

BABERGH DISTRICT COUNCIL

FROM: Head of Corporate Services

REPORT NUMBER

G4

TO: COUNCIL

DATE OF MEETING

17 May 2007

TASK GROUPS AND PANELS – APPOINTMENT OF MEMBERS AND ANNUAL REPORTS

1. SUMMARY

To appoint members to serve on the Council's Task Groups/Panels, to note the progress on the work plans for 2006/07 (Appendix 1) and to approve the work plans for 2007/08 (Appendix 2).

2. RECOMMENDATIONS

2.1 That the following Task Groups/Panels continue for 2007/08:

- (a) Human Resources Panel (including substitutes for Staff Joint Consultative Committee)
- (b) Pin Mill Task Group
- (c) Village of the Year Awards Panel
- (d) Housing Panel
- (e) Procurement Task Group
- (f) Information Management Group (to replace E-Government Steering Group)
- (g) CAST (Customer Access and Service Transformation) Programme Board

2.2 That the progress of the Task Groups/Panels during 2006/07 as outlined in Appendix 1 be noted.

2.3 That the proposed work plans of the Task Groups/Panels for 2007/08 as set out in Appendix 2 be approved.

2.4 That membership of these Task Groups/Panels for 2007/08 be determined.

3. FINANCIAL IMPLICATIONS

3.1 None

4. KEY INFORMATION

4.1 In relation to the CAST Programme Board, Council may find it helpful to be aware of the background to the membership of the Board.

4.2 Initially, there was a CAST Project Board comprising officers and external advisers, chaired by the Chief Executive. Because of the significance of this project, it was agreed early in 2005 that a Member Sponsor be appointed to that Project Board.

- 4.3 It was further agreed at that time that, in addition to the Project Board, a CAST Member group be set up to bring together relevant wider interests in the CAST project i.e Procurement, Human Resources and E-Government; that such a group should have representation from all political groups on the Council and that the Member Sponsor on the Project Board should also be a member of the CAST Group.
- 4.4 Because of overlap and duplication between these two groups, it was agreed by Council on 11 April 2006, to formalise their merging into a single CAST Programme Board. It was further agreed that five elected Members should continue to represent the various wider interests outlined above and ensure representation from all political groups on the Board. The Chairman's Report on Progress, set out in Appendix 1, provides details of membership of the CAST Programme Board during 2006/07.
- 4.5 On the matter of 2.1 (f), it is proposed that a newly formed Information Management Group will incorporate the business of E-Government, but will also broaden its scope to ensure that issues related to the management of information in the Council and progress on the Local Authority Modernisation Programme (LAMP) project for example, are monitored with Member input.
- 4.6 The following Task Groups/Panels all consider that they should continue next year to enable the work outlined in their work plans to be progressed:-
- HR Panel
 - Pin Mill Task Group
 - Village of the Year Awards Panel
 - Housing Panel
 - Procurement Task Group
 - Information Management Group (to replace E-Government Steering Group)
 - CAST Programme Board
- 4.7 All Members have been asked to express their preferences to serve on these panels, and these details are currently being collated.

5. **RISK MANAGEMENT**

Risk Description	Likelihood	Seriousness or Impact	Mitigation Measures
Members not appointed and Task Groups unable to function	Very low	Marginal	Discussions already held with Group Leaders and programme for appointments agreed.

6. **APPENDICES:**

- (a) Appendix 1 - Progress for 2006/07
- (b) Appendix 2 - Proposed work plans for 2007/08

7. **BACKGROUND PAPERS REFERRED TO:**

None

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HR PANEL

Chairman's Report on Progress – Year to March 2007

Membership	<p>Councillors:- Brian Lazenby, David Rose, Rex Thake, Humphrey Todd (Chairman), Jim Quinlan</p> <p>Officers:- Pat Rockall, Chief Executive/ Helen Style, Corporate Director John Raine ,Head of Organisational Development Jeanette Bray, HR & OD Manager Colin Matthews, Unison Representative Ruth Sadler, Senior HR Officer</p>	
Date of First Meeting in 2006/07 Municipal Year: 18th April 2006		
Functions of Task Group/Panel	Progress	
<p>1. <u>ORGANISATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Oversee the development of the Organisational Development Plan for the Authority. • Oversee the implementation of actions agreed within the OD Plan for 2006/07. 	<p>A draft OD Plan was submitted to the HR Panel on 18 April 2006 for comment.</p> <p>The Panel have received updates at each meeting regarding the structural review of the Organisation.</p>	
<p>2. <u>HR STRATEGY</u></p> <ul style="list-style-type: none"> • Review the HR Strategy to ensure that it continues to support the OD Plan, Council Vision and corporate objectives and determine whether any revisions should be recommended. • Prepare an action plan with SMART targets. • Monitor the implementation of the Action Plan. • Consider any HR related issues or policies prior to reporting to the Strategy Committee. • Consider and make recommendations on any Industrial Relations issues which arise. 	<p>The HR Panel held three meetings during the year</p> <p>The Panel considered a Report on the new Employment Equality (Age) Regulations and recommended appropriate actions to Strategy Committee. The Panel also considered and led, on behalf of the Authority, a response to the National consultation on proposed changes to the Local Government Pension Scheme.</p>	

<ul style="list-style-type: none"> • Consider any HR developments in response to changes in employment law. • Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee. 		
<p>3. <u>REVIEW CAR ALLOWANCES</u></p> <ul style="list-style-type: none"> • Consider the outcomes of the review into staff benefits specifically covering car allowances, transport and travelling and recommend a sustainable package of proposals, in consultation with Unison. 	<p>The HR Panel considered several reports providing options and proposals for a full review of all car allowances and responded to consultations during the process. They agreed proposals to change both car allowances and the lease car scheme, which were referred to Strategy Committee where all recommendations were adopted.</p>	
<p>4. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> • To meet the Staff Side at normal scheduled and special meetings of this body. 	<p>A meeting was held in May, which gave full consideration to the review of car allowances.</p>	

PIN MILL TASK GROUP

Chairman's Report on Progress – Year to March 2007

Membership	<p>Councillors:</p> <p>Bryn Hurren, Peter Jones, Len Young, James Long, David Rose Ward Member – Cllr. Penny Clarke SCC Member – Cllr. David Wood</p> <p>Officers:</p> <p>Ryan Jones, Kathryn Saward, John Winders, Stewart Schleip, Jonas Grist, Neil Henry</p> <p>Representatives of:</p> <p>Chelmondiston Parish Council, Pin Mill Society, Pin Mill Sailing Club, National Trust, Ipswich Borough Council, Environment Agency, Associated British Ports, Pin Mill Houseboat Owners</p>	
<p>Date of First Meeting in Municipal Year: 3rd June 2006</p>		
Functions of Task Group/Panel	Progress	
1. To complete the design of improvements to the Hard at Pin Mill	<p>Full consultation undertaken with all users of the Hard (and other interested parties).</p> <p>Final proposals agreed for improvements.</p> <p>Design completed and contract drawings prepared</p>	
2. To seek appropriate funding to carry out these improvements	<p>Application for matched funding made to the Haven Gateway Project (supported by a strategic economic development report prepared by specialist consultants DTZ Piedad)</p> <p>Potential bid to the Heritage Lottery Fund investigated.</p>	

3. To implement these improvements	Awaiting outcome of matched funding application to the Haven Gateway Project
4. To promote any enforcement action required during the year for the removal or clearance of abandoned vehicles along the foreshore area at Pin Mill	<p>No enforcement actions required.</p> <p>Seven applications for Certificates of Lawful Use, and two applications for Planning Permissions have now been processed and approved. This leaves a further 17 moorings to be resolved</p> <p>Positioning of formal mooring posts agreed with the National Trust for the houseboats in order to remove random moorings that are causing damage to trees</p>
5. To support the introduction of appropriate arrangements for the removal of refuse deposited by visiting vessels	<p>Pilot scheme introduced for the summer season, which has proved reasonably successful.</p> <p>Scheme will be slightly modified and introduced permanently for 2007 and onward.</p>
6. To complete the establishment of a company limited by guarantee to appropriately manage the foreshore at Pin Mill	<p>Independent legal advice taken, and all options considered, regarding the appropriate ‘legal entity’ for future management.</p> <p>Now awaiting outcome of matched funding application to the Haven Gateway Project before proceeding with the establishment of the company</p> <p>Members of the ‘company’ would be drawn from BDC, the parish council, the Pin Mill Society, the Pin Mill Sailing Club, the houseboat and boatyard owners, the commercial mooring owners, local businesses, local residents and the Sailing Barge associations. Each would have one representative.</p>

HOUSING PANEL

Chairman's Report on Progress – Year to March 2007

Membership	<p>Councillors: - Penny Clarke Jennie Jenkins Neil MacMaster Wendy Sadler Richard Searle – Tenants' Forum representative Sue Wigglesworth – Chairman of Panel</p> <p>Officers: - Peter Brown – Principal Accountant David Clarke – Housing Support Manager Chris Foti – Head of Community Development Ryan Jones – Head of Contract and Asset Management John Kilgannon – Environmental Protection Manager Ian Tippet – Housing Services Manager</p>	
Date of First Meeting in 2006/07 Municipal Year: 27 April 2006		
Functions of Task Group/Panel	Progress	
<p>The Panel undertook a review (which included a consultation event for Members) of the following strategies and policy documents:</p> <ul style="list-style-type: none"> • Babergh's 2004-2009 Housing Strategy (including the Affordable Housing Programme) • Babergh's Homelessness Strategy • The Housing Revenue Account Business Plan • The Housing Stock Options Appraisal • The Sheltered Housing Review 	Fully completed task	<p>The Panel's 2006 report was considered by O & S (CS) Committee: on 25 July 2006, approved by Strategy Committee on 17 August 2006 and by Council on 19 September 2006</p>
Feasibility study into the future use of the Council's Homelessness Reception Centre at Stour House	Feasibility study completed	Council to consider the Panel's report on 26 February 2007
The Head of Contract and Asset Management consulted the Panel on the level of discount given to Registered Social Landlords when council owned land for new housing schemes in the approved Affordable Housing Programme was transferred	On-going	Delegated authority

PROCUREMENT TASK GROUP

Chairman's Report on Progress – Year to March 2007

Membership	<p>Councillors:- Humphrey Todd (Chairman) Jennie Jenkins Dr. Michael Miller Chris Hunt David Grutchfield</p> <p>Officers:- Barry Hunter, Head of Finance + other Heads of Service as appropriate</p>	
Date of First Meeting in 2006/07 Municipal Year: 22 May 2006		
Functions of Task Group/Panel	Progress	
<p>To oversee the procurement process in relation to current and future major projects (potential partnerships with other Suffolk Councils):</p> <ul style="list-style-type: none"> • The Leisure Trust (any final aspects that may require consideration) • Joint waste collection contract • Grounds maintenance and street cleansing contract • Others that may be identified <p>To ensure recognised procurement practices including robust option appraisal and Business case assessments are undertaken in relation to these and report to the Strategy Committee as and when appropriate</p>	<p>There were no outstanding issues on the Leisure Trust for the Task Group to consider.</p> <p>The Task Group considered the procurement issues relating to the joint waste collection contract throughout the year. The Chairman and individual Members attended various challenge days and joint meetings with Mid Suffolk DC. Strategy Committee approved the joint contract proposals (Paper F124) on the 16 November 2006.</p> <p>The Task Group has given initial consideration to the options for a joint grounds maintenance and street cleansing contract and partnering opportunities with other councils.</p> <p>Good progress has been made on finding procurement savings on commodity purchases and the savings target of £30,000 per annum has been achieved.</p>	

	<p>The Task Group has given initial consideration to a new Procurement Strategy and Framework for the Council that will build on this and look to embed the Procurement Strategy further, with a view to delivering more on the shared services and partnership approach to procurement.</p>
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<p>To implement and monitor the Council's E-government Strategy – (including the ICT strategy, ICT capital programme and related BPR activities) making necessary recommendation and changes.</p>	<p>Monitored progress through regular reports on TimeWise system</p> <p>Completion and implementation of:</p> <ul style="list-style-type: none"> ‰ Online claims system ‰ Online procurement system ‰ Online viewing of licenses ‰ Hardware replacement programmes (2006) ‰ Website infrastructure upgrade <p>Continued cleansing of address database</p> <p>Approval of Service and Financial Planning requirement for future development</p>	<p>Regular Traffic Light Reports on projects – Eg9b, Eg11b, EG12b, EG14b</p> <p>EG10, EG12f, EG14c</p>

<p>To approve spending plans, under delegation to the Chief Executive, in consultations with the Member e-Champion, in accordance with the budgetary provision and financial regulations.</p>	<p>Approval of:</p> <ul style="list-style-type: none"> ❑ Data Storage and Backup ❑ Local Authority Modernisation Programme (LAMP) ❑ Enhanced Revenue and Benefits system ❑ Document Image Processing in planning ❑ Hardware refresh programmes (PCs, Servers, Windows NT replacement) ❑ Disaster Recovery programme ❑ Microsoft Office update programme ❑ Website development programme ❑ Mobile working programmes ❑ E-Planning programme ❑ E-mail archiving programme 	<p>EG9c EG12e</p> <p>EG12d</p>
<p>To report progress and make recommendations, as considered appropriate, to the Strategy Committee</p>	<p>E-Government Steering Group Update Reports LAMP Lessons Learned</p>	<p>Paper F86 (Sep 06) Paper F199 (Mar 07) EG11c EG11d</p>
<p>To refer people issues and recommendations, resulting from modernising the service delivery to the Human Resources Panel.</p>		
<p>To work in conjunction with the CAST Programme Board.</p>	<p>Recommendation of technical solution of DIP in Planning</p>	<p>EG12d</p>
<p>To report progress on Benefits and Efficiency Savings made as a result of implementing e-Government.</p>	<p>Twice yearly update report to Strategy committee</p>	<p>E-Government Steering Group Update Reports Paper F86 (Sep 06) and Paper F199 (Mar 07)</p>