

# Resources, Performance and Development Overview and Scrutiny Committee

29 April 2008

# Agenda

A meeting of the Resources, Performance and Development Overview and Scrutiny Committee will be held at the **SHIRE HALL, WARWICK** on **TUESDAY, 29 APRIL 2008** at **10.00 a.m.**

The agenda will be: -

## 1. General

### (1) Apologies.

### (2) Members' Disclosures of Personal and Prejudicial Interests.

Members are reminded that they should disclose the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

'Membership of a district or borough council is classed as a personal interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration'.

### (3) Minutes of the meeting held on the 4 March 2008 (copy attached) and Matters Arising.

## 2. Public Question Time (Standing Order 34)

Up to 30 minutes of the meeting is available for members of the public to ask questions on any matters relevant to the business of the Resources, Performance and Development Overview and Scrutiny Committee.

Questioners may ask two questions and can speak for up to three minutes each.

For further information about public question time, please contact Pete Keeley on 01926 412450 or e-mail [petekeeley@warwickshire.gov.uk](mailto:petekeeley@warwickshire.gov.uk)

### **3. Items for Future Meetings and Forward Plan Items Relevant to the Work of the Committee.**

Report of the Strategic Director of Performance and Development.

The report details provisional items for future meetings of the Committee. It also details decisions to be taken by the Cabinet in the next six months which are relevant to the work of the Committee, as taken from the Forward Planning System.

#### **Recommendation:**

That the Committee comment on/note the items.

For further information please contact Pete Keeley, Principal Committee Administrator. Tel 01926 412450, e-mail [petekeeley@warwickshire.gov.uk](mailto:petekeeley@warwickshire.gov.uk)

### **4. Efficiency Planning**

Report of the Strategic Director of Resources.

To seek the Committee's comments on the proposed mechanisms by which efficiency savings will be identified, measured and monitored to ensure both the budgeted savings are delivered and the Government's efficiency targets met.

#### **Recommendation**

The Committee is asked to comment on:

- (1) The proposed changes to the authority's efficiency planning process detailed in Paragraph 4.2 and in Appendix A.
- (2) The model of efficiency planning outlined in Section 5 and shown in Diagram 1.
- (3) The process for developing a Corporate Efficiency Plan as outlined in Section 6.
- (4) The protocol for sharing/incentivising efficiency savings outlined in Paragraph 7.2.

For further information please contact: Virginia Rennie, Group Accountant. Tel: 01926 412239, e-mail [vrennie@warwickshire.gov.uk](mailto:vrennie@warwickshire.gov.uk)

## 5. **Review of Procurement and Commissioning of Two Rural Outreach Vehicles for the Youth Service**

Report of the Chair of the Overview and Scrutiny Committee.

The County Youth Service operates two specialist vehicles for the provision of rural outreach work. From the date of recognition that these vehicles were required to their commissioning took over two years. This report, commissioned by the Children, Young People and Families Overview and Scrutiny Committee, considers the process followed and recommends changes to help expedite the procurement of similar vehicles in the future.

### **Recommendation**

That the Resources, Performance and Development Overview and Scrutiny Committee endorses the recommendations contained within this report and conveys them to the Children, Young People and Families Overview and Scrutiny Committee for consideration.

For further information please contact: Paul Williams, Scrutiny Officer. Tel: 01926 418196, e-mail [paulwilliamscl@warwickshire.gov.uk](mailto:paulwilliamscl@warwickshire.gov.uk)

## 6. **Recruitment Practice Standards**

Report of the Strategic Director of Performance and Development.

Following an internal audit of recruitment practice standards, the results of which were reported to this Committee in February 2007, this report seeks to provide an update on the current position, and recommends that a further report be requested for this Committee's meeting in November 2008.

### **Recommendation**

That the Committee notes the latest position on recruitment practice standards and requests a further report to this Committee for its meeting in November 2008

For further information please contact: Bob Perks, Head of Human Resources. Tel 01926 412027, e-mail [bobperks@warwickshire.gov.uk](mailto:bobperks@warwickshire.gov.uk)

## 7. **Employee Absence Management**

Report of the Strategic Director of Performance and Development.

This report is the latest in a series of quarterly reports which describes the latest performance information on employee absence levels.

### **Recommendation:**

That the Committee notes the latest available performance information on absence levels and continued progress in relation to absence management.

For further information please contact: Reuben Bergman, Deputy Head of Human Resources (Employee Relations). Tel: 01926 41 2314, e-mail [reubenbergman@warwickshire.gov.uk](mailto:reubenbergman@warwickshire.gov.uk)

## **8. Corporate ICT Development Plan 2007-08 - Year End Report**

Report of the Strategic Director of Resources.

The ICT Strategy, 2007-12, laid out a more formal process for managing the Corporate ICT Development Plan. This included half-yearly reports to Resources Performance & Development Overview & Scrutiny Committee.

This paper provides a Year End report on the Corporate ICT Development Plan 2007/08, and provides an update on the latest proposed areas for the plan for 2008/09.

### **Recommendation:**

Resources Performance & Development Overview & Scrutiny Committee are asked to note and comment on the progress against the Corporate ICT Development Plan 2007/08.

For further information please contact: Tonino Ciuffini, Head of ICT. Tel: 01926 412879, e-mail [toninociuffini@warwickshire.gov.uk](mailto:toninociuffini@warwickshire.gov.uk)

## **9. Corporate Property Strategy**

Report of the Strategic Director of Resources.

A new 10 year Corporate Property Strategy has been developed to inform and direct the management of the Council's land and property assets

### **Recommendation:**

That Members recommend to Cabinet that the new Corporate Property Strategy is adopted.

For further information please contact: David Soanes, Estates Manager. Tel: 01926 736128, e-mail [davidsoanes@warwickshire.gov.uk](mailto:davidsoanes@warwickshire.gov.uk)

## **10. Provision of Water Coolers**

Report of the Strategic Director of Resources.

The report seeks to update the Committee of the Council's approach to the provision of Water Coolers within the Authority's non schools buildings.

### **Recommendation:**

That the Resources, Performance and Development Overview & Scrutiny Committee consider the progress to date on the issue of provision of Water Coolers and provide any appropriate commentary on the proposed way forward, prior to seeking the approval of the Strategic Directors Leadership Team to proceed.

For further information please contact: Phil Evans, Head of Facilities Management. Tel: 01926 412293, e-mail [philevans@warwickshire.gov.uk](mailto:philevans@warwickshire.gov.uk) or Janet Chapman, Sustainable Procurement Officer. Tel: 01926 736142, [janetchapman@warwickshire.gov.uk](mailto:janetchapman@warwickshire.gov.uk)

## **11. Report on the Development of Customer Service & Access for Warwickshire County Council**

Report of the Strategic Director of Performance and Development.

The purpose of this report is to appraise members of progress during 2007/08 with regard to the development of the One Stop Shops/Kiosks and the Customer Service Centre.

### **Recommendations:**

- (1) That members consider and comment on the progress with regards to the development of the One Stop Shops/Kiosks and the Customer Service Centre.
- (2) That members indicate any further information they require.
- (3) That quarterly reporting continues.

For further information please contact: Kushal Birla Head of Customer Service and Access Performance and Development Directorate. Tel: e-mail [kushalbirla@warwickshire.gov.uk](mailto:kushalbirla@warwickshire.gov.uk) or Adrienne Bellingeri Customer Contact Manager Performance and Development Directorate [adriennebellingeri@warwickshire.gov.uk](mailto:adriennebellingeri@warwickshire.gov.uk)

## **12. Reports Containing Confidential or Exempt Information**

To consider passing the following resolution:

'That members of the public be excluded from the meeting for the item mentioned below on the grounds that their presence would involve the disclosure of confidential or exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972'.

(NB. Copies of extracts describing exempt information are available in Warwickshire Libraries, the County Council Handbook and the Access to Information Register held in my office).

### 13. Increases in Capital Project Costs

Report of the Strategic Director of Resources.

This report highlights the extent, and reasons for, larger increases in the cost of capital projects since 2003. It concentrates on projects costing over £250,000 and summarises comments from directorates on the reasons for the larger increases in project costs. It also looks at the existing requirements for reporting increases in the cost of capital projects to Cabinet.

#### **Recommendation:**

That the Committee considers:

- If further action is required to highlight projects with larger increases in cost estimates.
- Whether any further reports are required on any of the individual schemes highlighted in Appendix A of the report.

For further information please contact: Charles Holden, Corporate Capital Accountant. Tel: 01926 412092, e-mail [charlesholden@warwickshire.gov.uk](mailto:charlesholden@warwickshire.gov.uk)

### 14. Any Other Items

which the Chair decides are urgent.

**Shire Hall,  
Warwick**

**JIM GRAHAM  
Chief Executive**

### **Resources, Performance and Development Overview and Scrutiny Committee Membership**

#### **County Councillors**

George Atkinson, David Booth (Chair), Les Caborn, Tom Cavanagh, Chris Davis, John Haynes (Deputy Chair), Phillip Morris-Jones, Brian Moss, Raj Randev, Dave Shilton, Ian Smith and John Vereker.

#### **Cabinet Members**

Councillor Alan Cockburn (Resources)

Councillor Peter Fowler (Performance and Development)

General Enquiries: Please contact Pete Keeley on 01926 412450 e-mail: [petekeeley@warwickshire.gov.uk](mailto:petekeeley@warwickshire.gov.uk)