

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Rebecca Preen
direct line 0300 300 4193
date 11 June 2015

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 23 June 2015 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), J Chatterley (Vice-Chairman),
Mrs C F Chapman MBE, K Ferguson, R W Johnstone, J Kane, D McVicar, T Swain
and N Warren

[Named Substitutes:

Mrs A Barker, C C Gomm, A Ryan, B Walker and T Woodward]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

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AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 27 January 2015 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	Executive Member Update To receive a brief verbal update from the Deputy Leader and Executive Member for Corporate Resources.	* Verbal
10	IT Strategy To receive a report on the Council's IT Strategy.	* To follow
11	Comensura Implementation Update Comensura Implementation Update.	* 11 - 18
12	Work Programme 2015/16 and Executive Forward Plan The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.	* 19 - 24

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 27 January 2015.

PRESENT

Cllr P A Duckett (Chairman)
Cllr Miss A Sparrow (Vice-Chairman)

Cllrs Dr R Egan
R W Johnstone
J Murray

Cllrs Mrs M Mustoe
N Warren
T Woodward

Apologies for Absence: Cllrs Mrs C F Chapman MBE

Substitutes: Cllrs C C Gomm

Members in Attendance: Cllrs A D Brown Deputy Executive
Member for
Regeneration
J G Jamieson Leader of the Council
and Chairman of the
Executive
D Jones
M R Jones Deputy Leader and
Executive Member for
Corporate Resources
M A G Versallion Executive Member for
Children's Services

Officers in Attendance: Mrs D Broadbent- – Director of Improvement and
Clarke Corporate Services
Mr R Norris – Team Leader Housing Finance
Mrs R Preen – Scrutiny Policy Adviser
Mr N Visram – Financial Controller
Mr C Warboys – Chief Finance Officer

Public 0

CR/14/60. **Minutes**

RESOLVED

that the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 16 December 2014 be confirmed and signed by the Chairman as a correct record.

CR/14/61. **Members' Interests**

Cllr Dr Egan declared a disclosable pecuniary interest in relation to Item 10 (Draft Budget and Housing Revenue Account 2015/16, MTFP 2014/18) as a Council tenant.

CR/14/62. **Chairman's Announcements and Communications**

None.

CR/14/63. **Petitions**

None.

CR/14/64. **Questions, Statements or Deputations**

Cllr Dr Egan requested to speak on item 10 as a member of the public due to her pecuniary interest. The Chairman agreed to consider the Housing Revenue Account as a separate item and invited Cllr Egan to speak in advance of it.

CR/14/65. **Call-In**

None.

CR/14/66. **Requested Items**

None.

CR/14/67. **Executive Member Update**

The Executive Member for Corporate Resources advised the Committee that action had been taken against a rogue trader within Central Bedfordshire, which had secured the Council £1,300 in legal costs and compensation for an elderly victim.

The General and local elections on 7 May 2015 would be the largest election since the formation of Central Bedfordshire Council and Member Services were working to secure up to 700 staff to facilitate the running of the election.

ICS had been shortlisted as 'Team of the Year' in the Local Government Chronicle awards, which was testament to their hard work this year. The Procurement team were now self-funded and did not cost the Council any money.

CR/14/68. **Draft Budget and Housing Revenue Account 2015/16, MTFP 2014/18**

Due to the pecuniary interests of Cllr Dr Egan it was deemed appropriate to consider the Revenue and Capital items together with HRA as a single, separate item.

The Executive Member for Corporate Resources provided details of total spending for the Council along with identified efficiency savings and delivered a presentation outlining the three main areas of spend:

- Revenue Budget
- Capital Programme
- Housing Revenue Account

In light of the presentation and the Executive report, Members discussed concerns regarding reduced funding for education and how the shortfall would be addressed along with perceived cuts to customer services and front line services.

The Executive Member responded to these queries by explaining that although there was a highlighted shortfall in one aspect of educational funding, the budget presented had to be balanced and so this had been mitigated by ensuring all areas were funded. The Chief Finance Officer explained that the part of the educational grant reflecting a shortfall related to the school support grant, the overall grant paid directly to schools, per capita had increased.

The Director for Improvement and Corporate Services responded that there was not a cut in Customer Services but there had been a previous plan to work alongside the Job Centre Plus and combine certain services. This had not been possible due to certain constraints and so there was a delay in Customer Service staff delivering on this, therefore detailed within the report was a delay in efficiency savings.

The Executive Member also responded to a query regarding timescales for Parking Bays to be granted by explaining that due to required changes on the Highway, there could be lengthy timescales involved when dealing with this issue.

The Chief Finance Officer introduced the Capital Programme and explained that the Annuity method used effectively matched depreciation against asset lives.

In response to a query the Executive Member for Corporate Resources explained the difference between the gross and net expenditure listed. Concerns were raised by a Member of the Committee that regeneration schemes in Houghton Regis and Dunstable, whilst welcome, meant that housing could still be unaffordable for those who currently lived there and asked that the Executive consider this as a potential issue.

Due to the nature of her pecuniary interest Cllr Egan spoke as a member of the public and raised concerns that the proposed rent increase of 2.2% would penalise the poorest residents within Central Bedfordshire as Sheltered Housing residents were already in the higher percentile with regards to rent increases. Cllr Egan felt that a 1% increase was more appropriate.

After delivering her statement to the Committee Cllr Egan left the meeting and the Executive Member clarified that the Council could not increase rents by more than the Consumer Prices Index (CPI) +1% and that the proposed

increases were in line with Central Government recommendations and adhered to guidelines. The Tenant Panel had been consulted with and the proposals ratified by them.

RECOMMENDED that the Revenue Budget be endorsed by the Committee.

(Cllr Egan asked for her dissent to be noted and Cllr Murray abstained from voting).

RECOMMENDED that the Capital Programme be endorsed by the Committee.

(Cllrs Egan and Murray abstained from voting).

RECOMMENDED that the Housing Revenue Account (Landlord Service) Business Plan be endorsed by the Committee.

(Cllr Murray abstained from voting.)

CR/14/69. **Quarter 2 Budget Monitoring**

The Chief Finance Officer delivered two presentations, the first of which highlighted the overall year to date expenditure, reserve budget details, overspends, underspends and the Capital outturn, the second presentation provided the same information for the Corporate Resources Budget.

It was confirmed there were significant pressures in the Social Care, Health and Housing directorate resulting in an overspend. The late arrival of Government grants had also affected slippage.

The Executive Member explained that from the new financial year the Committee would be presented with more timely Budget Monitoring reports.

NOTED the Budget position as at Q2.

CR/14/70. **Treasury Management Strategy**

The Executive Member for Corporate Resources introduced the item and explained it was a requirement to present the Treasury Management Strategy to full Council each year. The Chief Finance Officer highlighted changes to the Treasury Management Strategy explaining they were due to downgrades in credit ratings, it was proposed to change minimum criteria from A- to BBB+. Measures were also in place to reduce the Council's credit risk exposure.

With regards to the borrowing strategy, the Committee were provided details with regards to the reduction in long term debt of £20m which had been paid over the past 5 years. Future borrowing would take advantage of low rates for short term loans with a rolling programme of 3-6 month schemes rather than being locked in to longer term loans.

RECOMMENDED that the Committee endorse the Treasury Management Strategy.

CR/14/71. **NEPRO Update**

The Chief Procurement Officer delivered a report with regards to the implementation of a new procurement arrangement within the Council for the supply of professional services, including opportunities for enhancing service delivery.

Members expressed concerns that other departments within the Council would not use NEPRO straight away due to existing contracts with other suppliers and a culture of using those which had supplied departments for many years. It was felt that the procurement department must sell the benefits of NEPRO across the organisation in order to see a quantifiable uptake.

The Chief Procurement Officer explained that they were looking to mandate the process whereby if a department wished to use another provider, they must demonstrate the efficiency savings over those which NEPRO would provide. If they were less cost effective there would be no value in using them.

Members queried the length of time for which a contract would be secured. It was confirmed that the standard agreement was approximately 4 years, however the value of the contract would always be carefully considered with the ability to review the arrangement and break early with the supplier if necessary.

It was acknowledged that although the Council used a 30 day payment cycle with their contractors as standard practice, on occasion subcontractors did not receive payment for up to 90 days which was deemed unacceptable. Therefore the Council had implemented a trial of a project bank account approach whereby contractors' sub contractors would also receive payment at the same time which provided safeguards to all parties.

RECOMMENDED that the Committee endorse the new procurement arrangement.

CR/14/72. **Supplement 1**

The NEPRO update was considered at reference CR/14/71 above.

CR/14/73. **Work Programme 2014/15 & Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan.

RECOMMENDED that the Corporate Resources OSC Work Programme be agreed.

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.45 a.m.)

Chairman.....

Date.....

Comensura implementation update

Catherine Jones – Chief People Officer

Background

- Carlisle Managed Solutions/Guidant since 2009
- Continued requirement for the supply of agency workers and interim managers for the following reasons:
 - Maintain flexibility
 - Respond to the inability to recruit permanent staff/key skills
 - Time to recruit
- Executive on 22nd April 2014
 - Recommended to Executive 'Call Off' from a framework contract through the Eastern Shires Purchasing Organisation
 - As part of the Medium Term Financial Plan 2014/15 an efficiency target of £1m was assigned to procurement and part of this is to be delivered through efficiencies generated via agency spend.
 - Recommended option - largest savings potential out of all options
- Discussed risks and risk management in April 2014 at:
 - Children's Services Overview and Scrutiny Committee
 - Corporate Resources Overview and Scrutiny Committee

Identified risks



Retaining Existing Workers

- Employing agency refuses to accept new terms and conditions
- Impact on current workers
- Impact on service if workers will not change suppliers



Sourcing New Workers

- Ability to attract capacity and quality
- Impact of agencies preferring to work with other Council's due to reduced margins
- Incumbent supplier regional market presence
- Access to proactive initiatives offered by incumbent supplier

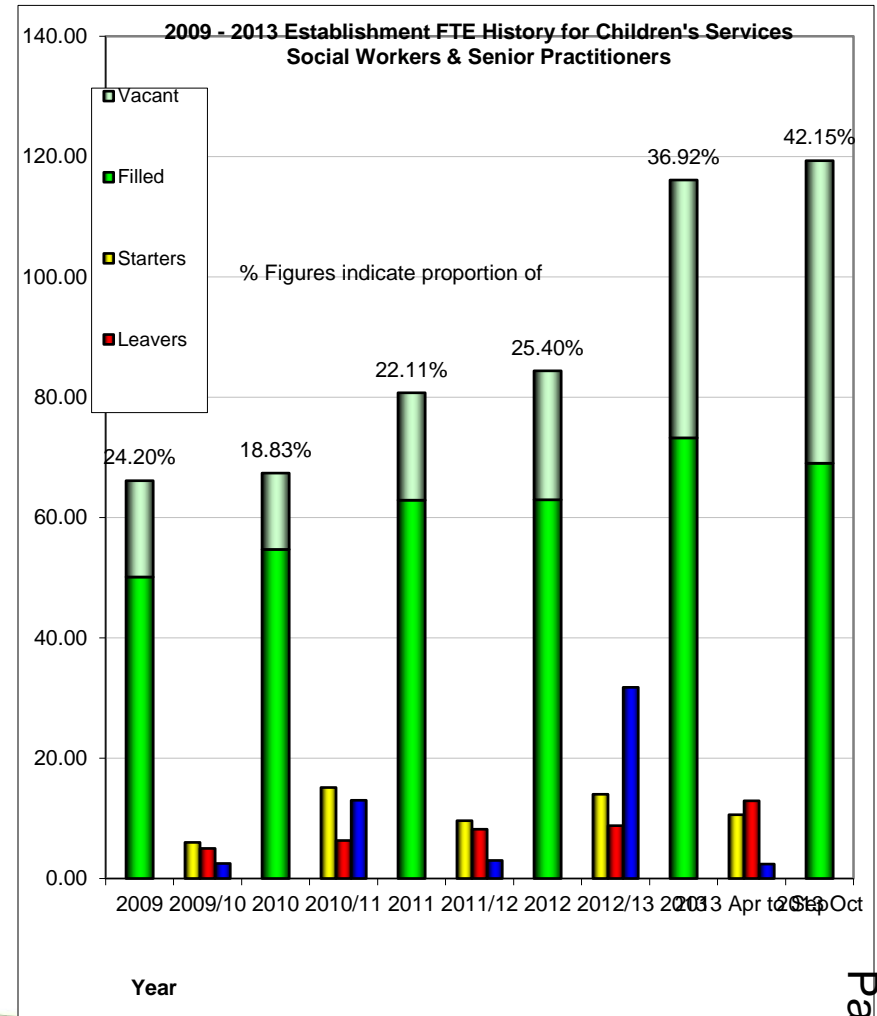


Operational Change

- Compliance and quality of employment checks and balances
- Person v system approach
- Understanding CBCs requirements
- Change management and implementation

Children's social work

- Particular concerns around recruiting and retaining quality agency Social Workers
- Volatile recruitment market
- Number of vacancies = 70 vacancies
- High reliance on agency workers - over 50% overall and 80% in some areas (c60 qualified)
- Many had been with us for over 1 year



Risk mitigation

- Planned risk mitigation in partnership with Directorates focussing on:
 - Retaining existing workers
 - Sourcing the best new workers
 - Operational change
- Discussed risks and risk management in April 2014 at:
 - Children's Services Overview and Scrutiny Committee
 - Corporate Resources Overview and Scrutiny Committee
- Monitoring, reporting and communication

The image shows a tilted document page, possibly a risk register or audit trail, with a grid structure. The right side of the page features a vertical bar with colored segments: green at the top, yellow in the middle, and red at the bottom. The text within the grid is dense and difficult to read due to the angle and resolution.

Results

- Went live as planned in November 2014 with full system integration for requests & approvals .
- Bespoke solutions were put in place to support Care Communities and Social Work Teams.
- Implementation was supported by:
 - Project delivery team
 - Risk mitigation
 - Clear programme management
 - Comprehensive stakeholder communication and engagement plan
 - Online and face to face training offered to all users and user guides

Social Work Supply

- **NO** attrition
- 100% fulfilment rates on Social Worker orders

Efficiencies

- £250,000 efficiency target for 2014/15 was exceeded by £130k totalling £380k!
- On target to exceed efficiency target for 2015/16

Other

- Successful transition of 338 candidates from Guidant during the implementation.
- Subsequently over 1000 assignments have been created since go live
- 100% fulfilment on standard orders
- Care targets not yet being met - plan in place
- On target to exceed efficiency target for 2015/16

Questions



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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 23 June 2015
Subject: Work Programme 2015 – 2016 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Rebecca Preen, Scrutiny Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be details in full in each report submitted to the Committee.

RECOMMENDATION(S):

- 1. that the Corporate Resources Overview & Scrutiny Committee**
 - (a) considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) considers the Executive Forward Plan; and**
 - (c) considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Overview and Scrutiny Work Programme

1. Attached is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward Plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
1.	Central Bedfordshire Council's 5 -Year Plan	7 July 2015
2.	Superfast Broadband Extension Programme: Local Growth Fund Support	6 October 2015
3.	Council Tax Support Scheme (2016/17)	1 December 2015
Non Key Decisions		
4.	March 2015 – Revenue Budget Monitoring Provisional Outturn Report (Subject to Audit)	7 July 2015
5.	March 2015 – Capital Budget Monitoring Provisional Outturn Report (Subject to Audit)	7 July 2015
6.	March 2014/15 Housing Revenue Account Budget Monitoring Provisional Outturn Revenue and Capital Report (Subject to Audit)	7 July 2015
7.	2014/15 Quarter 4 Performance Report	7 July 2015
8.	Budget Strategy and Medium Term Financial Plan (Framework)	4 August 2015
9.	June 2015 – Quarter 1 Revenue Budget Monitoring Report	4 August 2015
10.	June 2015 – Quarter 1 Capital Budget Monitoring Report	4 August 2015
11.	June 2015 - Quarter 1 Housing Revenue Account Budget Monitoring Revenue and Capital Report	4 August 2015
12.	Quarter 1 Performance Monitoring Report 2015/16	4 August 2015
13.	Fees and Charges 2016	6 October 2015
14.	September 2015 Quarter 2 Revenue Budget Monitoring	1 December 2015
15.	September 2015 Quarter 2 Capital Budget Monitoring	1 December 2015
16.	September 2015 Quarter 2 Housing Revenue Account Budget Monitoring	1 December 2015
17.	Quarter 2 Performance Monitoring Report 2015/16	1 December 2015
18.	Treasury Management Strategy	12 January 2016
19.	Draft Budget 2016/17 and Medium Term Financial Plan	12 January 2016
20.	Draft Capital Programme 2016/17 to 2019/20	12 January 2016

21.	Draft Budget for the Housing Revenue Account (Landlord Service) Business Plan	12 January 2016
22.	Budget 2016/17 and Medium Term Financial Plan	9 February 2016
23.	Capital Programme 2016/17 to 2019/20	9 February 2016
24.	Budget for the Housing Revenue Account (Landlord Service) Business Plan	9 February 2016
25.	December 2015 Quarter 3 Revenue Budget Monitoring	9 February 2016
26.	December 2015 Quarter 3 Capital Budget Monitoring	9 February 2016
27.	December 2015 Quarter 3 Housing Revenue Account Budget Monitoring	9 February 2016

Conclusion

- 5 Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Corporate Resources Overview and Scrutiny Work Programme.

Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following [link:- http://www.centralbedfordshire.gov.uk/modgov/mqListPlans.aspx?RPId=577&RD=0](http://www.centralbedfordshire.gov.uk/modgov/mqListPlans.aspx?RPId=577&RD=0)

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Appendix A – Item 12 CR OSC Work Programme

OSC Date	Report Title	Description
14 July 2015	5 Year Plan	To receive a report on the 5 Year Plan
25 August 2015	Budget Strategy and MTFP	To receive a report on the budget strategy and MTFP
25 August 2015	Q1 Revenue Budget Monitoring Report 2015/16	To receive a report on the Q1 Revenue Budget Monitoring
27 October 2015	Council Tax Support Scheme 2016/17	To receive a report on the Council Tax support scheme
27 October 2015	Fees and Charges 2016	To receive a report on Fees and Charges for 2016
15 December 2015	Q2 Revenue Budget Monitoring	To receive a report on the Q2 Revenue Budget Monitoring
15 December 2015	Draft Budget for the Housing Revenue account (Landlord Service)	To receive a report on the Draft Budget for the Housing Revenue account (Landlord Service)
15 December 2015	Q2 Housing Revenue Account Budget Monitoring	To receive a report on the Q2 Housing Revenue Account
15 December 2015	Draft Budget 2016/17 and MTFP	To receive a report on the Draft Budget 2016/17 and MTFP
15 December 2015	Draft Capital Programme	To receive a report on the Draft Capital Programme
15 December 2015	Q2 Capital Budget Monitoring	To receive a report on the Q2 Capital Budget Monitoring
02 February 2016	Treasury Management Strategy	To receive a report on the Treasury Management Strategy
02 February 2016	Q3 Capital Budget Monitoring	To receive a report on the Q3 Capital Budget Monitoring
02 February 2016	Q3 Revenue Budget Monitoring	To receive a report on the Q3 Revenue Budget Monitoring

