financial year. An additional £1.3 has been added to these reserves during 2010/11, an amount of £393,583 has been utilised during 2010/11. This has resulted in a net addition of £932k to balances. These are detailed at Appendix A. There has been a large increase in the number of reserves due to the introduction of International Financial Reporting Standards (IFRS) which means that all grant income must be recognised in the period it is received, not when it is spent.

**EXECUTIVE
COMMITTEE**

12th July 2011

3.9 General Fund Balances

The impact on the General Fund balances brought forward is as follows:

General Fund Balance		
	£'000	£'000
Balance as at 1 st April 2010	1,503	
Contribution to balances	993	
Balance as at 31 st March 2011		2,496

Housing Revenue Account

- 3.10 The Housing Revenue Account (HRA) has been prepared in line with the current Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.
- 3.11 There is a surplus of £137,992 against the approved budget for 2009/10. This has resulted in HRA balances as at 31st March 2011 of £1,322,900.

**EXECUTIVE
COMMITTEE**

12th July 2011

3.12 The significant variations between budget and the expenditure are shown in the table below.

Major Variances between Outturn Budget and Actual for 2010/11				
Service	Budget £	Actual £	Variance £	Commentary
Housing Revenue Account				
Supervision and Management	5,865,080	5,170,877	(694,203)	The saving is mainly due to reduced support costs of £567,000 and the remainder is from salary savings on both the Home Support Service and Tenant Participation
Repairs and Maintenance	4,080,150	4,033,357	(46,793)	There is a separate report attached detailing the underspend of £46,793 which only represents 1.15% of the budget. This is mainly due to reduced support costs

**EXECUTIVE
COMMITTEE**

12th July 2011

Service	Budget £	Actual £	Variance £	Commentary
Negative HRA subsidy payable	6,037,140	5,809,205	(227,935)	This is the amount which is repaid to DCLG and was due to a special determination issued in July
Provision for Bad Debts	125,000	155,225	30,225	There has been a higher than anticipated number of arrears written off during this financial year.
Provision for Job Evaluation	190,000	0	(190,000)	This was budgeted for in anticipation of Job Evaluation commencing in 2010/11 but will now be carried forward to 2011/12
Interest Receivable	(17000)	(49687)	(32687)	The additional interest received is due to a recalculation of the notional debt

Financial Implications**Impact on Medium Term Financial Plan**

- 3.13 The use of balances in the approved budget for 2010/11 was £986,310; the Council was able to return £60,601 general balances and a further £931,752 to earmarked reserves.

**EXECUTIVE
COMMITTEE**

12th July 2011

- 3.14 During budget setting officers predicted savings of £1.156 million, this was taken account of while setting the 2011/12 and 2012/13 budgets.

Legal Implications

- 3.15 There are no specific Legal Implications.

Policy Implications

- 3.16 There are no specific policy implications.

Council Objectives

- 3.17 There are no specific Council objectives implications.

Service/Operational Implications

- 3.18 The Statement of Accounts for the year 2010/11 will be signed by the Section 151 Officer on 29th June 2011.

- 3.19 The Audit Commission will be commencing their formal examination of the accounts on 18th July 2011.

Customer / Equalities and Diversity Implications

- 3.20 The Council needs to regularly monitor budgets against actual expenditure, this is to ensure it maintains a well managed organisation. All budget holders have been consulted in this report.

4. RISK MANAGEMENT

There are no specific risks associated with the details included in this report.

5. APPENDICES

- Appendix 1 - Movement in Reserves
- Appendix 2 - General Fund Variances of over 20K
- Appendix 3 - Housing Revenue Account Outturn
- Appendix 4 - Housing Repair Account

**EXECUTIVE
COMMITTEE**

12th July 2011

6. BACKGROUND PAPERS

Available from Financial Services Manager.

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: Sam.Morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790.

APPENDIX 1

Earmarked Reserves 2010/11

2009/10 b/fwd £	Contributions during 2010/11 £	Funds Used During 2010/11 £	Balance C/fwd 2010/11 £	Commentary
-83,664	-12,307	41,064	-54,906	Net cost of equipment purchased from donations
-5,747	0	0	-5,747	Donations received
-8,765	-2,227	8,454	-2,538	Net cost of equipment purchased from donations
-44,768	0	0	-44,768	
-6,235	-182	0	-6,416	Paid into fund in year
-70,815	0	5,020	-65,795	To be utilised in 2011/12
-41,291	0	35,000	-6,291	To be utilised in 2011/12
-10,705	0	10,705	0	Transferred to Balances in 2010/11
-17,974	0	17,974	0	Transferred to Balances in 2010/11
-61,308	0	61,308	0	Transferred to Balances in 2010/11
-1,966	0	1,966	0	Transferred to Balances in 2010/11
-240,000	-62,250	0	-302,250	To provide plant to remove/reduce Mercury emissions from crematorium
-1,124	0	1,124	0	Transferred to Balances in 2010/11
-67,377	0	67,377	0	To fund additional payments to operators
-600,000	-155,000	0	-755,000	Set aside for future costs associated with implementation of JE (pay protection)
-30,000	0	30,000	0	Used for licences as planned
-7,924	0	0	-7,924	
-20,000	-37,000	0	-57,000	To pay for local plan
-52,632	-3,090	0	-55,722	Grant/contributions not spent carried f/wd
-4,854	0	500	-4,354	
-35,799	-15,492	0	-51,292	Grant/contributions not spent carried f/wd
-90,068	-141,050	95,294	-135,824	Grant/contributions not spent carried f/wd
-42,549	0	2,570	-39,979	Utilised in year
-10,000	0	895	-9,105	Utilised in year
0	-14,600	0	-14,600	To fund costs associated with supporting risk management across the Council
-15,000	-21,803	0	-36,803	Grant/contributions not spent carried f/wd
0	-5,000	0	-5,000	Grant/contributions not spent carried f/wd
0	-26,687	0	-26,687	Grant/contributions not spent carried f/wd
0	-15,887	0	-15,887	Grant/contributions not spent carried f/wd
0	-9,750	0	-9,750	Grant/contributions not spent carried f/wd
0	-4,955	0	-4,955	Grant/contributions not spent carried f/wd
0	-226,070	0	-226,070	Grant/contributions not spent carried f/wd
0	-26,050	0	-26,050	Savings earmarked for fortnightly collection
0	-100,000	0	-100,000	Earmarked for estimated litigation in relation to refunds of previous fees paid
-9,903	0	0	-9,903	
-11,077	-27,599	0	-24,342	Grant/contributions not spent carried f/wd
0	-168,337	0	-168,337	Grant/contributions not spent carried f/wd
0	-250,000	0	-250,000	To set aside funds to ensure the Council can deliver the shared service and transformation projects.
-1,591,543	-1,325,336	393,583	-2,523,296	

GF Earmarked Reserves

2009/10 b/fwd £	Contributions during 2010/11 £	Funds Used During 2010/11 £	Balance C/fwd 2010/11 £	Commentary
0	-19,166	0	-19,166	Grant/contributions not spent carried f/wd
0	0	0	0	
0	0	0	0	
0	-19,166	0	-19,166	
-260,495	0	0	-260,495	To fund purchase of new vehicles and plant in the future
-71,595	0	0	-71,595	
-4,450,000	0	0	-4,450,000	
-4,782,090	0	0	-4,782,090	
-6,373,633	-1,344,502	393,583	-7,324,552	

Supporting People -HRA
Housing Major Repairs
Housing Repairs Account
HRA Earmarked Reserves

Capital Reserve-Vehicles & Plant
Planning grant
Capital Reserve - HRA
Capital Reserves

Total:

Appendix 2

Major Variances between Outturn Budget and Actual for 2010/11				
Service	Budget £	Actual £	Variance £	Commentary
Director Policy, Performance & Partnership				
Policy, Performance & Partnership				
Redditch Partnership	79,410	(195,912)	(275,322)	Grant income received in 2010/11 will be moved to earmarked reserve to fund ongoing work. This is relating to Area of Highest Need.
Climate Change	48,370	27,465	(20,905)	Climate Change Manager is 50% funded by Bromsgrove DC. There has been a reduction of £9k on Support Services recharge and the misc. expenses budget has not been fully utilised during the year.

Service	Budget £	Actual £	Variance £	Commentary
Executive Director Finance & Resources				
Head of Finance & Resources				
Rent Allowances	179,920	(10,037)	(189,957)	Due to a reduced provision for bad debts from 2009/10.
Corporate Activities	8,200	40,201	32,001	A £10,000 contribution paid to the County Council for the WETT programme fund and 50% costs relating to META workshops are included in the variance.
Council Tax	490,900	387,016	(103,884)	Reduction in support services recharge and an increase in court fees.
NDR	136,780	106,875	(29,905)	Reduction in support services recharge and audit fees.
Asset Disposal	159,020	115,847	(43,173)	Advertising savings and reduced support costs of £38,810.
Comm Related Asset Property	(274,850)	(401,955)	(127,105)	A central government proposal to end empty property rate exemptions did not materialise in 2010/11 therefore the additional £49,905 provision for NNDR void properties was not needed. The remainder of the surplus has resulted from increased income from re-negotiated rents.

Service	Budget £	Actual £	Variance £	Commentary
Voluntary Land Reg.	54,610	19,445	(35,165)	Original bid of £70k to pay for Bromsgrove staff to provide the service – balance to be moved to earmarked reserve.
Finance Charges	423,720	212,820	(210,900)	The authority has been able to take advantage of low interest rates for borrowing.
Prior Year Adjustment - VAT	(346,000)	(628,840)	(282,840)	VAT refund received, early estimate was prudent as this was uncertain.
Head of Legal, Equalities and Democratic Services				
Neighbourhood Groups	49,230	17	(49,213)	This budget is no longer required and has been removed in 2011/12.
Election	105,370	85,082	(20,288)	Shared Service with Bromsgrove DC. Both Bromsgrove and Redditch have savings within the Service.

Service	Budget £	Actual £	Variance £	Commentary
Director Planning & Regeneration, Regulatory and Housing Services				
Head of Housing & Community				
Homelessness Grant	(70)	(41,611)	(41,541)	Unused grant earmarked for projects in 2011/12.
Housing GF Recharges	98,070	71,180	(26,890)	Reduction in Support Service recharges.
Head of Planning & Regeneration				
Economic Development	190,630	112,031	(78,599)	A salary saving of £25k and underspend of bid money of £41k has contributed to the overall saving. £9,750 has been set aside in an earmarked reserve and a request to move £15,785 forward into 2011/12 for the Town Centre will be put forward to CMT.

Service	Budget £	Actual £	Variance £	Commentary
Land Charges Income	(19,160)	(45,001)	(25,841)	Additional income to be moved into earmarked reserve for estimated litigation.
Civil Emergency Planning	67,850	43,000	(24,850)	Reduced Support Services costs.
Planning Applications	340,540	195,061	(145,479)	Additional receipts in first half of 2010/11 contributed to the £40,892 increase in income. There has been a reduction in support costs of £86,110 due to vacancies in Planning and a bid of £10,000 for Urban Design Advice has not been used in 2010/11.
Local Development Framework	220,040	272,854	52,814	Increased time spent by Planning Officers which has cost of £90,190. Savings of £37,392 on consultants fees will be moved to an earmarked reserve for the Local Plan Enquiry.
Local Plans	245,740	165,175	(80,565)	Reduction on Planning Officers time in part due to staff vacancies.

Service	Budget £	Actual £	Variance £	Commentary
Director of Leisure, Environment & Community Services				
Head of Community Services				
Shopmobility	127,210	155,761	28,551	Town Centre Management have reduced grant to RBC by £10k. There are reduced Support Services recharges of £14.9k. Charges for equipment applied in 2010/11 due to changes in accounting practice – funded from previous year's earmarked reserves.
Dial a Ride	295,190	272,431	(22,759)	Salary savings and Support Services recharge have contributed to the overall reduction in costs.
Community Safety	165,350	77,109	(88,241)	£24k relates to savings in Support Services Recharge. £33k is for a grant-funded post that is to be recruited in the new year (in earmarked reserves). £29k is due to staff savings – this relates to a vacant assistant post and income received for Shared Service Manager.

Service	Budget £	Actual £	Variance £	Commentary
Lifeline	(1,580)	(37,765)	(36,185)	Savings were anticipated in 2010/11 in accordance with the Shared Service Business case
CCTV	512,580	432,102	(80,478)	Savings were anticipated in 2010/11 in accordance with the Shared Service Business case

Service	Budget £	Actual £	Variance £	Commentary
Head of Environment				
Crematorium	(166,180)	(205,448)	(39,268)	£60k has been put into an earmarked reserve to pay for mercury emissions equipment. There was also additional income of £38k.
Landscape & Countryside	74,610	0	(74,610)	Budgets were moved as part of the Environmental Services restructuring. The saving over the whole service was 20K.
Alternate Weekly Collection	0	(26,054)	(26,054)	Grant funding from previous years – to be put in an earmarked reserve.
Head of Leisure & Cultural				
Church Hill Community Centre	23,490	(33,267)	(56,757)	Rent received for two years which was not anticipated.

Service	Budget £	Actual £	Variance £	Commentary
Abbey Stadium	499,390	478,202	(21,188)	Reduction in casual hours coaches, instruction staff and £10k over achievement in income due to new class programme, an increase in daytime bookings and revised fees and charges for club bookings.
Pitcheroak Golf Course	75,698	107,078	31,380	Income target was not achievable.
Play Areas	330,930	310,004	(20,926)	Modern apprentice was not appointed and there was a saving of £5,990 on support costs. £5k funding was received from another provider for a play area – as this income had not been expected, a request to move the money into 2011/12 for ongoing maintenance has been submitted as this budget was reduced by £30k as part of the 'quick wins'.
Reddicard	(45,380)	(22,581)	22,799	Increased income target from 2006/07 fees and charges review which has not been achieved.
REDI	137,650	195,535	57,885	Executive committee on 28th July 2010 approved an operating budget of £191,000 for 2010/11 in accordance with option 4 on Appendix 3. The actual spend was £195,535.16, which amounted to an overspend of £4,535.16.

Service	Budget £	Actual £	Variance £	Commentary
Action Sport	162,960	130,222	(32,738)	£15,492 grants/contribution not spent has been moved forward to an earmarked reserve. The remaining surplus is the result of a salary saving and additional POW funding.

HOUSING REVENUE ACCOUNT (HRA)
REVENUE OUTTURN 2010/11

	2010/11 Approved Estimate	2010/11 Actual	Variance
<u>INCOME</u>			
Dwelling Rents	19827780	19788022	39758
Non Dwelling Rents	516730	522436	-5706
Charges for Services & Facilities	188460	195330	-6870
Contributions to Expenditure	0	0	0
Government Subsidies	0	0	0
Total Income	20532970	20505788	27182
<u>EXPENDITURE</u>			
Supervision & Management	5865080	5170877	-694203
Repairs & Maintenance	4080150	4033357	-46793
Rents, rates, taxes and other charges	184800	166544	-18256
Depreciation	3773810	3773872	62
Item 8 Debit	215100	210347	-4753
Negative HRA subsidy payable	6037140	5809205	-227935
Provision for Bad Debts	125000	155225	30225
Total Expenditure	20281080	19319427	-961653
Net Cost of Services	-251890	-1186361	-934471
Provision for Job Evaluation	190000	0	-190000
Net Operating Expenditure	-61890	-1186361	-1124471
Interest Receivable	-17000	-49687	-32687
Transfer to Earmarked Reserves	0	1019166	1019166
(Surplus) / Deficit on services	-78890	-216882	-137992

HOUSING REVENUE ACCOUNT BALANCE

Surplus as at 1st April 2010	1106018	1106018	0
Surplus/(Deficit) for year 2010/11	78890	216882	137992
Surplus as at 31st March 2011	1184908	1322900	137992

HOUSING REPAIRS ACCOUNT OUTTURN SUMMARY 2010/11

	2010/11 Approved	2010/11 Actual	Variance
<u>EXPENDITURE</u>			
Response Maintenance	1979000	2015838	36838
Programmed Maintenance	846850	873099	26249
Projects	100000	104786	4786
Voids	854800	814239	-40561
Rechargeable Works	-28500	-20470	8030
Administration	328000	245865	-82135
	<hr/> 4080150	<hr/> 4033357	<hr/> -46793
<u>INCOME</u>			
Contribution from HRA	-4080150	-4033357	46793
BALANCE AT 31.3.11	<hr/> <hr/> 0	<hr/> <hr/> 0	<hr/> <hr/> 0

**EXECUTIVE
COMMITTEE**

12th July 2011

CAPITAL PROGRAMME OUTTURN 2010/11

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Portfolio holder briefed, including at Portfolio Holder briefing
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	No Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To report on the actual expenditure and funding of the capital programme for 2010/11.
- 1.2 The figures included in this report will be subject to examination by the Audit Commission as part of the final accounts audit.

2. RECOMMENDATIONS

- 2.1 **The Committee is asked to RESOLVE that subject to any comments, the report be noted.**

3. KEY ISSUES

- 3.1 The detail included at Appendix 1 shows actual expenditure of £13.2 million, of which £3.0 million is work in progress.
- 3.2 The appendix also shows the variances between the budget and actual spend.
- 3.3 Appendix 1 also contains comments regarding the status of each scheme. The current expenditure on some schemes is treated as being complete, although the balance remaining will be transferred to 2011/12. This treatment is applied to schemes such as work to public buildings because the expenditure relates to discrete areas of work.

**EXECUTIVE
COMMITTEE**

12th July 2011

Financing of the Capital Programme

- 3.4 The 2010/11 Capital Programme has been funded as detailed in the following table:

Funding Source	£
Major Repairs Reserve (HRA)	4,300,090
Prudential Borrowing	
- HRA	2,915,731
- General Fund	1,614,635
Capital Receipts	307,267
Grants	855,545
Section 106 Monies	245,590
Total	10,238,858

Capital Grants

- 3.5 Grants and contributions from third parties are an important source of capital finance. In 2010/11 a total of £855,545 in terms of grants were utilised to fund the capital programme. The table below details the sources of grant and their use:

Grants	£	Details
Disabled Facilities Grants (DFGs)	295,100	Government support for DFGs
British Cycling	230,000	BMX Track
Other local authorities	209,799	CCTV/Lifeline
Implementing Electronic Government (IEG)	76,670	IT equipment and software
Liveability	16,444	Environmental works
Free Swimming – Swimming Pool Facility Enhancement	13,630	Hewell Road
Natural England	7,482	Bordesley Abbey Ruins
DWP	6,420	IT equipment and software
Total	855,545	

**EXECUTIVE
COMMITTEE**

12th July 2011

Capital Receipts

- 3.6 Since the pooling of housing capital receipts was introduced on the 1st April 2004 and the downturn in the housing market, the level of capital receipts has diminished. In 2010/11 the Council sold 6 dwellings under the Right to Buy (RTB) scheme this compares to 246 in 2003/04. Capital receipts of £10,000 or less are treated as revenue income.

Use of Capital Receipts	£'000
Balance as at 1 April 2010	1,025
Amounts received in year	976
less payment of RTB receipts to central government	449
Funding of 2010/11 capital expenditure	307
Total	1,245

Financial Implications

- 3.7 The financial implications are detailed within the report.

Legal Implications

- 3.8 Under Section 151 of the Local Government Act 1972 the Local Authority must make arrangements for the proper administration of its financial affairs.
- 3.9 The main definition of capital expenditure is set out in the Local Government Act 1989.

Service/Operational Implications

- 3.10 The approved Capital Programme for 2010/11 totalled £16.2 million.
- 3.11 The Programme includes a number of schemes that span more than one financial year and it is necessary during the year to profile the budget according to the actual progress made during the year.
- 3.12 The schemes included in the capital programme enable the Council to meet its objectives.
- 3.13 The Capital Programme is managed by Service Managers and through the Capital Programme Officers Group.

EXECUTIVE COMMITTEE

12th July 2011

- 3.14 Investment via the capital programme enables the Council to maintain and/or enhance the quality of its physical resources. Officers are required to follow the Council procurement procedures in letting contracts associated with individual schemes within the programme. This should ensure value money in terms of procurement.

Customer / Equalities and Diversity Implications

- 3.15 There are no customer/equalities and diversity implications.

4. RISK MANAGEMENT

It is important for the outturn position to be reported publicly for budgetary control purposes.

5. APPENDICES

Appendix 1 - Capital Programme 2010/11

6. BACKGROUND PAPERS

Records held on CEDAR accounting system;
Spreadsheets maintained within Financial Services;
Various Council minutes approving the schemes within the Capital Programme.

AUTHOR OF REPORT

Name: Teresa Kristunas
E Mail: teresa.kristunas@bromsgroveandredditchbc.gov.uk
Tel: 01527) 64252 ext: 3295

CAPITAL PROGRAMME 2010/11

Appendix 1

Leisure & Tourism

Job No.	Description	Budget	Actual	Variance	%	Comments
C0029	Bmx Track	356,000.00	350,308.59	5,691.41	1.60	Works complete
C0053	Free Swimming - Facility Enhancement	16,400.00	13,630.53	2,769.47	16.89	Small balance of grant remaining
C0054	Astwood Bank Recreation Ground (S106)	12,000.00	11,444.51	555.49	4.63	Works complete
Total Leisure & Tourism		384,400.00	375,383.63	9,016.37	2.35	

Well Managed Organisation

Job No.	Description	Budget	Actual	Variance	%	Comments
C0042	Business Continuity & Disaster Rec	379,000.00	348,747.11	30,252.89	7.98	Works complete
C0202	It Replacement Programme	47,700.00	22,927.27	24,772.73	51.93	Complete
C0214	Benefits Replacement System	19,200.00	6,420.00	12,780.00	66.56	Balance of grant remaining
C0215	Finance Replacement System	158,900.00	157,750.01	1,149.99	0.72	Works complete
C1110	Public Building	367,500.00	296,865.51	70,634.49	19.22	Ongoing scheme.
C1120	Redevelopment Of Church Hill Centre	19,500.00	19,500.00	0.00	0.00	Stage completed.
Total Well Managed Organisation		991,800.00	852,209.90	139,590.10	14.07	

Housing

Job No.	Description	Budget	Actual	Variance	%	Comments
C1201	Catch Up Rep-Bath Replacemts	1,094,920.00	1,064,082.70	30,837.30	2.82	All under/overspends on the 2010/11 capital budgets will be carried over to the 5th year of the Five Year Decent Homes Programme.
C1202	Catch Up Rep-Kitchen Upgrades	2,117,510.00	1,726,266.84	391,243.16	18.48	
C1203	Catch Up Repairs	701,440.00	702,028.38	-588.38	-0.08	
C1204	Asbestos General	395,480.00	386,523.59	8,956.41	2.26	
C1205	Structural Repairs	203,360.00	203,848.93	-488.93	-0.24	
C1206	General Roofing	460,240.00	440,540.22	19,699.78	4.28	
C1207	Rewiring	1,017,750.00	997,748.88	20,001.12	1.97	
C1209	Upgrade Of Ch Systems	788,730.00	783,474.83	5,255.17	0.67	
C1210	Window Replacements	115,360.00	97,539.76	17,820.24	15.45	
C1216	Roof Works - C/Hill & Wood	82,680.00	41,368.92	41,311.08	49.97	
C1222	Disabled Adaptations	620,000.00	626,436.09	-6,436.09	-1.04	
C1239	Housing Stock Improvements	150,000.00	145,961.46	4,038.54	2.69	
C1240	Upper Norgrove - Costs (See Jy)	0.00	43,430.07	-43,430.07		
C2000	Home Repairs Grant(Over 60'S)	160,980.00	83,399.87	77,580.13	48.19	Balance c/fwd
C2001	Disabled Facilities Grant	552,650.00	299,510.36	253,139.64	45.80	Ongoing
C2301	Hmo Grants	30,000.00	3,927.13	26,072.87	86.91	Balance c/fwd
C2302	Energy & Efficiency Installs	133,540.00	17,509.28	116,030.72	86.89	Balance c/fwd
C2304	Hmo Licensing Scheme	36,265.00	40,726.00	-4,461.00	-12.30	
C2305	Micro Gen Tech	4,800.00	3,000.00	1,800.00	37.50	Balance c/fwd
C2306	Interim Man Orders	49,900.00	490.00	49,410.00	99.02	Balance c/fwd
Total Housing		8,715,605.00	7,707,813.31	1,007,791.69	11.56	

Community Safety

Job No.	Description	Budget	Actual	Variance	%	Comments
C1125	Cctv/Lifeline Ss	354,000.00	325,439.60	28,560.40	8.07	Works complete.
Total Community Safety		354,000.00	325,439.60	28,560.40	8.07	

Environment & Transport

Job No.	Description	Budget	Actual	Variance	%	Comments
C1302	Improved Parking Scheme	250,000.00	238,747.51	11,252.49	4.50	Ongoing scheme.
C2100	Vehicle Purchase - Cleansing	314,400.00	312,810.00	1,590.00	0.51	Purchases complete.
C2202	L'Scape Imp Programme	200,000.00	196,193.78	3,806.22	1.90	Ongoing scheme.
C2203	Recycling Project	139,340.00	49,319.31	90,020.69	64.61	Ongoing scheme.
C2213	Liveability	20,800.00	16,443.98	4,356.02	20.94	Small balance of grant remaining.
C2219	Brockhill Community Woodlands	15,000.00	10,054.50	4,945.50	32.97	Further phase to be completed.
C2221	L'Scaping Astwood Bank	75,300.00	71,600.98	3,699.02	4.91	Complete.
C2226	Oakenshaw Woods	20,000.00	12,753.44	7,246.56	36.23	Further phase to be completed.
C2227	Greenlands Pub Open Space	15,000.00	5,616.80	9,383.20	62.55	Further phase to be completed.
C2229	Wirehill Woods	15,000.00	3,104.00	11,896.00	79.31	Further phase to be completed.
C2234	Drainage Works Cemetery	74,900.00	61,367.00	13,533.00	18.07	Balance c/fwd.
Total Environment & Transport		1,139,740.00	978,011.30	161,728.70	14.19	

TOTAL	11,585,545.00	10,238,857.74	1,346,687.26	11.62
--------------	----------------------	----------------------	---------------------	--------------

Work-in-progress

Job No.	Description	Budget	Actual	Balance	Comments
C0012	Abbey Stadium Consultation	2,500,000.00	2,392,430.17	107,569.83	Ongoing scheme
C0047	Land Drain Works - Old Forge Dr	150,000.00	38,961.90	111,038.10	Work programmed for 2011/12
C0228	Sirat Hsg Research & Dev	50,000.00	3,091.75	46,908.25	Delayed start.
C1124	Small Area Improvements	100,000.00	43,947.07	56,052.93	Ongoing project.
C1126	Crossgate Depot Imps 2010	80,000.00	3,391.09	76,608.91	Work programmed for 2011/12.
C1218	Est Enhancement-Lodgepark	383,530.00	254,482.49	129,047.51	Ongoing scheme.
C1219	Est Enhancement-Woodrow	59,170.00	31,347.02	27,822.98	Ongoing scheme.
C1220	Est. Enhancement-Winyates	237,820.00	126,280.20	111,539.80	Ongoing scheme.
C2208	Town Centre Landscape Scheme	314,520.00	5,582.17	308,937.83	Ongoing scheme.
C2230	Crematorium Enhancement	757,500.00	2,227.37	755,272.63	Work programmed for 2011/12.
C2235	Church Green (Tc) Enhancements	15,000.00	14,267.50	732.50	Ongoing scheme.
C2240	Contaminated Land	51,900.00	47,260.00	4,640.00	Futher work to be undertaken 2011/12.

Total Work in Progress	4,699,440.00	2,963,268.73	1,736,171.27
Grand total	16,284,985.00	13,202,126.47	3,253,734.61

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL**SHARED SERVICE BOARD****30th June 2011****PROGRESS REPORT****1. SUMMARY**

This report seeks to provide an update with regard to all elements of the Shared Services work involving Bromsgrove and Redditch Council's.

2. RECOMMENDATION

It is recommended that Members note the progress to date and agree to Task Officers with producing a single business case for the August Board meeting that will identify the benefits and risks associated with moving the remaining services into a shared environment by the end of the calendar year, in so far as this is currently achievable, between Bromsgrove District and Redditch Borough Council

3. SHARED SERVICE AND TRANSFORMATION PROGRAMME – PROJECTS UNDERWAY**3.1 SHARED SERVICES**

The Status traffic light indicates whether the service is:

- on track to achieve the stated benefits and performing satisfactorily – green.
- experiencing some performance issues and/or issues with achieving stated benefits, but these are expected to be eventually resolved – amber.
- experiencing some performance issues and/or issues with achieving the stated benefits and these are not all expected to be resolved – red.

3.2 HR & OD (Amber)

Bromsgrove employees TUPE transferred to Redditch Borough Council on 1st March 2011. The posts in the new structure have been assessed through the, yet to be implemented, Redditch Borough Council Job Evaluation scheme by West Midlands Council's. West Midlands Council's were engaged to complete this stage of the process because it is inappropriate for the Officers in this service area to evaluate the posts for their own service area. During the audit of the evaluation a number of issues were identified regarding the use of the Job Evaluation scheme in a Shared Service environment. Further issues have also arisen with respect to the Change Support Strategy in terms of protection periods and the used of existing and proposed salary grades. The combination of these issues has given rise to the delayed implementation of the proposed HR and OD Shared Service structure. A revised timetable has been prepared for consultation on the proposed structure to commence on the 27th June assuming that the above issues are resolved by that time. The team are providing a Shared Service across both authorities. Temporary

staff have been engaged to cover the vacant Training & OD Officer and the Assistant HR Officer posts in the proposed structure.

3.3 LEISURE (Green)

The project has reached the implementation phase and the following actions have been completed or commenced.

- All job description and person specs have been completed and reviewed on the job evaluation model, final comment is being received from the external auditor and these will be addressed accordingly.
- BDC staff have transferred under TUPE to RBC employment in line with the business case and host authority arrangements. Formal Staff and Trade Union consultations has commenced with all staff relating to the recruitment and redeployment phase of the project.
- All matters relating to the interview and assessment centre processes have commenced and are on schedule. Work has also commenced within RBC on all service reviews highlighted within the business case that were out side of the Shared Service, these reviews are completed (internal applications) with final interviews taking place for vacant posts on Friday 17th July.
- At this stage it is envisage that the agreed implementation date is 1st August.

3.4 EMERGENCY PLANNING/BUSINESS CONTINUITY (Green)

3.4.1 The present in-house emergency planning arrangements of the three North Worcestershire Authorities are supported through a county-wide Service Level Agreement with the County Council (WCC) which expires in April 2012. It is therefore timely to review the in-house arrangements and look at alternative ways of delivering the service.

3.4.2 A meeting has been held with the responsible Director at WFDC who is in agreement that there are likely to be benefits in terms of resources and resilience by pursuing Emergency Planning on a North Worcestershire basis.

3.4.3 A PID has been produced and agreed and the business case will be considered by the Shared Service & Transformation Programme Board on 22 June 2011.

3.4.4 In terms of BDC & RBC there is now a single Emergency Planning Team operating with joint Emergency and Rest Centre Plans. Business continuity arrangements are also being looked at with regard to compliance with the relevant British Standard.

3.5 CAR PARKS (Green)

3.5.1 The PID for the review of the car parks service is complete. However, given that one of the options for a Shared Service is to work with Wychavon DC, Tim Deakin from WDC gave a presentation to the Bromsgrove Leaders Group (13th April) at which the group agreed the principle of a wider

Shared Service and asked Officers to prepare the business case including the adoption of on street civil enforcement.

3.5.2 Officers have completed the first draft of the business case and are working with Wychavon and the finance teams to finalise the financial model. It is anticipated that this will reported to the Shared Service Board on 18th August 2011.

3.5.3 It is anticipated the Shared Service will be implemented early in 2012.

3.6 BUILDING CONTROL (Green)

Business case on agenda for approval.

3.7 LAND CHARGES (Green)

Business case on agenda for approval.

3.8 BEREAVEMENT SERVICES (Red)

This was delayed because the initial business case was showing very limited savings. This is due to the small size of the team and also the current processes and procedures that are used by the team. Given that the team are already working as a Shared Service it was decided that the Bereavement Service needs to undertake a formal transformation intervention to look at the service in a holistic way and reduce waste that should lead to sustainable savings for the longer term.

4. OVERALL TRANSFORMATION PROGRAMME

4.1 The Transformation Programme commenced within Revenue and Benefits, teams are working closely with Housing due to the many connection links. Introduction sessions for all 4th tier managers have taken place to familiarise them with the systems thinking method. Staff briefings have taken place in early June for staff at both Councils. Introduction sessions for Portfolio Holders, Leaders & Deputy leaders at Redditch Borough Council and Bromsgrove District Council have been arranged for July and early August. Similar sessions will be held for all Members in early August.

4.2 Corporate Management Team attend regular transformation workshops, and are experiencing capturing demand from customers, looking at services first hand and learning more about the systems thinking method and how it works.

4.3 A five day scoping exercise has been completed in Environmental Services to help the team prepare for further transformation work later in the year.

4.4 A stakeholder briefing for our partners, linking in with Revenue & Benefits and Housing is scheduled for 11th July 2011 so we can share our plans for the future and to hopefully get them on board with systems thinking on order to maximise the opportunities.

4.5 We are utilising all communication channels to share as much information as possible with colleagues.

5. REVENUES AND BENEFITS

- 5.1 This is the first area of work that is being looked at through Systems Thinking. Two core teams, one from Revenues and one from Benefits, have visited departments at both councils to listen to customer enquiries (known as customer demand). The teams seek to capture customer demand through listening to phone calls, observing face to face customer enquiries and looking at written correspondence. They have followed these from the beginning, through all the processes and procedures until the customer has received an answer or outcome.
- 5.2 Whilst the work was primarily focused on Revenues and Benefits the overall aim is to improve financial inclusion of our residents – as such the work will touch all areas of the Councils work. With this in mind everyone has had their part to play in the Revenues and Benefits' Transformation project. In order for this to be successful all staff who have been approached to take part have been open, honest and willing to take a short amount of time, to share what they do, their system and their processes.
- 5.3 The Lead on this area of work is Teresa Kristunas and is leading the teams through the processes and dealing with any blockages or issues as they arise. Those involved are being supported by David Neil from IEWM (Improvement, Efficiency West Midlands) who is a specialist in systems thinking and accredited by Vanguard. We are currently holding weekly feedback sessions with Kevin Dicks and will be passing on findings to the Shared Services and Transformation Programme Board as well as colleagues at both Councils via all communication channels.
- 5.4 The teams have now completed capturing data and information and are now looking at re-design and will be experimenting shortly.

6 SHARED SERVICES TIMELINE

- 6.1 Members have approved a timeline for the delivery of business cases that would determine the suitability in each remaining service area for Shared Service delivery. In order that both Councils deliver quality services to its residents it is necessary from time to time to revisit this programme and the extent to which it may need to be reviewed or revised to take account of a changing environment. Officers and Members now have the benefit of experience that historical Shared Service reviews have given and the extent to which any future programme may now need to be revised to take account of this learning.
- 6.2 In addition it is fair to say that both Councils have for some time recognised the value and quality of front line services for residents as the cornerstone of our business and to this end members will be aware that both Councils are working through a programme of transformation that seeks to establish the delivery of each service area from the perspective of the customer. This in turn enables the Councils to ensure that processes and procedures that underpin service delivery are fit for purpose and ensure quality and efficiency are maintained at all times.
- 6.3 As part of the process for managing transformation and Shared Services it is imperative that the impact of this change is assessed and managed at all times and Members and Senior Officers have been clear that wherever possible Officers need to manage the impact of change so as to ensure the best possible standards of service delivery at all times.

- 6.4 In the circumstances it is proposed that whereas previously a staged approach had been planned for officers to explore the extent to which benefits would be realised both operationally and financially from sharing services between the two Councils that a single business case be developed for presentation to the August Board for all remaining services. This would enable transformation to be undertaken more easily with single teams in place, would provide greater certainty for staff (albeit briefly due to the fundamental changes that would be brought about by transformation activity) and would release additional savings more quickly.

7. FINANCIAL IMPLICATIONS

- 7.1 The ongoing saving delivered through the single management team was approximately £478k in 2010/11. This saving is estimated to increase in 2011/12 to £548k in 2011/12 following the initial support for implementation that will be required in the Councils.
- 7.2 In addition further savings have been delivered through the implementation of shared services across the Councils. The position for 2010/11 is shown at Appendix A. As a result of the savings that have been made across the Councils services during 2010/11 it has been recommended that reserves are set aside to fund costs associated with the implementation of future shared services and transformation of projects. The initial costs will include severance and set up costs and will ensure that significant savings are delivered in future years to offset the financial reductions in grant settlements that the Council faces over the next few years. In addition the availability of set up funds will ensure that services can be delivered in the most efficient and streamlined way to meet customer needs.
- 7.3 There are a number of Shared Services that have been implemented including Community Safety and Elections that do not realise cash efficiencies but have provided increased resilience and improvement across both Councils. The procurement Shared Service ensures that a joint approach to procurement is undertaken across Worcestershire and other participating Council's to receive maximum savings from the economies of scale. Due to the financial position that the Councils are faced it is anticipated that all future shared arrangements will deliver savings to the Councils.
- 7.4 As part of the budget process estimates have been included for the savings to be realised during 2011/12-2013/14. It is assumed that over £2m can be realised during this period from shared services and transformation to offset the impact on front line services from the Central Government over the spending review period. The recommendation, as included in this report, to deliver the shared services across the Councils as one review will ensure that the savings required can be realised during the period required.

8. LEGAL IMPLICATIONS

None arising directly from this report – these will be addressed as each proposal is brought forward for consideration.

9. COUNCIL OBJECTIVES

Each Council will need to ensure any proposals support its own Council Objectives.

10. RISK MANAGEMENT.

- 10.1 None arising directly from this report however it is envisaged that the approach to Risk Management will operate at 2 levels:
- (a) Risk mitigation/controls for respective proposals/services.
 - (b) Ongoing assessment of the short/long term risks contained within the original feasibility report.
- 10.2 A joint Corporate Risk Register is being developed for 2011/12 which will address the risks associated with the delivery of the Shared Service and Transformation Programme. These will continue to be monitored as part of the Wider Risk Management considerations at the Audit Board and Audit and Governance Committee.
- 10.3 In terms of the ongoing assessment of the short/long term risks contained within the original business case an update is provided at Appendix B. Members are asked to consider the risk register in order to ensure it includes all risks and that members are comfortable with mitigation.

11. CUSTOMER IMPLICATIONS

No direct impact on the Customer arising from this report, although indirectly the intention of each area is to deliver efficiencies/savings or improve service quality to the ultimate benefit of the customer.

12. EQUALITIES AND DIVERSITY IMPLICATIONS

There are none directly arising from this report. However, there are likely to be relevant equalities and diversity implications both for service users and for staff arising from the single business case and its details for individual services. It is recognised that there will need to be further consideration of these aspects and the implications for groups with protected characteristics as the detailed proposals emerge for those services yet to be shared. The overall implications of the move to sharing all remaining services on a as proposed within this report will also be discussed as part of the consultation with staff and trades unions.

13. VALUE FOR MONEY IMPLICATIONS

Value for Money and delivery of efficiencies is the driving force behind Shared Services.

14. HUMAN RESOURCES IMPLICATIONS

- 14.1 The impact of the Shared Service Programme will affect the majority of staff within the organisations and Managers are committed to ensure that any risks of challenge and staff morale are mitigated. The shared HR & OD service will ensure that capacity is available to provide support and advice to staff and legal advice is sought on a regular basis to ensure that the Shared Service proposed changes to staff will not result in a challenge from any staff affected.

14.2 There are regular Trade Union informal liaison meetings and staff forums to discuss current progress on the service changes. In addition staff and the Trade Unions are kept fully apprised of proposals including formal consultation and input when developing new structures for delivery of services. This has been the case in all shared services currently implemented and the arrangements have been well received by unions and staff.

14.3 The terms and conditions formal negotiation with the unions concluded with the acceptance of a collective agreement. This demonstrated that engaging with the staff and unions would deliver a positive outcome to all involved.

14.4 There are a number of policies which are to be presented to Members at both Councils over the next couple of months to incorporate the changes and to ensure that there is a consistent approach to Human Resource policy and procedure across the two Councils.

15. **GOVERNANCE / PERFORMANCE MANAGEMENT**

New Performance Management arrangements have been streamlined since the last board meeting to reduce duplication within the report.

16. **LIVE SHARED SERVICES**

16.1 The Status traffic light indicates whether the service is:

- On track to achieve the stated benefits and performing satisfactorily – green.
- Experiencing some performance issues and/or issues with achieving stated benefits, but these are expected to be eventually resolved – amber.
- Experiencing some performance issues and/or issues with achieving the stated benefits and these are not all expected to be resolved – red.

16.2 **COMMUNITY SAFETY (Green)**

The Community Safety Shared service has been in operation since June 2009. All outcomes and benefits identified in the business case have been achieved and the service is performing well. Implementation and delivery of the Community Safety Shared Service has been 'cost neutral' to each authority with respective Councils operating budgets remaining separate, managed by RBC as the host authority.

16.3 **ECONOMIC DEVELOPMENT (Green)**

16.3.1 The Economic Development & Regeneration Shared Service for North Worcestershire took effect on 1st June 2011 and is now hosted by Wyre Forest District Council.

16.3.2 Ken Harrison, the new Head of Service, held some induction sessions on the day to iron out any immediate issues and he has also visited the Redditch & Bromsgrove offices. The new structure for the service has been the subject of consultation and is now agreed and work has commenced on mapping/allocating staff to the next tier of posts in the structure. Interview dates have been arranged where there is competition for posts and a date has also been set for the first meeting of the Client Management Group.

16.3.3 Please note, no benefits realisation summary has been completed, due to services only went live on 1st June 2011.

16.4 ELECTIONS (Green)

16.4.1 The Elections Shared Service project has now been completed on time and to budget. No savings were identified within the business case as the project was intended to create capacity and service resilience across the two Councils.

16.4.2 Status meetings between the two Councils and their respective Returning Officers continue and these were increased during the period of the election to ensure that constant and time critical support was afforded to both Councils at this time.

16.4.3 Initial discussions have taken place into the likely structural changes that will occur due to the retirement of the Senior Electoral Officer.

16.4.4 As part of the 2010/11 work programme various democratic participation workshops were carried out including 'would be councillor' sessions and interactive workshops with New College in Bromsgrove and Redditch. All of these activities fed into the wider performance measure to increase voter participation.

16.5 CT (Green)

16.5.1 The ICT Shared Service phase one project has now been completed and is live. All of the stated aims in the business case have been met.

16.5.2 The configuration and testing of disaster recovery between BDC and RBC is ongoing. An unscheduled test was performed in late May when ICT staff were informed that three core systems had failed and a disaster recovery situation was underway. The test was very successful with all failed applications and current data being recovered across the new virtual environment. If the test had been real there would have been minimal disruption to service.

16.5.3 The ongoing virus issue at RBC has been contained. New antivirus software has been purchased and is being scheduled for rollout at RBC. This will improve the security and virus protection across the whole of the RBC section of the infrastructure.

16.5.4 A pilot is underway to test the use of Sun Ray devices on the corporate network. Sun Ray devices replace standard PCs and provide a virtual desktop from the network. Whilst the cost of a Sun Ray device is only marginally less than a standard PC they do not need to be replaced as often. A PC has a usable life of between three and five years. Sun Rays can be used for ten years.

16.6 CCTV & LIFELINE (Green)

16.6.1 CCTV and Lifeline Shared Service has been completed. The technical works and integration of the two services were completed in June 2010, closing the BDC site on the 9th of June 2010 (one month ahead of schedule and within budget). Staffing restructure was completed by July. CCTV, Out of Hours, Business Continuity, Lifeline monitoring, Lifeline Installation and Lifeline administration procedures have been reviewed, revised and harmonized where possible to meet the needs of both authorities. Telecare Services Association (TSA) accreditation has been achieved after a rigorous inspection.

- 16.6.2 Staff training is ongoing. Bromsgrove installation office has now closed with all Officers working out of the Redditch Borough Council Town Hall.
- 16.6.3 Although the service is yet to run for a full financial year, savings against last years budget were £116,663 at Redditch and £59,168 at Bromsgrove with an additional saving of £81,000 already accounted for making the total saving for BDC £140,168.
- 16.7 PAYROLL (Green)
- 16.7.1 From 1st April 2011 Redditch Borough Council Payroll Team undertook to provide a payroll service for Wyre Forest District Council. In order to facilitate this a member of Wyre Forest payroll service was TUPE transferred to the Council. A significant amount of preparatory work was undertaken prior to the 1st April but this did not prevent some IT issues arising at both Redditch and Wyre Forest during 'going live'. This did not prevent the employees and members at Wyre Forest being paid correctly and on time.
- 16.8 PROCUREMENT (Green)
- The share Procurement Service continues to support Officers to use procure processes to generate cashable savings for both authorities. The Procurement Team are currently, in conjunction with Finance Officers, in the process of implementing a new mobile phone contract for Bromsgrove and Redditch that it is estimated will deliver savings of £13.2k against an annual spend of £54k. Working with officers from a range of service areas the Procurement Team are approaching contractors with a view to reducing costs on existing contracts.
- 16.9 CLIMATE CHANGE (Green)
- 16.9.1 The Shared Service is progressing in accordance with the agreed work programme. The Joint Climate Change Strategy was approved by Redditch Borough Council's Executive and by Bromsgrove District Council Cabinet. The Strategy provides a route map for reducing our CO2 emissions. Its primary focus is our assets, as approximately 80% of our emissions come from our buildings.
- 16.9.2 The Climate Change Manager has been successful in obtaining further SALIX funding, an interest free loan to help pay for work to our properties e.g. pipe lagging, energy management systems etc. The budget bids for solar panels was successful in Redditch, but not in Bromsgrove. The bids were for £180,000 and £20,000 respectively (an additional £270K is available from housing capital budget, for St David's House and Queens Cottages, which also forms part of this scheme). The bid was much lower in Bromsgrove because the amount of building roof space available is much less (the Depot is the only appropriate site). A meeting has been arranged with the Bromsgrove Finance and Resources Portfolio Holder to discuss the £20,000 bid – which could be significantly increased if members wish.

- 16.9.3 The Government feed in tariff scheme is being changed and the changes are currently being consulted on – we have commented accordingly. These changes have been discussed with the Redditch portfolio holder and will be discussed in a report will go to a special Climate Change Advisory Panel in June on whether the Solar Panel scheme should go ahead.
- 16.9.4 Redditch has also had considerable media coverage on our decision to use a heat exchange pipe between the crematorium and the new Abbey Stadium and has now been successful in obtaining a “Green Apple” award. A number of requests to speak at conferences are now being received. We hope to identify innovative opportunities for CO2 reduction as part of the Bromsgrove town centre regeneration and have recently met with the Town Centre Regeneration Manager to discuss opportunities.
- 16.10 POLICY PERFORMANCE AND PARTNERSHIPS (Green)
-
- 16.10.1 The PPP shared service went live on 20 June. The savings target will be exceeded. Design, Print and Post are now being subject to review and it is anticipated that the total savings for PPP as a % of the pay bill will be in the region of 26% possibly rising to 39%. The service has also delivered additional savings, particularly, in Bromsgrove through the reduction of two editions of Together Bromsgrove (£10,000 per annum), and ending of the U Decide project (£10,000 per annum).
- 16.10.2 Despite delivering these significant savings the department has and is delivering the business case objectives. Capacity in the Communications Team is tight and the team have had a very hectic start with the elections, production of the summer editions of Together Bromsgrove and Redditch Matters and a series of awkward press queries and television appearances; however, feedback from Members is very positive and the team are respected by managers.
- 16.10.3 The performance management framework is well established in both Councils, but will see significant change this year as a result of systems thinking.
- 16.10.4 Community engagement activity continues across both councils with Roadshows taking place in Redditch and Street Theatre coming to Bromsgrove shortly. In addition, a number of customer surveys have been produced, as the request of departments to help us track better improving customer satisfaction
- 16.10.5 The equalities agenda is well established in Bromsgrove, but needs an increased focus in Redditch, with more recruitment needed to the Community Forum and as part of this, we need to reach out to some of the more hard to reach communities, particularly, the Pakistani community. The focus on equalities will be around community engagement rather than legal compliance, but the equalities officer does have a role in ensuring that both councils operate within the law.

WETT SERVICES16.12 INTERNAL AUDIT (Green)

The Worcestershire Internal Audit Shared Service (WAISS) is now fully operational. During the last quarter a new staffing structure for the service was proposed and recruited to. The 2010/11 and 2011/12 Audit Plan have been amended, in agreement with Executive Director (Finance & Corporate Resources) and the Audit Board/Audit & Governance Committee, to reflect to resources available within the new service. Performance of the WAISS is reported to the Audit Board/Audit & Governance Committee.

16.13 PROPERTY SERVICES (Green)

16.13.1 The ex-employees from Bromsgrove District Council who had TUPE transferred to Worcestershire County Council under the WETT Property Service were returned to the employment of Bromsgrove District Council on the 1st April following the decision of Council to withdraw from the WETT Property Service.

16.13.2 Redditch Borough Council has continued to participate in the WETT Property Service. The service continues to improve as relationships and a greater understanding of the scope of service requirements develop

REGULATORY (Amber)

16.13.3 ICT cost benefit analysis data gathering continues with a workshop arranged for the 13th June 2011. The aim of the workshop is to begin to finalise recommendations for the WRS management board. ICT procurement will not begin until systems' thinking has been well developed and the cost benefit analysis completed.

16.13.4 Systems' thinking is progressing well. Two 'check teams' have been trained and begun looking at two key work streams, complaints and routine inspections. Staff in the 'check teams' have been taken off line for approximately 3 weeks to undertake the 'check', this may cause a small dip in performance as resources are stretched.

16.13.5 The teams are currently experimenting with the new way of working and developing its approach to 'rolling in' the rest of the staff. Early indications are positive in that the customer experience has improved and that both capacity and capability will be more clearly defined in then future.

16.13.6 Performance measures for the service have been agreed by the Management Board and will now form part of the quarterly performance report to the Joint Committee and Management Board. The performance measures are more outcomes focused, with a move away from the more traditional National Indicators and numbers of inspections etc. It is anticipated that the new measures will be a more accurate reflection of how the shared service is performing.

- 16.13.7 The service also arranged two events for Joint Committee and Management Board members on the 7th and 14th June. The purpose of these events was to:
- Update attendees on the progress of the WRS
 - Provide a local and national Government context to the Service
 - Transformation. Report on the background, progress and early outcomes of the transformation work
- 16.13.8 Both events were well attended and received numerous positive contents by those attending indicating that the sessions proved beneficial to Members in particular.
- 16.13.9 All staff have now moved into Wyatt House and whilst there have been significant IT challenges; teams are working closer together, much more focused on improving service delivery.
- 16.13.10 Much more needs to be done however to embed systems thinking and complete the transformation of seven different services into one!

Project timescales

- 16.13.11 Following revised dates for the delivery of the transformation work and the subsequent impact this has on the start of the ICT procurement and development process, the project end date has been extended by 3months. The original project end date was March 2012 and this has moved to June 2012. The high-level project plan provides the new timeline.
- 16.13.12 This change has been presented and approved by the 8th June WRS Mgt Board.

Risk

- 16.13.13 There is a potential risk to the delivery against the Year 3 (2012/13) business case benefits due to the change in project completion date from March 2012 to May 2012.

Mitigation

- 16.13.14 The service has already increased the resource team supporting the transformation work stream to increase the pace of this work.
- 16.13.15 The initial stages of the procurement process to be brought forward by 3-months to July 2011 (originally September 2011). This should allow the project to make time back on the ICT & Transformation work stream plan and subsequently mitigate the risk on the overall project timescales.

17. OTHER IMPLICATIONS

Procurement Issues None in relation to this report.
Personnel Implications Staff and trade union consultation would need to be undertaken with any proposals that have an impact on staff.
Governance/Performance Management As outlined above.
Community Safety including Section 17 of Crime and Disorder Act 1998 None
Policy None
Environmental None

18. WARDS AFFECTED

All.

19. APPENDICES

Appendix A Financial Summary - Shared Services - Estimate 2010/11 (Qtr 4)
 Appendix B Risks
 Appendix C Live Shared Services – Benefits Realisation Summary
 Appendix D Shared Service/Transformation Projects Underway

BACKGROUND PAPERS

Shared Services Papers.

Kevin Dicks
Chief Executive
Bromsgrove District and Redditch Borough Council

**Financial Summary - Shared Services -
2010/11
April - March 2010/11 - Quarter 4**

	Budget 2010/11			April - March 2010/11 Actual £'000	Variance £'000	Comments
	Bromsgrove £'000	Redditch £'000	TOTAL £'000			
-						
<u>Cashable Savings</u>						
-						
Single Management Team	247	213	460	478	18	Additional savings due to posts not filled immediately
Less :Transitional Support costs	-65	-65	-130	-75	55	Transitional Support Costs underspent
Net Savings from single management team	182	148	330	403	73	
<u>Other shared services savings</u>						
-						
Payroll	48	17	65	65	0	Share based on number of payslips / additional income received 2011/12 due to providing service for Wyre Forest
CCTV & Lifeline	81	202	283	283	0	Share based on number of units / cameras at each Council
ICT	63	63	126	126	0	Share based on staffing savings and reduction in contract prices due to shared arrangements

Abandoned Vehicles Joint Contract	6	6	12	12	0	The commissioning of a joint contract has saved the Councils due to the economy of scale in the contract price
Insurance Joint Contract	70	78	148	148	0	The commissioning of a joint contract has saved the Councils due to the economy of scale in the contract price
Savings/ costs (-) from Other Shared Services	268	366	634	634	0	
Overall position - cashable savings	450	514	964	1,037	73	
<u>Non Cashable Savings</u>						
Web Developer	19	19	38	38	0	Based on the Councils sharing a web developer and reducing costs to each Authority
Procurement	26	26	52	52	0	The procurement advisor has been in post on a shared basis for 3 years and has delivered significant savings to each Council
Dog Warden joint contract	11	11	22	22	0	The commissioning of a joint contract has saved the Councils due to the economy of scale in the contract price
Joint Sustainability Officer	15	15	30	30	0	Sharing a climate change/sustainability officer has delivered an improved service at reduced cost
Non Cashable Savings	71	71	142	142	0	
Overall position	521	585	1,106	1,179	73	Additional Savings generated 2010/11

APPENDIX B

RISKS

In developing the risk analysis the following matrix has been used:

Likelihood:	Impact:
High 4	Critical 4
Significant 3	Major 3
Medium 2	Marginal 2
Low 1	Low 1

Ref	Risk	L	I	Score	Mitigation
1.	Impact of changes in political leadership	3	2	6	The programme and the proposed governance model have been designed to accommodate changes in political leadership. Regular meetings with Leaders of all Political Groups (at RBC) to ensure that it is clear that the management team serves all members not just controlling group.
2.	Lack of staff capacity to implement the recommendations.	2	4	8	The proposed Transformation Team and the fact that it is embedded within the organisational structure will provide expertise and resource to plan and lead the implementation programme. In addition an increased number of management posts (as against that proposed by Serco) have increased the capacity of the management team to deliver the change required. Furthermore, the financial plan for the first year of shared services includes funding to provide additional legal, financial and Human Resources support during the period of transition and with the proposal to condense the programme officers have been requested to identify any further support needed.
3.	Loss of key senior staff following recruitment	1	3	3	The new management team have effectively taken up new roles now – this risk has therefore been reduced in terms of level.

4.	Lack of buy-in from staff	2	2	4	<p>A regular programme of staff engagement, communication and consultation is underway to ensure staff are fully involved with the process. The new management team are providing support to staff by being located at both Councils during the course of the week to provide visible leadership and support. In addition regular staff forums have been held and will continue to be undertaken to discuss the shared service arrangements and the support being made available to them during the transition period.</p>
5.	Lack of support from unions	2	3	6	<p>Ongoing and regular dialogue with Unions throughout the whole process to ensure they are involved in the process. The feedback from the unions during the consultation periods has been positive with areas of further involvement discussed openly and addressed.</p>
6.	Downturn in performance during implementation.	3	4	12	<p>The Corporate Management Team will review on a regular basis the performance across the Councils to ensure any downturn does not have a detrimental impact on the customer or community need. With the proposed reduction in the timeline managers will review critical business service areas and consider additional capacity and backfill for posts if a need is identified.</p>
7.	Cultural differences between the two Councils	1	3	3	<p>These will be addressed as part of the engagement and communication strategy for the overall programme and as part of the Transformation Programme. This will be supplemented by investment in and commitment to a meaningful organisational development programme that promotes the development of a new culture for the partnership organisation (which is not subordinate to the pre-existing cultural norms). Linking Organisational Development with the Transformation agenda will also help to address this. Top team development days have been held (including systems thinking) with further sessions planned to ensure that the cultural differences are addressed.</p>
8.	Differences in terms and conditions	1	2	2	<p>The majority of terms and conditions were included within the collective agreement that was implemented on 1st June 2011. A review of call out and standby will be undertaken during 2011/12 which will mean all T&Cs are harmonised.</p>
9.	Differences in IT systems	3	2	6	<p>While differences in IT systems in some services will reduce the initial scope for savings, this issue will be addressed as part of the implementation planning for individual services and will be removed over time as contracts come up for review.</p>
10.	Potential conflict with WETT work	1	1	2	<p>There are no future WETT arrangements planned. The shared services will work alongside any current WETT service models.</p>

11.	Meeting member expectations in relation to access and engagement	3	3	9	The overall governance model will be reviewed to find the most effective way of enabling one service manager to engage with members and service two committees.
12.	Delivering the projected savings and non-financial benefits	2	3	6	Regular monitoring of savings will be undertaken for officers and members. The proposed reduction in the timeline will mitigate the risk of slippage in the delivery of savings.
13.	Confusion for customers	3	3	9	This risk can be mitigated by a programme of regular communication, which stresses the benefits of the changes, both financially to the two Councils and in terms of improved delivery of services to customers.
14.	Emergence of issues presenting a 'conflict of interest for the CEO / other management team members in relation to policy advice to both Councils during lifetime of longer term partnership (e.g. wicked issues such as future LGR)	2	4	8	The structure proposes a Lead Officer for Redditch and a Lead Officer from Bromsgrove when issues such as this arise. In addition a conflicts resolution policy has been agreed as part of the overarching agreement.

APPENDIX C**LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY**

a. Community Safety

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Enhanced service delivery to secure high levels of customer satisfaction.	Achieved – a number of high profile initiatives and projects have been delivered in both districts; with partners, elected members and customers both external and internal expressing high levels of satisfaction with the delivery of the service	
Deliver strategic excellence across the two Districts.	Achieved – Both districts now have a regular and consistent strategic presence at County and regional level through representation of the Joint Service Manager. Discussions are currently being undertaken regarding the strategic community safety partnerships across the County.	
To build resilience within the two Districts against a new regime of grant funding at a district level.	Achieved – Shared service has allowed the mainstreaming of posts in both districts, reducing reliance on grant funding building resilience within the both district areas	
Develop the sharing of commissioning, data and expertise.	Achieved – Sharing of information, expertise and project ideas takes place on a regular basis across both districts the first joint funding bid to the home office was successful with a grant of £15,000 awarded.	

<p>Create the building blocks for a potential future merge of the Community Safety Partnerships and a wider shared service delivery model.</p>	<p>Achieved – Initial discussions have begun with both partnerships with a renewed interest in scoping the potential for a North Worcs. CSP. The Countywide Safer Board is undertaking an options appraisal regarding possible opportunities/options for the future.</p>
--	--

Key Performance standards *(where available)* **Not applicable to the Community Safety shared service business case however the Head of Community Services is currently developing measures to allow members to assess performance.**

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	

NOTE: All performance reported via CSP and available if required.

Overall Performance Summary and Issues for the Board

<p>Include here other benefits that have been achieved that weren't identified as part of the business case</p> <p>Despite being the one of the first teams to go through Shared Service and the first service to maintain an operational presence in both authorities, overall performance has been exceptional. The team has adapted quickly and continues to perform at a consistently high level.</p>

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

b. CCTV/ Lifeline

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Enhanced service delivery to provide high levels of customer satisfaction.	<p>A thousand customers were randomly selected and asked to respond to our customer satisfaction survey. We received 376 questionnaires back. The results were very favourable;</p> <p>When asked "Overall are you satisfied with the quality of the Lifeline Service?" 99% responded satisfied or very satisfied.</p> <p>99% were satisfied or very satisfied with the help they had received in an emergency.</p> <p>99% were satisfied or very satisfied with the speed at which the call was answered.</p> <p>98% thought the service was value for money.</p> <p>Installation of Lifeline equipment.</p> <p>We aim to fit 9 out of 10 urgent installations within 2 days; this target was achieved through out the year.</p> <p>All non-urgent installations were achieved within the target of 10 working days.</p> <p>After installing 467 Lifeline machines in the last 12 months when surveyed;</p> <p>100% were satisfied with the quality of the service they had received at installation.</p> <p>100% were satisfied with the speed of the response to their request for an appointment.</p> <p>100% thought the staff were helpful and 95% thought the service was value for money</p>	
To ensure high service standards are provided to partners.	We have strengthened our Partnership with the Police inviting the Inspectors from the Bromsgrove, Redditch and Wyre Forest to view the Monitoring Centre and make	

	<p>improvements to our practices. This has resulted in streamlined evidence collection procedures, a donation of 1000 DVD's from the police, and communication at a higher level. By attending CDRP tasking in both RBC and BDC we are able to give a consistent approach across both authorities.</p> <p>The shared service has also allowed us new opportunity and recognition as strong partner with social service, the joint commissioning team and the PCT. We have been invited to participate in 2 Telecare pilot projects for falls and intermediate care.</p>	
<p>To build resilience within the two Districts against future funding regimes addressing particularly grant funding through Supporting People, Worcestershire County Council commissioning and the personalisation agenda.</p>	<p>Funding for the service from Supporting People is currently under review and Supporting People have decided to go through a tendering process for Call Alarm services where dispersed units are in place (individual units that plug into the service users telephone line). They plan to imbed Telecare into support packages at the initial stage, and this will result in many more service users. Redditch Borough Council will be tendering for this business however we plan to explore the options for working together with Worcestershire Telecare, an organisation based in the South of the county and possibly offer a County wide service to the County Council.</p> <p>Detailed business risk analysis will be carried out in due course.</p>	
<p>The revenue savings (salaries only) are proportioned 60% RBC (£176K), and 40% BDC (£116K).</p>	<p>The shared service has not yet completed a full financial year; therefore the complete budget picture is not yet clear. However savings against last years total (not just salaries) budget were £116,663 at Redditch and £59,168 at Bromsgrove with an additional saving of £81,000 already accounted for making the total saving for BDC £140,168.</p>	

Key Performance standards (where available)

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	

Overall Performance Summary and Issues for the Board

Include here other benefits that have been achieved that weren't identified as part of the business case

The shared service is now hosted at Redditch Borough Council, and services formally provided by the Control Room at Bromsgrove District Council are provided at the modernised RBC location, within the Town Hall. The shared services include CCTV monitoring, Lifeline Installation, Lifeline call handling, both councils 'out of hours' emergency contact service and a key role in the emergency plan.

The Monitoring Centre service restructure was carried out in June 2010 resulting in a profiled shift pattern to meet the peaks and troughs of the day, having four operators in post and the busiest times and only two operators on the quieter nights.

The new service began at 2pm on the 9th of June one month ahead of schedule. The switch over was seamless and service continuity maintained.

As part of the improvements made the control equipment for the CCTV images has been modernised enabling Operators to instantly review footage of incidents that have occurred. All incidents that occur are captured within the new electronic incident manager system called VTAS, enabling statistical information to be produced.

All operating procedures for CCTV have been reviewed and rewritten to reflect the new equipment. All Lifeline procedures have been reviewed and amended to harmonize the operational practice and meet the 2009 Telecare Services Association (TSA) Code of Practice. Staff have been trained on the new procedures.

The Lifeline Installation teams from RBC and BDC and all staff are now based at Redditch Town Hall. Procedures to harmonise the service across both authorities are now underway.

Accreditation was achieved following a rigorous TSA audit in January 2011, this was a brilliant achievement in a short space of time.

The branding and mission statement has been developed in consultation with service users and other interested parties. The Mission statement “**NEW Lifeline supporting independent living, providing peace of mind to service users and their families 24 hours a day.**” Was arrived at capturing the Service User requirement. The name ‘NEW Lifeline’ was chosen for two reasons; **North East Worcestershire** and the fact that we are **new** service, and keeping ‘Lifeline’ to ensure recognition and maintenance of the excellent reputation both Redditch and Bromsgrove Lifeline have built up.

Through out the shared services project customer standards were maintained, performance indicators were achieved and targets accomplishes.

The monitoring centre has taken over 75,000 Lifeline calls in the last 12 months. Within this number, Operators have dealt with around 2500 medical emergencies, over 2000 calls where the service user was requesting other help and support, 1300 calls where the service user was unable to respond and the operator had to investigate urgently, over 4000 fire alarm/smoke detector activations (including tests), made and received over 28,000 test calls and 10,000 false alarms. (Other types of call operators receive include door entry requests, information exchange, support officers and other staff logging in and out, auto alarms for low batteries etc, lone worker calls.)

We currently have 5282 homes connected to Lifeline across Redditch (3024) and Bromsgrove (2258).

The shared service CCTV Monitoring centre now covers Redditch Town Centre, Headless Cross, Batchley, Matchborough centre, Winyates centre, Woodrow, Bromsgrove Town Centre, Rubery, Aston fields, Aivechurch, Hagley, Barn Green, Wythall, Kidderminster Town Centre, Stourport and Bewdley, and we have developed a proactive monitoring time table to ensure that all areas are monitored through out the day.

CCTV monitoring centre procedures have been rewritten to reflect new equipment and harmonise processes following shared services.

Since June 2010 Operators have recorded 4513 incidents. This includes where operators have been asked to look for an incident occurring or a suspect, review footage where an incident may of occurred previously, have spotted suspicious behaviour, or seen an incident occurring that they have reported to the police.

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

c. Electoral Shared Services

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
To deliver a High Quality Service with Good Customer Satisfaction	<p>The Electoral Shared Service has now been operating for over 12 months and has successfully delivered Local elections to both Councils.</p> <p>As part of the Election for the 2011 District Elections BDC delivered the postal voting element for RBC on site at Bromsgrove. This process was very successful and released time and capacity for Redditch during the election period.</p> <p>Both Councils benefitted from the delivery of additional electoral support through their respective Customer Service Desks and this provided the customer with timely and easily accessed information regarding all aspects of the Electoral registration and Election day detail.</p> <p>Both Bromsgrove and Redditch have benefitted from a wide range of democratic participation work over the 2010/11 period included 'Would be Councillor Days' and Democratic Participation workshops through New College.</p>	
To Deliver Strategic Excellence across two Councils	The Electoral Commission Inspection in October 2010 revealed that the service was operation above the National Standard and identified best practice standards in relation to both Councils integrity checks.	

	<p>Other Councils have sought advice and help from the electoral team over the past year in relation to shared services in Electoral functions and a study into the dissolution of Parish Councils included a positive review of the exercise carried out in Bromsgrove to dissolve a Parish Council in 2010.</p> <p>Extensive work has been carried out on both Councils websites for Electoral Services and it is fair to say that other Councils are now choosing to replicate this work. The shared service environment has given rise to additional expertise in this area that both Councils have benefited from.</p>	
<p>Build Resilience and develop increased capacity</p>	<p>The ability for Bromsgrove to host the delivery of the Redditch element of the postal voting demonstrated the strength that has been created as part of the shared team and a realisation of benefits under the shared service arrangements. Both Councils have been able to make financial savings which have been identified as part of the end of year return for 2010.</p> <p>In addition the service provided to the customer has improved and the response times to customers with electoral queries improved dramatically as a result of the work done with both Councils Customer Service Desks.</p> <p>The Electoral Officer has been undertaking training with the AEA for one year now and has been able to produce specialist papers on postal voting and other aspects of electoral work – gaining distinctions – this education is enabling the team to continue to provide resilience through the shared service. In addition it is intended that the service review will provide yet further training capacity to the team.</p>	

<p>Manage an increased monitoring regime effectively</p>	<p>The shared environment has enabled both Councils to reach the highest standard in most categories of the Electoral Commissions Performance Indicators and has enabled both Councils to develop a plan that will meet all of these within the Registration and Elections indicator sets.</p>
--	--

Key Performance standards (where available)

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
	Electoral Turnout	37.4%		Increase Trend	44.7 %		Increase Trend	38.8 %		Electoral Turnout for 2010 was 63.1% but in RBC due to the Election being combined with a Parliamentary. In 2009 the turnout was 35.4% and combined with a European and County Council Election. In terms of a like for like comparison it is difficult to ascertain with elections by thirds but it would suggest an increase based on the 2009 turnout figures.

Overall Performance Summary and Issues for the Board

<p>Bromsgrove hosted and delivered the postal voting element of the Election for Redditch during the Local Elections in 2011. This has created additional savings that were not identified as part of the original shared service business case.</p>
--

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

d. ICT

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary
Upgrade Infrastructure at RBC to match that at Bromsgrove. (including virtualisation)	<p>Upgraded RBC core network infrastructure to the same standard as BDC. This has facilitated the development of a single ICT support team and a single IP address structure.</p> <p>Implemented a virtual server environment. The new environment has improved disaster recovery for all major business applications at both RBC & BDC. It has also provided a more stable server environment. However, some work is still required to remove obsolete legacy servers from the RBC infrastructure.</p> <p>Orders have been placed for a new telephony system for BDC/RBC and Wyre Forest. A project board has been established for the implementation.</p> <p>A pilot using Sun Ray devices is underway at RBC. Sun Rays are used to provide a virtual desktop instead of using a standard PC to access applications.</p> <p>The restructure has been completed.</p>	
Team re-structure		
Bring together Internet and Email monitoring devices.	This has been completed and has realised savings of £10,850 as stated in the business case.	
Joint procurement of standardised services.	Joint procurement is taking place between BDC and RBC.	Savings of £2000 as stated in the business case have not been

		realised due to the small quantities of equipment purchased.
Link the two separate email and calendar systems.	This has been completed as stated in the business case	A joint email address for staff has also been implemented for BDC/RBC.
Standard approach to helpdesk services.	A standardised helpdesk service has been implemented.	The saving of £25,000 as stated in the business case has not been realised as RBC did not have a helpdesk system prior to the shared service. Additional costs were incurred to deliver this service improvement.

Key Performance standards (where available)

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
ICTLPI2.1	No of helpdesk calls	70 pw	N/A	60 pw	100 pw	—	N/A	200 pw	N/A	Previously RBC had no helpdesk system so there is no PI data for this indicator. More helpdesk calls are being reported as major changes to the infrastructure are made. It is anticipated that these numbers will fall as further improvements are made and the infrastructure stabilises after the period of implementation.

Overall Performance Summary and Issues for the Board

Include here other benefits that have been achieved that weren't identified as part of the business case

- Backup software has been upgraded and procedures improved to ensure regular backups are taken of corporate data.
- A Storage Area Network (SAN) has been installed at RBC to increase capacity for data storage.
- Server room monitoring devices for heat and moisture have been installed at RBC after a serious air conditioning failure in the server room

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

e. Internal Audit

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Greater resilience due to increased scale of operation and access to a greater knowledge base.	New structure introduced from 1 st April 2011. Too early to report on the impact of new structure together with revised working practices.	
Reduced costs of Internal Audit for 2011/12.	Too early to report.	

Key Performance standards (where available)

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend/ Traffic light	YTD Target	YTD Actual	Trend/ Traffic light	
	Delivery of Annual Audit Plan.									Performance reported to Audit Board / Audit & Governance Committee.

Overall Performance Summary and Issues for the Board

Financial savings are planned for 2011/12, due to a review of the Annual Audit Plan.
--

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

f. Payroll

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Low level of financial savings estimated.	Too early to report. The Service only went live on 1 st April 2011.	
Greater resilience.	The Payroll team increased by 1 knowledgeable FTE. This will permit the service to be better placed to implement job evaluation for Redditch, deal with changes to terms and conditions at both Redditch and Bromsgrove and to implement in conjunction with HR and OD the Chris 21 Kiosk service. The kiosk will permit electronic processing. The extra member of staff also provides back up for the Bromsgrove and Redditch Payrolls.	

Key Performance standards *(where available)*

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
	To be developed.									Performance reported to Audit Board / Audit & Governance Committee.

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

g. Policy, Performance and Partnerships

Expected Results (as per business case)	Actual Results	Commentary (explain any differences)
Costs (revenue & Capital)		
£77,000	£83,000	Policy Officers were costed at grade 8, but evaluated at grade 7.
£11,000	£16,000	Policy Officers were costed at grade 8, but evaluated at grade 7.
Outcomes and Benefits		
<ul style="list-style-type: none"> • Reduced costs whilst retaining service resilience and delivery. • A small strategic planning capacity at the centre of both councils that ensures the correct identification of priorities and service alignment to achieve this. • A small information function e.g. quality of life statistics, community engagement and performance data, that helps identify the strategic issues facing each council. • A small performance function that ensures appropriate performance information is reported to Members and GMT to enable them to manage both councils. • Assurance that data used by senior Members and the Chief Executive is reliable. • Improved local strategic partnership 	<p>Exceeded. Capacity in communications is very tight.</p> <p>Achieved, but would query whether is now required given purpose, lead and lag sit with Transformation. Possible role around “planning for the future”.</p> <p>Achieved. Recruitment to vacant community engagement post needs careful consideration, as may need more focus on handling statistics than actual engagement, particularly, given potential loss of community safety analyst role.</p> <p>Residual function of one post.</p> <p>No longer applicable as data likely not be reported (see previous point) and data integrity the responsibility of departments.</p> <p>Achieved, but too earlier to determine</p>	<p>Despite having just gone through a review, PPP needs further consideration in terms of purpose as its role is changing.</p>

<p>working, particularly, at Redditch to ensure continued focus on health inequalities and educational attainment.</p> <ul style="list-style-type: none"> • Co-ordinated community engagement work across both councils that is used to inform decisions. • A single smaller communications unit that promotes the council and engages staff. • A small policy support function to interpret new policy for both councils. • Reduced CO2 emissions and adaptation to climate change where appropriate. • An in-house printing and design function (subject to review in 2011/12). • A solution that is more resilient for both councils. • A solution that provides a strong basis for approaching other councils about an expanded service. 	<p>whether the LSP Manager role will deliver on this agenda. Long term agenda. A systems approach to LSP probably required.</p> <p>Partially achieved, need to review need for a community engagement strategy/policy.</p> <p>Achieved, but capacity very tight.</p> <p>Achieved.</p> <p>This has been in place now for almost two years. See commentary in body of report. Each council on it's on would not have been able to fund a Climate Change Officer, but together we can and the benefits are clear.</p> <p>Subject to review now using systems thinking approach.</p> <p>Achieved.</p> <p>Possible, but no plans to do so at present. Wyre Forest were approached during review.</p>
---	---

Key Performance standards *(where available)*

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
		BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
NI185	CO2 emissions from Council buildings.									CJ
Local	% of positive press coverage (RBC).									AW
Local	% of positive press coverage (BDC)									JC

Overall Performance Summary and Issues for the Board

The Climate Change Officer has benefited from having stronger links with policy and communications.

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

h. Procurement

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Savings realised from joint and individual procurement activities. Savings of £100k have been built in to base budgets.	During the last year the team have assisted officers in delivering savings in excess of £540k.	

Key Performance standards *(where available)*

Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
	BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
N/A									

Overall Performance Summary and Issues for the Board

An agreement has been signed by all the Chief Executives of the Worcester District Councils to formerly collaborate in delivering savings and efficiencies by collaborative procurement.

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

i. Property Services

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
5% savings on budget / BDC	£11k Costs.	Savings not achieved due to division to withdraw from the WETT Property Services.
5% savings / RBC	£33k Costs.	

Key Performance standards *(where available)*

Performance Description	Pre shared services performance baseline (if available)		BDC Performance			RBC Performance			Commentary
	BDC	RBC	YTD Target	YTD Actual	Trend / Traffic light	YTD Target	YTD Actual	Trend / Traffic light	
N/A									The service to be delivered is specified in an SLA and Annual Service Plan.

Overall Performance Summary and Issues for the Board

Redditch Borough Council have already benefited from the access to wider technical expertise that exist within a larger organisation.

LIVE SHARED SERVICE - BENEFITS REALISATION SUMMARY

j. Worcestershire Regulatory Services

Expected Results (as per business case) Outcomes and Benefits	Actual Results to date	Commentary (explain any differences)
Service improvements & increased efficiency		
Improved delivery to customers: <ul style="list-style-type: none"> • Better position to meet customers' needs • Reducing avoidable contact • Improve buy-in from local Members through the joint committee • Reducing the burden on business by avoiding duplication of inspections • Improved performance 	Transformation work now underway with support from Vanguard. Results expected within the six month period from Mar 2011 – Sep 2011. Joint Committee established in June 2010. Meetings held quarterly and scheduled throughout 2011.	
Resilience <ul style="list-style-type: none"> • Improved capacity – recruiting of key staff & sharing of resources • Improve career structure & personal development • Improved partnership working • Improve morale • Improve competence and skill base 	New structure in place and resources being shared around County. Work has begun on developing a core competence framework that will increase skills and personal development.	
Cost saving & ROI		
Cost reduction through efficiencies <ul style="list-style-type: none"> • Home working /reduced commuting time • Eliminate duplication, overlap & rationalisation of processes & working practises • Increased funding opportunities 	Flexible & Mobile Working Environment pilot from October 2010 to December 2010. Pilot to be extended following completion of move to Wyatt House on 1 st July.	
Economies of scale <ul style="list-style-type: none"> • Rationalisation / re-use of estate • ICT integration • Reduced management/support costs & overheads 	Move to Wyatt House underway. Planned completion date 1 st July 2011. Cost Benefit Analysis to inform direction of ICT procurement for WRS completed	ICT strategic approach still to be agreed. Want to avoid developing an IT system for WRS that restricts options for greater integration across County at a later stage.

Centralised service delivery		
<p>Consistent approach to service delivery</p> <ul style="list-style-type: none"> Uniform process for "routine" regulatory work (where possible through the Hub) Policy alignment (customer perception is the key driver – common policy framework needs to have flexibility to meet local needs) Improvement in compliance Consistent delivery 	<p>Will be shaped over the coming months as a result of 'systems thinking'.</p>	<p>Outcomes of 'Systems Thinking' approach to transformation may result in variation to service delivery in some areas based on local needs.</p>
<p>Standardised performance, quality, policy & processes</p> <ul style="list-style-type: none"> Consistent approach to clients Political acceptability Enhance reputation (aid for recruitment & retention of staff) Reduction in incidents of failure through efficiency Greater influence on regional and national agenda Standardisation of charges and fees 	<p>WRS has achieved significant influence at a national and regional level with national regulators such as FSA, EA and LBRO which is helping shape WRS policy and approach.</p>	<p>Processes may vary in some areas depending on local need.</p> <p>Fees and charges will be standardised from a WRS perspective but may vary for those where there is a local authority element that needs to be added i.e. legal input into licensing.</p>
<p>Business transformation</p> <ul style="list-style-type: none"> Minimise geographic boundaries between services to customer Minimise political boundaries between services to the customer Shared resources – people, processes & systems 	<p>Systems Thinking approach adopted by the service, with the support of Vanguard. Work started in February 2011 to September 2011</p>	

Key Performance standards (where available)

Performance ref	Performance Description	Pre shared services performance baseline (if available)		BDC Performance		BDC Performance		Commentary
		BDC	RBC	YTD Target	YTD Actual	YTD Target	YTD Actual	

Overall Performance Summary and Issues for the Board

Include here other benefits that have been achieved that weren't identified as part of the business case.

SHARED SERVICE/TRANSFORMATION PROJECTS UNDERWAY
(HIGHLIGHT REPORTS FOR AMBER AND RED STATUS PROJECTS)

Project: Worcestershire Regulatory Service – Shared Service Project			
Calendar Week ending:	21/06/11	Report prepared by: Ian Edwards	
Overall status: Red/Amber/Green	Amber	% Complete:	55%
Project Start	March 2010	Projected Completion	May 2012
Summary position:			
On schedule to deliver the Y2 (2011/12) business case benefits. Risk flagged with the WRS management board on the potential impact on Y3 (2012/13) savings due to extending the project end date from March 2012 to May 2012.			
Planned activities for this week		Progress against those planned activities	
<p><i>Key tasks:</i></p> <p>1. <i>ICT cost benefit analysis workshop (15th June) feedback and revised terms of reference.</i></p> <p>2. <i>Move to Wyatt House complete 1st July 2011.</i></p>		<p>1. <i>On track for 24th June 2011</i></p> <p>2. <i>On track for 1st July 2011.</i></p>	
Other progress for this week			
Systems' thinking is progressing well. Two 'check teams' have been trained and begun looking at two key work streams, complaints and routine inspections. Staff in the 'check teams' have been taken off line for approximately 3 weeks to undertake the 'check', this may cause a small dip in performance as resources are stretched.			
The teams are currently experimenting with the new way of working and developing its approach to 'rolling in' the rest of the staff. Early indications are positive in that the customer experience has improved and that both capacity and capability will be more clearly defined in then future.			
-			
Planned activities for next week			
-			
Key milestones		Status	
1. 30/06/11 Move to Wyatt House complete		1. Green	
2. Transformation – early findings from check phase to be presented to Joint Committee on 23 rd June.		2. Green	
3. Piloting of re-designed workflow for dealing with complaints to begin in June.		3. Green	

Risks, issues and concerns	Mitigating Action
<p>1. Project end date extended from March 2012 to May 2012. Timescales for the completion of the transformation phases is now September 2011. As the potential ICT procurement, design and implementation is dependent on the completion of the transformation piece, the project has flagged a potential risk to Year 3 savings.</p>	<p>Exception report for the change in project dates presented to the 11th May WRS management board. Risk accepted and mitigating action outlined below.</p> <p>The service has already increased the resource team supporting the transformation workstream to increase the pace of this work.</p> <p>The initial stages of the procurement process to be brought forward by 3-months to July 2011 (originally September 2011). This should allow the project to make time back on the ICT & Transformation work stream plan and subsequently mitigate the risk on the overall project timescales.</p>

Summary of Project Benefits (provide detail on project benefits, expected outcomes etc)

Key objectives as described within the WRS detailed business case v10.0:

1. Service improvements and increased efficiency
2. Cost saving and return on investment
3. Centralised service delivery

Revenue budget as being reported to the 23rd June Joint Committee

Summary budget	Summary projected outturn	Summary projected outturn variance
5,958	5,357	-601

Capital budget as being reported to the 23rd June Joint Committee

£'000	Business case total estimate	Budget 2010/11	Projected spend	Variance
Total	1,537	711	101	-610
Capital grants	-270	-200	0	200
Total to be funded by partners	1,267	511	101	-410



Overview and Scrutiny Committee

Tuesday, 14th June, 2011

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor Mark Shurmer (Vice-Chair) and Councillors Peter Anderson, Andrew Brazier, Simon Chalk, Andrew Fry, Bill Hartnett, Gay Hopkins and Luke Stephens

Also Present:

Councillor Robin King and Michael Collins

Officers:

W Beard, H Bennett and L Tompkin

Committee Services Officers:

J Bayley and M Craggs

16. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillor Brenda Quinney.

17. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

18. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 24th May 2011 be confirmed as a correct record and signed by the Chair.

19. ACTIONS LIST

Members considered the latest version of the Committee's Actions List.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

A number of actions remained outstanding. The Committee was informed that the issue of presenting information about service performance to the public was to be discussed by the Budget Jury during its forthcoming meetings in July. Members were also informed that Council policy regarding Members' ICT facilities was now expected to be completed in July.

RESOLVED that

the Committee's Actions List be noted.

20. CONSIDERATION OF EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

There were no call-ins and no items were identified on the Council's Forward Plan as suitable for further scrutiny.

The Committee was informed that a meeting had been arranged in July between the Leader of Redditch Borough Council, Councillor Carole Gandy, with Worcestershire County Council's Cabinet Member with Responsibility for Highways and Transport, Councillor John Smith, at which it was expected that the final report of the Road Gritting Short Sharp Review would be discussed.

RESOLVED that

the minutes of the meeting of the Executive Committee held on 31st May 2011 be noted.

21. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents for consideration.

22. CRIME AND DISORDER SCRUTINY PANEL - UPDATE

The Chair of the Redditch Crime and Disorder Scrutiny Panel, Councillor Bill Hartnett, delivered an update on matters regarding alcohol related hospital admissions that had been addressed by the Panel. The Committee was asked to determine whether any action should be taken following the receipt of a responding letter from the Parliamentary Under-Secretary of State for Public Health, Anne Milton MP, to Councillor Bill Hartnett regarding hospital admissions procedures for intoxicated young people.

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

The letter stated that the decision on whether to admit an intoxicated young person overnight is made on a case-by-case basis in Worcestershire. This was broadly consistent with the approach taken across the country.

Members expressed concern about the implications of excessive alcohol consumption for individual wellbeing and its wider effects on the local community. It was felt that alcohol was a prime cause of crime and disorder in society and that a softer stance was being taken in the UK to tackle excessive alcohol consumption compared to its European neighbours. However, it was suggested that UK governments were generally reluctant to impose stringent measures on excessive consumption due to alcohol's general popularity.

Following discussion, it was felt that further time should be given to consider an appropriate way forward.

RESOLVED that

the item be deferred to the next meeting of the Committee on 5th July 2011.

23. HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE

Members were advised that the next meeting of the Health Overview and Scrutiny Committee was to take place on 21st June 2011.

24. EXTERNAL REFURBISHMENT OF HOUSING STOCK - ACTION UPDATE REPORT

The Committee received a report containing an update on a number of additional actions requested by the Executive Committee in January 2011 in relation to the work of the External Refurbishment of Housing Stock Short, Sharp Review that was completed in December 2010. Officers provided an update on each of the three recommendations.

Regarding recommendation 2, Members were informed that the lintels on a block of 12 garages in Rushock Close had been painted as part of a trial. Photographic evidence was provided to illustrate the improvement to the appearance of the garages. However, no budget was currently in place for extending this work to the remaining garages on both Rushock Close and Ombersley Close.

There was general support amongst committee members for the inclusion of the works for painting garage lintels in the capital

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

programme. However, Members concurred that it was important to establish at what stage in the 30 year capital programme these works would be undertaken. Indeed, preference was expressed for this work to be completed in the first few years of the programme.

In relation to recommendation 4, Officers undertook a review on the maintenance of small strips of land located close to private properties and public spaces in Woodrow. Officers felt that the majority of strips of land in the area were already being effectively maintained by Council Officers.

Regarding recommendation 10, Members were informed that a consultation with Council tenants and owner occupiers to find out whether they would support repainting of the pebbledash properties on Ombersley Close and Rushock Close had been added to the Housing Services' consultation plan that was to commence in March 2012.

Figures tabled during the meeting indicated that the works requested by the group, to redecorate the pebbledash facades of Ombersley Close and Rushock Close, could be delivered at a cost of £218,443.00. These works could apply to a total of 85 properties located in these closes including 35 council properties and 49 owner occupied properties. However, there was currently no budget available for repairing and repainting the rough case on all applicable properties if this was to be requested by residents.

The Committee noted the considerable financial costs involved in undertaking the suggested works. Members commented, though, that the mood and atmosphere of the areas concerned would be lifted if the appearance of the properties was enhanced. It was also understood that many residents were in favour of any improvement work taking place. Therefore, Members suggested that further work should be undertaken to identify improvement works that could be completed at a lower financial cost to the Council on the properties.

RESOLVED that:

Members agreed to defer further consideration of the report and requested that the following actions be taken prior to reconsideration:

- 1) Members of the Greenlands ward be personally consulted over Officers' proposals;**

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

- 2) **Officers provide an estimate of the time during the Capital Programme when the lintels located on garages could be decorated; and**
- 3) **Officers to investigate alternative and less expensive methods for decorating the pebbledash facades of the houses located on Ombersley Close and Rushock Close.**

25. SCRUTINY TOPICS - BRAINSTORM

The Committee undertook a brainstorming session to identify suitable subjects for scrutiny in 2011/12. The following topics were proposed:

a) Provision of Youth Services

Members proposed that a Task and Finish Review be undertaken into the provision of youth services for young people in Redditch. It was felt that action should be taken to mitigate the effects of potential funding cuts at Worcestershire County Council to youth services. The Committee agreed that no scoping document should be submitted for the consideration of Members on this subject until a meeting had taken place to discuss youth issues with the Worcestershire County Council Cabinet Member with responsibility for Children and Young People's Social Care, Councillor Elizabeth Eyre, later in the summer. The Committee agreed that if launched, the review would be led by Councillor Simon Chalk.

b) Young People in Sport

On a similar theme, it was suggested that a review be undertaken into opportunities for young people to participate in sporting activities in Redditch. It was felt that this topic was particularly timely given the forthcoming 2012 Olympics in London. It was agreed that this subject would be suitable for a Short, Sharp Review. Members agreed that, if launched, the review would be led by Councillor Luke Stephens.

c) Energy Consumption

The Committee discussed a proposal to review energy consumption and ways to encourage greater energy efficiency. Councillor Anderson, who proposed the review, requested time to undertake independent research before submitting a scoping document on the subject.

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

d) Improving recycling

It was also proposed that a Short, Sharp Review be undertaken into identifying ways to improve recycling rates in Redditch. Relevant officers were praised for the work that was already undertaken to encourage recycling. However, the Committee agreed that further progress could to be made to increase recycling rates across the Borough and that this review would correspond with a number of the Council's priorities. Members concurred that if launched, the review would be led by Councillor Gay Hopkins.

e) Equalities and Diversity

The Committee also discussed a proposed equalities and diversity review, focusing on staff employed at the Council. It was agreed that this review would encompass consideration of age, ethnicity, gender and disabilities in relation to recruitment and career progression within the organisation.

However, the Committee recognised that due to the ongoing Shared Services Programme both the Council's Human Resources and the Unions might not have the capacity to support the review at this stage. Therefore it was agreed that the proposal would be reconsidered later in the municipal year.

f) Members' IT provision

The Committee discussed the possibility of reviewing IT provision to Members, though discounted the topics as a suitable subject for scrutiny. However, Members expressed concerns about the removal of the courier service for the delivery of Members' post. The Committee suggested that improvements first needed to be made to Members' IT support to ensure that Council papers could be accessed effectively by members in an electronic format. Members also questioned the environmental impact that would result from the withdrawal of the courier and the requirement for Councillors to collect their papers from the Town Hall.

RESOLVED that:

relevant Members and Officers meet to develop scoping documents for the proposed reviews for consideration at forthcoming meetings of the Overview and Scrutiny Committee.

Overview and Scrutiny Committee

Tuesday, 14th June, 2011

26. REFERRALS

There were no referrals.

27. WORK PROGRAMME

Members were informed that the Quarterly Budget Monitoring Report for January to March 2011 would now be received at the Committee meeting of 26th July 2011.

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 8.50 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2011

ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Hopkins Hugh Bennett	Last meeting – 7th June 2011.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Bush John Staniland / Georgina Harris	Last meeting – 22nd June 2011.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2011

3.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Brazier Liz Tompkin	Last meeting – 16th June 2011.
4.	Leisure Contracts Advisory Panel	Chair <u>Cllr Derek Taylor</u> / Vice-Chair Cllr Anderson John Godwin / Kevin Cook	Last meeting – 16th August 2010.
5.	Planning Advisory Panel	Chair <u>Cllr Pearce</u> / Vice-Chair Cllr R Hill John Staniland / Ruth Bamford	Last Meeting – 28th June 2011.

B. OTHER MEETINGS

6.	Constitutional Review Working Party	Chair <u>Cllr Gandy</u> / Vice Chair Cllr Braley Steve Skinner	Last meeting – 4th April 2011
7.	Grants Panel	Chair / Cllr Chance Vice Chair Cllr Braley Angie Heighway	Last meeting – 16th May 2011.
8.	Member Support Steering Group	Chair <u>Brunner</u> / Vice-Chair Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 31st March 2011
9.	Procurement Steering Group	Chair <u>Cllr Braley</u> / Vice-Chair Cllr Anderson Jayne Pickering / Teresa Kristunas	Next Meeting – being organised.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

12th July 2011

10.	Church Hill District Centre – Members' Panel	Chair <u>Cllr B Clayton</u> Teresa Kristunas	Last Meeting 22nd June 2011
-----	--	---	--------------------------------

22. APPENDICES

None.

AUTHOR OF REPORT

Name: Ivor Westmore
E Mail: ivor.westmore@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 (Extn. 3269)

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2011

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Gandy / A Heighway	<p>Single Equalities Scheme</p> <p>Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.</p>	
10th January 2011		
M Braley / J Pickering / B Talbot	<p>Job Evaluation And Terms And Conditions</p> <p>Officers were instructed to report further to the Committee to seek Member decision if a collective agreement could not be reached through negotiation.</p>	<p>Terms and Conditions agreed. Awaiting the conclusion of the consultation process and subsequent negotiations on Job Evaluation.</p>
12th January 2011		
Derek Taylor/ J Godwin / K Cook	<p>Learndirect – Relocation Update</p> <p>Officers undertook to carry out a general satisfaction survey of new and existing users of the service, the results of which would be reported back to Members in due course.</p>	<p>Survey to be undertaken following a period of use of the new premises.</p>

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2011

31st May 2011		
C Gandy / K Dicks	Road Gritting Short, Sharp Review Update to Committee following meeting with WCC Cabinet Lead for Highways and Transport on 25th July 2011.	
J Pearce / T Kristunas	Park House (Evesham Street) Officers to prepare a report for the Executive Committee on 2nd August 2011 regarding the disposal and future use of the site.	
M Braley / T Kristunas	Review of Lease - 21 and 21a Salters Lane Officers to prepare a report on a policy regarding the granting of concessionary rents.	
21st June 2011		
M Braley / H Bennett	Quarterly Performance Monitoring – Quarter 4 – January to March 2011 In respect of swimming usage, the numbers of visits to leisure centres and the apparent anomalies that these corresponding figures threw up, Officers undertook to provide Members with additional information following the meeting.	
M Braley / D Taylor	Quarterly Monitoring of the Benefits Service Improvement Plan - Quarter 4 – January to March 2011 It was noted that data for the average time taken to process claims for neighbouring authorities included separate average figures for the three authorities in South	

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

12th July 2011

	Worcestershire who participated in a shared service. Officers undertook to contact their counterparts in these authorities and provide Members with an explanation following the meeting.	
<u>Note:</u>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 13/01/09 to 21/06/11

