

BUSINESS EFFICIENCY SCRUTINY PANEL

THURSDAY 8 JANUARY 2009

7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of the Meeting held on 20 November 2008 **1 - 6**

4. Feedback and Update Report **7 - 8**

To receive a standard report providing feedback on any issues or questions raised at previous meetings.

5. Budget 2009/10 and Medium Term Financial Plan to 2011/12 **9 - 10**

To consider and comment on the Executive's proposals for the budget 2009/10.

MEMBERS ARE REMINDED THAT THEY NEED TO BRING THEIR COPY OF THE BUDGET PAPERS TO THE MEETING.

6. Professional Services Partnership **11 - 14**

To consider the Professional Services Partnership and what it means for Peterborough.

7. Procurement Project **15 - 20**

To receive a presentation on the procurement project.

8. Executive Decisions **21 - 26**

To receive a standard report on the Executive Decisions which have been made since the last meeting.

9. Forward Plan - January to April 2009 **27 - 36**

To consider the latest version of the Forward Plan.

10. Agenda Plan 2008-09 **37 - 38**

To review the agenda plan for 2008-09.

11. Date of Next Meeting

Thursday 12 February 2009 at 7pm.



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Gemma George on 01733 452268 as soon as possible.

Committee Members:

Councillors: M Cereste (Chairman), M Fletcher (Vice-Chairman), M Burton, P Croft, G Elsey,
D Fower and D Harrington

Substitutes: Councillors: D Over, B Saltmarsh and N Sandford

Further information about this meeting can be obtained from Gemma George on telephone 01733
452268 or by email – gemma.george@peterborough.gov.uk



**MINUTES OF A MEETING OF THE
BUSINESS EFFICIENCY SCRUTINY PANEL
HELD AT THE TOWN HALL, PETERBOROUGH ON 20 NOVEMBER 2008**

Present: Councillors Cereste (Chairman), Elsey, Fletcher, Fower and Croft

Officers in attendance: Adrian Chapman, Head of Neighbourhood Services
Andrew Edwards, Head of Strategic Property
Rowena Sampson, Consultation and Engagement Officer
Suzanne Barlow, Interim Head of Communications
Louise Tyers, Performance Scrutiny Manager
Carrie Denness, Principal Solicitor
Gemma George, Governance Support Officer

1. Apologies

No apologies had been received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest.

3. Minutes of the Meeting held on 5 June 2008

The minutes of the meeting held on 5 June 2008 were approved as a correct record.

4. Exclusion of Press and Public

RESOLVED that the exempt annex relating to agenda item 8, which entailed exempt information as defined by paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting during its discussion as the public interest in disclosing the information did not outweigh the public interest in maintaining the exemption.

5. Feedback and Update Report

The panel received the report and were provided with feedback and updates on the following issues:

- Riverside Community Sports Pavilion
- Temporary Staff

Members were invited to comment on the report and the following issues were raised:

- A query was raised regarding the sickness levels at Peterborough City Council and whether they were higher or lower at other Councils. Members were advised that further information on this issue would be provided
- A further query was raised regarding the figures for sickness and whether the Business Efficiency Panel should receive regular updates. Members were informed that the Scrutiny Committee received regular reports on sickness and the figures were closely monitored

ACTION AGREED:

The Panel noted the report.

6. Review of the Costs and Effectiveness of the Your Peterborough Resident Magazine

Further to a request by a Member of the Business Efficiency Scrutiny Panel, a report was submitted for consideration detailing the costs and effectiveness of the council's resident newsletter.

Your Peterborough, the council's magazine for residents was published ten times a year and following feedback from residents and a review of best practice in other councils it had been redesigned in the spring of 2008.

Following the introduction of the new format, independent public opinion research had been carried out to over 800 households via telephone interviews. Participants were chosen at random and the results obtained had been extremely positive.

The cost of the magazine was broken down into two sections, production and delivery. The annual production costs were £163,500 a year, £2.04 per household per year, 20p per household per issue. The contract had been under review with the focus being to reduce costs whilst maintaining quality.

Delivery was under contract with Royal Mail to ensure delivery to all households within a designated time frame. The annual delivery cost was £75,000, 93p per household per year, 9.3p per household per issue. As with production, the contract had been under review to reduce costs whilst maintaining delivery standards.

The overall cost for the ten issues was therefore £238,500, £2.97 per household per year, 30p per household per issue.

Members were asked to consider the report and the following observations were raised and discussed including:

- The overall effectiveness of the magazine was questioned. With the presence of the Evening Telegraph and the many local radio stations was the publication needed?
- At a cost of 30p per issue, was it really that expensive?
- Nearly a quarter of a million pounds was spent on the publication, was there sufficient advantages to producing the magazine for this amount of money?
- Did the internal communications team have a satisfactory relationship with the local media or was this something that could be enhanced in order to better utilize their services?
- From the 800 households included in the independent opinion research, the overall results looked to be very satisfactory and the magazine proved to be informative.
- The results obtained from the citizen's panel review were positive.
- It would be beneficial if the magazine could bring more to the local economy.
- Some members felt that Your Peterborough served a certain number of Councillors only and was of no real benefit to the people of Peterborough.
- The total revenue for advertising was slightly disappointing being only £17,000, could the marketing potential of the magazine be better realised? Would it be of benefit to place the marketing in the hands of an agency?
- The publication was not economically viable, in the long term it would become very costly for the council
- It was important for the residents of Peterborough to be provided with regular updates and information relating to the council,

Members further discussed the report and the following issues were raised:

- Members sought clarification on the results of the citizen's panel review in relation to the effectiveness of Your Peterborough magazine. Members were advised that 49% of the

people who responded agreed that Your Peterborough magazine was a good medium. The figure was a good reflection on the publication.

- A query was raised regarding the possible reasons for the percentage of website users being higher than the percentage of Your Peterborough readers and did this mean that more people owned computers than previously assumed. Members were advised that it could possibly be accounted to the number of people working on computers during the day and not necessarily owning their own computers.
- A further query was raised regarding the possibility of sending an emailed web link out to the public instead of the magazine. Members were advised that it would be a worthwhile exercise to find out whether this would be preferred by the public. At the end of January 2008 a focus group had been held with 20 members of the citizens panel it was suggested that it would be of benefit to arrange another one to discuss Your Peterborough magazine and the various possibilities surrounding it.
- Members sought clarification on whether the cost of sending Your Peterborough only to those residents who had requested a copy, would be much higher than the cost of sending the publication as a blanket delivery. Members were advised that sending Your Peterborough to selected households only would increase the costs considerably.
- Members questioned the future of the publication and whether they could be provided with future updates and research on certain areas, namely if it could be categorically proven that the publication was wanted, if there was the possibility that it could be provided less frequently and also if there was any duplication within the weekly bulletin and Your Peterborough. Members were advised that an update report on the effectiveness of Your Peterborough magazine would be provided in four months time.

ACTION AGREED:

The Panel noted the report and requested a further report in four months time.

7. Citizens Panel Report

The Panel received a report which highlighted the benefits, value and service of the Citizens' Panel. The report also contained the results of the survey conducted in spring 2008.

The Citizens' Panel was comprised of approximately 1500 Peterborough residents (roughly 1% of the City's population) selected from the postal address file. The residents selected were a representative sample of city residents, proportional to each ward and Neighbourhood Investment Area. With a ready formed residents' panel, this provided considerable cost savings as the panel were available to be utilised for other surveys.

The panel membership was refreshed each year by one third so that members did not become overly familiar with services and therefore the possibility of survey responses providing a skewed result was lessened.

The 2007 and 2008 surveys were sent out under the Greater Peterborough Partnership (GPP) banner and provided questions for Peterborough City Council and its strategic partners including the police, fire service, NHS Peterborough and the Council for Voluntary Services. The 2008 spring survey was the third consecutive survey that had been conducted since 2006.

The Panel received a presentation on the citizens' panel survey, and key points were highlighted, including:

- The panel's views on strategic priorities. These results were not dissimilar to the results gathered from the previous surveys conducted. The most important priority highlighted was "creating strong and supportive communities".
- The positive change in the number of people feeling safe inside and outside their homes. A notable change being "outside in local areas after dark".
- The percentage of people who felt that they could influence decisions. The result was slightly low and could be accountable to the fact that people were not aware of being able to influence decisions.
- The percentage of people who felt that Peterborough was a "good place to live, work and play" had fallen slightly since 2007.

- Four different focus areas which included points such as anti-social behaviour, lack of affordable homes, influencing decisions affecting local areas and low membership of community groups and organisations. All of the points contained within the four focus areas would be prioritised and worked on.
- Citizens' panel good news gathered from the survey which included, amongst many other things, support for regeneration and growth in the city and satisfaction with the regional pool, the Lido and Jack Hunt swimming pool.

Members were asked to consider and comment on the report and presentation and the following issues were raised:

- Concern was expressed regarding the fact that the citizens' panel appeared to view the city as being "non-vibrant, prosperous or attractive to visitors". Members were assured that the results measured as a whole indicated that people did generally feel that Peterborough was a good place to live.
- A query was raised regarding the possibility of sending the 1500 surveys out over the course of a couple of months, instead of sending them out all in one go. Survey timings were critical and distributing over a couple of months would surely give a broader set of responses. Members were informed that although it was an interesting idea, it would prove to be more costly and more labour intensive.
- Members queried this response stating that it would surely be better to acquire relevant information even if it proved to be a more costly exercise. Members were assured that this had been taken into consideration and better use would be made of existing panels such as parish and partnership panels. There would also be a review of neighbourhoods produced by the end of the year.
- Clarification was sought on how the questions were set, and by whom. Members were advised that various partners had questions incorporated into the survey, including the police, the fire service and NHS Peterborough.
- A query was raised regarding the survey content. There appeared to be several questions relating to smoking but no questions relating to teenage pregnancy, Teenage pregnancy received a lot of funding and our rate was extremely high, so members felt it should have been covered in the survey. Members were advised that the questions relating to health covered topics that hard data could not be collected for easily. Teenage pregnancy was one of PCT's top four priorities, was included in the Greater Peterborough Partnership solutions centre and was part of the LAA that was being dealt with and monitored.
- A further query was raised regarding whether questions on teenage pregnancy should be included in future surveys. Members were advised that it would be difficult to word suitable questions that would be relevant to all of the survey members. In response to this, members suggested asking "were people aware of teenage pregnancy or not?"
- Members sought clarification on whether it had become a problem to engage young people in the surveys. Members were advised that it had become slightly more difficult.
- A query was raised regarding the methods used to gather information. Would it be of added benefit to conduct the surveys with the general public face to face rather than through focus groups and would it encourage interaction with people who would not usually partake in such surveys, therefore enhancing the overall results. Members were advised that the panel comprised of a varied cross section of people from all the wards and the results reflected this. Also there would be a neighbourhood review conducted later on in the year that would provide valuable information from a wider cross section of the public.
- Clarification was sought on the reasons for having six response options instead of five. Members were advised that it was good practice to have six options as if there were five options, unfortunately people tended to just opt for the one in the middle.

ACTION AGREED

The Panel noted the report.

8. Asset Management in Peterborough City Council

The Panel received a report in response to a request from the Chair of the Panel. The report set out the approach to asset management which had been adopted by Peterborough City Council.

Peterborough City Council was a major landowner in the Peterborough area. In total 2000 assets were owned with a use value of £380m (FY08/09 values). The assets were used to support the Council in the delivery of objectives.

Property assets were considered to include buildings and land owned by the Council to support objectives. These assets were split into two categories, operational and non operational. Operational properties were held in direct support of the Council objectives. This included assets such as schools, the Town Hall and Bayard Place. This category also included those assets that were rented e.g. Midgate House.

Non operational properties were those that were held to support businesses and also generate a revenue income for the Council. These would include the retail units under the Town Hall and the industrial units at Alfric Square.

Key issues were further highlighted to the Panel, including:

- The policy context
- Asset usage
- Surplus assets
- The disposal process

Members were invited to comment on the report and the following issues were raised:

- Members queried whether the asset portfolio was continually monitored. Members were assured that the asset portfolio was continually monitored and challenged, as was asset usage.
- Members sought clarification on the “agile working” that had been implemented at Bayard Place and would it have an effect on productivity in any way. Members were assured that productivity and efficiency would in no way be affected. Heads of Service had given detailed feedback regarding the amount of work space needed by their staff whilst maintaining services. The “agile working” would continue to be monitored in the future.
- A query was raised regarding the targets for the forthcoming years. Members were advised that over a five year period the target was to lose 5% of the portfolio, but it would be advisable, with regard to assets, to wait for the right economic time.
- A further query was raised regarding the possibility of the buildings deteriorating if they were not looked after properly and would this be a factor that would be considered when managing the portfolio and disposing of assets. Members were advised that there were lots of factors taken into account when managing the portfolio and looking at assets that could be disposed of.

ACTION AGREED

The Panel noted the report

9. Executive Decisions

The Panel considered the following Executive Decisions made since the last meeting:

- Award of street lighting maintenance contract 2008-2011
- Termination of existing street lighting maintenance and repair contract
- Award of mainstream school transport routes
- Supporting people resettlement/floating support contract
- Corporate hardware contract
- Request for approval to use the Midlands works framework contract 3 2008-2011

- Professional services partnership
- Provision and management of sports facilities at Bretton park
- Refurbishment and enhancement of Clare Lodge, Glington, phase 3
- Eastern region term maintenance framework contract
- Contract for the provision of specialist family assessment services
- The green backyard
- Sale of land and building known as 110 Paynels, Orton Goldhay
- Award of special education needs (SEN) transport routes

There were no requests from the Panel for further information on any of the decisions.

ACTION AGREED

The Panel considered the Executive Decisions which had been made since the last meeting.

10. Forward Plan – December 2008 to March 2009

The latest version of the Forward Plan was presented to the Panel for consideration.

A request was made for further information on two items included in the Forward Plan. These were S106 planning obligations and allocation of social housing.

The Panel was advised that the S106 planning obligations would be considered by Council in December and the Housing Register and allocations policy would be considered by Council in February 2009..

ACTION AGREED

The Panel noted the latest version of the Forward Plan.

11. Agenda Plan 2008-09

The Panel received the latest version of the Agenda Plan for consideration.

There were no requests from the Panel for further information on any items.

ACTION AGREED:

The Panel noted the latest version of the Agenda Plan 2008-09.

12. Date of Next Meeting

Thursday 8th January 2009.

The meeting began at 7.00pm and ended at 8.45pm.

CHAIRMAN

BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 4
8 JANUARY 2009	Public Report

Report of the Executive Director – Strategic Resources

Report Author – Louise Tyers, Performance Scrutiny Manager

Contact Details – 01733 452284 or email louise.tyers@peterborough.gov.uk

FEEDBACK AND UPDATE REPORT

1. PURPOSE

- 1.1 This report provides feedback on items considered or questions asked at previous meetings of the Panel. It also provides an update on matters which are of interest to the Panel or where members have asked to be kept informed of progress.

2. RECOMMENDATION

- 2.1 That the Panel notes the information provided in respect of the Council's levels of sickness compared to other authorities.


3. KEY ISSUES

3.1 Use of Agency Staff – Sickness Rates in Comparison to Other Authorities

During the Panel's consideration of the feedback and update report on 20 November 2008, members requested further information in relation to the Council's sickness levels compared to other councils.

- 3.2 Officers have now provided the following information:

Comparative Sickness rates up until 2007/8 were measured under Best Value Performance Indicator 12. The long term trend in comparison to all unitary authorities was as follows:

BVPI12 Number of working days per employee lost to sickness	Actual 02/03	Actual 03/04	Actual 04/05	Actual 05/06	Actual 06/07	Target 07/08	Actual 07/08	Unitary Average 06/07	Unitary Upper Quartile 06/07	Comments \ Movement
	10.00	10.40	8.58	9.36	8.99	8.58	9.24	9.60	8.70	Above Average Performance 

Comparable rates for 2007/08 are expected to be published by the Audit Commission shortly.

In general Peterborough's performance in recent years on this measure has been in the upper quartile of performers or above average performance [i.e. lower sickness rates]. These results include sickness rates of all council employees and includes all Schools. There is no staff sickness measure in the new National Indicator set, however PI5 from the Audit Commission's 'Value for Money in Corporate Services' is very similar to BVPI12 and is being closely monitored on a monthly basis. It is planned to benchmark this against other Authorities in our family group and possibly via a wider VFM benchmarking scheme.

There is a lower rate of sickness reported by Schools as opposed to Directorates, though School sickness levels have risen in many schools and this has offset the fact that in 07/08 a reduction in overall sickness was achieved by the Council Directorates.

Monthly sickness levels are monitored excluding schools and PCAE because of payroll data that is not directly available, and to focus on HR's main direct sphere of influence. Sickness for these staff is currently project to be 11.44 days per employee, against 11.23 days per employee for these staff last year. This is based on months so far, and can improve or worsen in the remaining four months. Improvements in Occupational Health have been occurring, but additional investment is still under discussion and there are upwards pressure, e.g. on stress absence as a result of the restructuring \ savings agenda.

Chartered Institute of Personnel and Development

The Council also takes part each year in the CIPD Annual Survey of Absence Management. The 2008 report puts average Local Government days per employee at 10.1 days per employee against 8.5 days the previous year. Factors relating to comparative levels include size of organisation with smaller organisations generally having less days per employee. Absence also varies by geographic area with East Anglia having approximately 30% higher sickness levels than the UK in general.

Summary

Against this background the performance of Peterborough City Council can be seen to be relatively good, but it continues to be a priority to make further progress on sickness levels to further improve staff wellbeing and reduce costs.

3. EXPECTED OUTCOMES

- 3.1 That the Panel notes the report.

4. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

Minutes of the meeting of the Business Efficiency Scrutiny Panel held on

BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 5
8 JANUARY 2009	Public Report

Report of the Executive Director of Strategic Resources

Report Author – John Harrison, Executive Director of Strategic Resources

Contact Details – John Harrison, Executive Director of Strategic Resources, Tel 452520;

John Blair Head of Strategic Finance and Performance Improvement, Tel 384564

BUDGET 2009/10 AND MEDIUM TERM FINANCIAL PLAN TO 2011/12

1. PURPOSE

The report sent to all members outlines the proposed budget for 2009/10 and Medium Term Financial Strategy to 2011/12 to which Scrutiny and Scrutiny Panels have been invited to make comment. The purpose of this report is to review aspects of these proposals relevant to the functions and remit of this Panel. Any observations will be included in a report back to Cabinet on 2 February 2009.

2. RECOMMENDATIONS

The Panel is asked to comment on the draft budget 2009/10 and medium term financial plan to 2011/12 in so far as it relates to the remit of the Panel

3. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

The budget provides the resources to meet the targets and aspirations of the Corporate Plan, Sustainable Community Strategy and Local Area Agreement.

4. BACKGROUND

This report is submitted to the Panel following consideration of the report by Cabinet on 15 December 2008.

NB: Please remember to bring your copy of the budget papers (previously circulated to all members of the Council) to this meeting.

A briefing on the budget for Members will be held in the Council Chamber at 5.30pm on the 8th January.

5. KEY ISSUES

- 4.1 The proposed Budget 2009/10 and Medium Term Financial Plan to 2011/12 was presented to Cabinet on 15 December 2008 and has been sent to all members of the council. Cabinet resolved that consultation be undertaken and comments invited on the budget proposals outlined in this report from Scrutiny, Scrutiny Panels and other interested organisations.
- 4.2 The main focus of attention for this panel will be the executive summary (pages 2 to 4) which outlines the issues facing the council and proposed actions and pages 9 to 11 of the main report, which detail those projects forming phase 3 of the business transformation programme.
- 4.3 The capacity bids submitted for the next three years include those relating to the impacts of the credit crunch and actions taken to mitigate against these, as well as the costs of financing the proposed capital programme.

6. IMPLICATIONS

As set out in the report to Cabinet on the 15 December 2008.

7. CONSULTATION

This formed part of the process leading to budget setting in February 2009.

8. EXPECTED OUTCOMES

A report to Cabinet with the Panel's views.

9. NEXT STEPS

Comments and observations of the Panel will be presented to Cabinet at its meeting on 2 February 2009 prior to a recommendation being made to full Council on 25 February.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)

As set out in the report to Cabinet - 15 December 2008.

11. APPENDICES

None.

BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 6
8 JANUARY 2009	Public Report

Report of the Executive Director of Strategic Resources

Report Author – Andrew Cox, Senior Category Manager
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Tel. 01733 452465

PROFESSIONAL SERVICES PARTNERSHIP

1. PURPOSE

The Business Efficiency Scrutiny Panel requested clarification on the meaning of the 'Professional Services Partnership' following the meeting of the panel on 5 June 2008. The purpose of this report is to clarify the purpose, scope and benefits of the partnership to the panel.

2. RECOMMENDATIONS

It is requested that the panel acknowledge their understanding of the content of this report.

3. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

This report is linked to the Corporate Plan and the Medium Term Financial Strategy.

4. BACKGROUND

The Council has been running a rigorous and successful business transformation programme since October 2006, which has enabled its medium-term financial strategy to be structured around the delivery of cashable savings through business improvement, yielding the lowest Council Tax increases for any unitary Council in England. It plans over the next two years to strengthen this programme and to extend its scope, making significant investment decisions about its asset and infrastructure base.

Hitherto, the people and services deployed across the programme have been sourced separately by the Council. This means that a large number of direct and sub-contracted contracts are in place, which adds a significant management and administration overhead to the programme. It also means that key personnel within the change programme are engaged on separate rolling contracts which introduces risks of fragmentation, and allows the possibility of poaching of key staff.

It was therefore recommended to introduce a Professional Services Partnership (PSP) to mitigate these risks and to provide a coherent structure for its procurement of the third-party services into the programme.

Purpose

The purpose of the Professional Services Partnership (PSP), is to provide through a single services agreement, the bulk of the business transformation, infrastructure development, capability enhancement and performance management activities procured by the Council from third parties.

Benefits

The benefits to the Council are:-

1. By replacing the existing range of contracts with a more mutually secure commercial services contract with one supplier eliminate the risk to the Council's core financial and business strategy of its supplier base fragmenting or being subjected to poaching by other clients
2. Regularise the contractual framework and standardise the terms on which such services are supplied
3. Rationalise the supplier base, reducing the management and administrative overhead associated with carrying the multiplicity of contracts that have been used hitherto
4. Give ready visibility over all services pricing and ensure that pricing is consistent and fair
5. Enable the full range of in-scope third-party services to be account-managed through a single framework through one supplier and one set of business arrangements, permitting a strategic and coherent approach
6. Provide access to a wider range of skill sets and capabilities and reduce the dependence on sub-contractors
7. Through the provision of management or specialist expertise drive performance improvement of in-house services and sustain the higher performance levels through performance agreements

Focus and Scope

The PSP will focus on those opportunities where business and performance improvement are to be realised through an investment in the Council's asset base and core capabilities, not simply through 'soft' services. In other words, there is an expectancy that a significant and growing proportion of the PSP's work is to be linked to the deployment of efficiencies and the utilisation of prudent financial arrangements to achieve investment in more efficient and productive assets, workplaces, ICT infrastructure and systems, collaborations that exploit synergies or scale economies and business systems and processes. Equally, the PSP is not intended to be deployed only on an internal improvement agenda: it is intended to utilise the partnership to enhance and accelerate improvements in customer services and on the growth agenda.

Not in Scope

The PSP is not intended to be or to become a business process outsourcing arrangement. Its focus will be on value-add activities requiring skills or other capabilities that the Council cannot affordably retain in-house at appropriate levels or quality. If a group of routine ('transactional') activities are considered to be able to be procured more economically at matching or better quality than can be provided by in-house teams, typically because of scale economies in process, then the PSP would be the vehicle to bring that arrangement about, but the arrangement would not sit within the PSP.

Activities of the PSP

1. Project and programme management of transformation and other improvement activities, utilising the Council's programme and project management disciplines and systems
2. The provision of senior management in interim positions to direct transformation and other improvement activities
3. Management consultancy services across the range of transformation and other improvement activities
4. Procurement of third party services not undertaken directly by the PSP
5. Supply chain optimisation and management of the supplier base working on transformation and other improvement activities

5. KEY ISSUES

The panel must consider the key issues in terms of the risks highlighted above.

6. IMPLICATIONS

The PSP is crucial to the delivery of the objectives of the Medium Term Financial Strategy.

7. CONSULTATION

The appointment of the PSP partner (Amtec Consulting Group) was sought through an Executive Decision via a Key Cabinet Member Decision Notice. The decision was made on 1 August 2008.

8. EXPECTED OUTCOMES

That the panel acknowledge that there is clarification of what the Professional Services Partnership means and its benefits to the Council.

9. NEXT STEPS

The PSP is subject to a quarterly review between the Executive Director for Strategic Resources, client Commissioning Manager and the Lead Consultant Partner.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

Executive Decision for the 'Professional Services Partnership', 1 August 2008

11. APPENDICES

N/A

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BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 7
8 JANUARY 2009	Public Report

Report of the Executive Director – Strategic Resources

Report Author – Adam Jacobs, Procurement Project Director

Contact Details - 01733 452408 or email adam.jacobs@peterborough.gov.uk

PROCUREMENT PROJECT

1. PURPOSE

- 1.1 The purpose of this report is to update the Committee on the progress of the Procurement Project as a key part of the Business Transformation Programme.

2. RECOMMENDATIONS

- 2.1 That the Panel note the report and a further report detailing the Council's spend with local business and suppliers will be brought to the Panel early in 2009.

3. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

- 3.1 This report is linked to the Council's priority of being accessible, effective and efficient.

4. BACKGROUND

4.1 Procurement Principles

The procurement project is based on the following principles and considerations:

- Good procurement means getting value for money – that is, buying a product that is fit for purpose, taking account of the whole-life cost.
- A good procurement process should be delivered efficiently, to limit the time and expense for the parties involved.
- Successful procurement is good for the public, good for the taxpayer, and good for businesses supplying the Council

Procurement design principles:

- Savings focused
- Accurate specifications
- Maximising the use of corporate contracts
- Demand management to drive purchasing through corporate contracts and reduce overall category spend
- Proactive not reactive procurement
- Building in compliance and monitoring processes
- Output focused - giving suppliers, who know more about their business than potential buyers, more scope to provide innovative solutions rather than deciding what the precise solution should be at the outset
- Minimising the cost of the tender process
- Considering the benefits of shared services
- Making a positive environmental contribution (see below)
- Adhering to contract regulations and financial rules
- Collaborative procurement (see below)

5. KEY ISSUES

5.1 Making a Positive Environmental Contribution

Within the procurement project the opportunity to make a positive environmental contribution is always considered and specified within the contract scope. Areas such as measuring the carbon footprint of a contract, energy savings and materials reduction are included in the specification and suppliers are expected to report on these on a regular basis to ensure that savings delivery and carbon footprint reduction go hand in hand.

A recent example of this is the latest savings report from the Multi Function Device contract with Danwood which shows environmental and materials reductions of:

- Floor space - 5,760 sq ft reclaimed – equates to £92,160 @ £16 per sq ft
- Carbon Saving - 64.26 tonnes CO2 over three years
- Power Saving - 154,221 kWh over 3 years
- Energy costs saving - £14,898 over 3 years

5.2 Collaborative Procurement

The procurement project has embedded consideration of collaborative procurement into its practices. Some of the benefits collaborative procurement are:

- Increased buying power / leverage
- Shared costs of procurement exercises
- The ability to join existing frameworks wherever possible
- Demonstrable economic business case
- Decrease our costs and increase our leverage through regional collaboration if we are going out to tender

5.3 Demand Management

Demand Management is an integral part of the procurement project. It is the process by which demand in designated purchasing categories is rigorously monitored and managed to ensure that business needs are being appropriately met with a focus on reducing spend and maximising the use of resources.

The principle aims of demand management are:

- To eliminate, reduce and / or replace resources through rigorous monitoring of the use of corporate contracts,
- To introduce and lead on a process of change,
- To identify and analyse areas of “off contract spend”
- To introduce and implement a series of policies and procedures to ensure compliance.

The council is committed to reducing spend and eliminating all unnecessary costs. However, the success of this project depends on:

- Senior management buy in and support
- Programme visibility
- Rigorous data analysis
- Ability to monitor outcomes
- Commitment to resolving issues rather than learning to live with them.

5.4 Programme Processes

- The demand management programme works across all directorates within Peterborough City Council.
- The demand management objectives are to reduce to an absolute minimum

unregulated spend and to achieve cashable savings for the council. Savings targets are based on the results of extensive data analysis and on the business needs of the council as a whole. The intention is not to reduce the levels of service that the council provides, but to employ a more business like approach to how goods and services are ordered and paid for.

- Non-compliance with corporate contracts and retrospective purchase orders will be monitored and actioned, wherever necessary. It has been agreed that continued non-compliance and/or retrospective ordering will lead to disciplinary proceedings, utilising the council's existing policy.
- Policies and procedures will, wherever necessary, be written, reviewed and/or amended and then implemented and monitored.
- Performance on all designated categories is monitored to identify possible areas of concern and to provide regular reports to Heads of Business Support.
- Mispostings are being investigated as these have a negative affect on the accuracy and reliance that can be placed on financial reporting. The results are provided to Heads of Business Support for further action.
- Purchases are still being made outside corporate contracts. The corporate contracts that have been arranged often depend on a certain volume of business to ensure the council receives the discounts and/or rebates the contract provides for. Continued purchases outside the contract will jeopardise those financial benefits to the council. It has been agreed that continued non-compliance with corporate contracts will lead to disciplinary proceedings, utilising the council's existing policy.
- Although published guidelines for corporate contracts are available, their use has not been monitored effectively in the past. However this is now a key feature of the demand management programme and is monitored and reported to Heads of Business Support.

5.5 Categories in the Current Demand Management Programme

Room Hire & Catering:

This element of the programme will reduce spending on external room hire and direct hirers to suitable internal, or council owned/operated premises, wherever possible. Where an external venue is required the aim is to retain any costs within Peterborough by using voluntary sector premises or local independent commercial venues. National chains will only be used as a last resort. Policies for both room hire and catering were introduced on 1 December 2008.

Specialist buyers have been put in place to enable a sustainable level of challenge and compliance with the recently introduced policy. External suppliers have provided discounted rates in return for being placed on an "Approved Supplier" list and are aware that orders may only be placed by the specialist buyer.

Wherever possible the council's own catering service will be used if a venue does not provide its own catering offer. It may be that the council's catering service will need to outsource some catering requests for reasons of capacity or special requests. To enable this a small number of outside catering firms have been approved as suppliers, however City Catering will manage any outsourcing to ensure that their own capacity is being utilised wherever possible.

Training & Conferences:

The intention is not to reduce the level of essential training that the council provides, but to reduce the number of delegates attending the same conference or training event, and to negotiate preferential rates with the organisers. All requirements to maintain Continued Professional Development will continue to be supported. Policy on this will be dovetailed into the proposed Learning and Development strategy when this is approved and introduced.

Temporary Agency Staff:

The spending in this area was unsustainable. A policy on the engagement of temporary staff was implemented on 1 November 2008, supported by a specialist buyer authorised to challenge requests and to ensure policy compliance.

Communication of this new policy commenced in the autumn and a thorough analysis of temporary staff already engaged by the council was undertaken, with hiring managers being asked to justify why they were in post. Reductions in spend from September onwards are as follows:

- September £547,018
- October £481,959
- November £180,224

The support of managers and Heads of Business Support has been a key element in the savings being achieved, coupled with rigorous data analysis and challenge from the specialist buyer.

Travel & Accommodation:

Carlson Wagonlit is working with the council to provide a more efficient booking system, and have highlighting areas where travel and accommodation costs can be saved. The SBT (Self Booking Tool) was introduced in July which has already produced some savings. Further communications to staff will be issued in mid-January giving hints and tips on how to achieve the best value for travel and accommodation.

Translation & Interpretation:

There will be less reliance placed on face to face as opposed to telephonic translations, wherever possible. In addition the council is reviewing the current corporate contract with a view to achieving additional savings.

This has been an area where the current contracts with CINTRA and Language Line have been regularly bypassed. Rigorous monitoring through the demand management will identify any requests outside contract and appropriate action will be taken to ensure future compliance.

Legal Services:

The Legal Service is the subject of an internal review. The intention is to place more reliance upon the expertise and capacity within that department rather than outsourcing to external private firms. In addition, a corporate contract arranged with East Midlands Law Share, and the separate Chambers contract for counsel, will significantly reduce the costs of outsourcing on those occasions where there is no alternative.

Furniture:

From 1 January to 31 March 2009 no furniture purchases will be allowed. Essential items, such as specialist chairs, will be able to be ordered with authorisation from Strategic Property. Specialist buyers have been appointed, who will be authorised to challenge all requests.

A longer term solution through a supplier framework will be put in place from 1 April 2009, to include a catalogue of approved furniture and equipment. This will enable flexible use of a common range of furniture in the future, thereby reducing the need to purchase new furniture for new/refurbished offices or departmental merges or transfers.

Furniture which is currently surplus to requirements will be utilised wherever possible to ensure serviceable items are used, rather than being stored where they are at risk of deterioration/damage.

To achieve the demand management targets, and ensure the smooth running of the programme, rigorous use of Oracle and DBI reporting is employed, to monitor performance and ensure compliance. In addition, there are:

- Regular meetings with Heads of Business Support to update on their directorate's progress and to provide support to achieve targets.
- Challenge to staff on "off contract" purchases with the support of the Heads of Business Support.
- Review and/or amendment to relevant policies to reduce non-compliance
- Creation of policies and procedures where appropriate – developed and implemented in conjunction with managers.
- Consequences in the event of non-compliance in accordance with the council's existing disciplinary policies.

5.6 Demand Management Savings

The following savings targets have already been removed from budgets. The demand management programme is now working with directorates to enable them to embed the new processes into their normal working practices.

By Directorate	
Assistant Chief Executives:	£283,718
Children's Services	£500,000
City Services	£ 79,187
Environment & Community	£418,895
Strategic Resources	£300,000
	£1,581,800

5.7 Supplier Relationship Management

It has been agreed to introduce a programme of supplier relationship management through a contract arrangement with Supplierforce. The introduction of robust supplier relationship management will address the following:

- Lack of an accurate, central view of supplier data & performance
- Ensuring supplier compliance with standards
- Manual, costly procurement administration and processes
- Inefficient tracking of contract status & renewals
- Securing maximum operational value from the supplier base
- Lack of executive visibility of supplier performance & activity

Working with Supplierforce will provide enhanced management information, executive summaries, trend analysis, a performance management dashboard and the ability to create and maintain a robust contract register and a purchasing activity schedule.

The facility to undertake detailed market segmentation will provide the council with a level of detail on its supplier portfolio that has not been possible before. Comprehensive analysis of this data will provide information and evidence to inform future procurement.

Detailed analysis of the council's contracts and spending with local suppliers and business will be made available on a regular basis, and will provide an accurate and "real-time" picture of the council's interaction with these organisations.

A further report detailing the Council's spend with local business and suppliers will be brought to the Panel early in 2009 when the Supplierforce system is fully implemented.

6. **EXPECTED OUTCOMES**

- 6.1 That the Panel notes the report.

7. NEXT STEPS

- 7.1 A further report detailing the Council's spend with local business and suppliers will be brought to the Panel early in 2009 when the Supplierforce system is fully implemented.

8. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

9. APPENDICES

None

BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 8
8 JANUARY 2009	Public Report

Report of the Executive Director – Strategic Resources

Report Author – Louise Tyers, Performance Scrutiny Manager

Contact Details – 01733 45228 or email louise.tyers@peterborough.gov.uk

EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 The purpose of this report is to notify the Panel of the Executive Decisions which have been taken and which relate to the Panel's remit.

2. RECOMMENDATIONS

- 2.1 That the Panel identifies any decisions they may wish to examine in more detail.

3. LINKS TO CORPORATE PLAN, SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

- 3.1 Links to the Corporate Plan, Sustainable Community Strategy and Local Area Agreement are contained within the individual decisions notices.

4. BACKGROUND

4.1 The Green Backyard Update

Authorised the varying of the terms of the decision dated 24 September 2008 by exceeding the term of the lease to five years, with an optional break after two years with three months notice.

Reason

The variation will allow the tenants to apply for a wider range of external funding to support the project.

4.2 Corn Exchange, Peterborough

Authorised the Head of Strategic Property (as Corporate Property Officer), in consultation with the Solicitor to the Council to conclude negotiations for the Council to obtain vacant possession of the building prior to demolition and re-provision of the Streets, Square and Spaces Strategy for Cathedral Square Improvements (formerly known as the Public Realm Strategy).

Reason

The Council acquired the Corn Exchange building in July 2007 under a Deed of Grant from English Partnerships with conditions which obligate the Council to demolish the building and re-provide the public realm as part of the Streets, Square and Spaces Strategy for Cathedral Square Improvements (formerly known as the Public Realm Strategy). This development has to be completed by July 2010. In order to achieve this, vacant possession of the building is required, at the latest, by April 2009 to enable the demolition of the building and the re-provision of the Public Realm under the Streets, Squares and Spaces strategy.

4.3 Schools Broadband Contract

Awarded the Schools Broadband Contract to Udata Infrastructure UK Limited for a term of seven years commencing on 1 April 2009 and ending on 31 March 2016 for the provision of a managed service broadband network to Peterborough City Council schools.

Reasons

Following a number of clarification sessions and revised proposals, Udata Infrastructure UK Limited was identified as the preferred supplier, as it demonstrated that it was most responsive to requests and provided the most clarity in its responses to questions. Udata Infrastructure UK Limited not only performed better when presenting its proposal, its proposal was also deemed to present a lesser risk in terms of hidden costs, such as BT open reach excess charges, and it had very strong recommendations from existing schools clients relating to its flexibility, quality of service provision and its working relationship with schools. Udata Infrastructure UK Limited also compared favourably to the other shortlisted supplier in terms of costs.

To summarise Udata Infrastructure UK Limited was selected because it:

- a) Offered best value for money
- b) Showed and demonstrated significant experience with schools
- c) Offered greater clarity around costs
- d) Excellent recommendations from its existing suppliers

4.4 Preventative and Family Support Services Contracts

Awarded preventative and family support service contracts to:

- i) Family Action (previously Family Welfare Association):
 - Services for Family Group Conferencing at "edge of care"
 - After school club for children with disabilities
- ii) Family Mediation Services:
 - Services providing family mediation for poorer families
 - Counselling for children and young people who are experiencing difficulties related to parental separation, divorce or domestic violence
- iii) Drinksense:
 - Services offering confidential advice, information, counselling and support for children of parents misusing alcohol
- iv) YMCA Cambridgeshire & Peterborough:
 - Services helping children aged 7-13 identified as needing additional support through key transitions in their lives.
- v) Peterborough City Council Sports Development Team:
 - Disability sports project focusing on working with children and young People with disabilities and their families
- vi) Peterborough Women's Aid:
 - Support services for vulnerable children and young people living in the refuge with their mothers who are victims of domestic abuse.
- vii) Bridgegate Drugs Advice Service Ltd:
 - Services offering confidential advice, information, counselling and support to children of parents misusing drugs

for the sums set out in the exempt annex of the decision notice.

Reasons

The need to re-commission preventative and family support services was prompted by the ending of the ring-fenced 'Children's Fund' (the money now comes into the Council through the area based grant). A number of programmes have been supported through Children's Fund and other council contracts with voluntary sector organisations that have not been 'tested' against current priorities and the 'market' in recent years. The decision was taken to undertake a tendering exercise against a specification based on outcomes.

Some proposed programmes are currently supported through the 'Parenting Fund' (a budget external to the council) and it will not be clear until February 2009 whether these services will continue to receive funding through this route. The decisions to award contracts have been built assuming this funding is discontinued. If Peterborough is successful in receiving these funds, the Parenting Fund will support the overall cost in the tender. Therefore the requirement for funding from core Children's Services budgets will be less and will realise significant additional savings.

4.5 Streets, Squares and Spaces Strategy Phase One Cathedral Square Works

Awarded the following contract to the respective contractor who is part of the Midlands Work Framework 3 (MWF3) contract, for the sum set out in the exempt annex of the decision notice:

- 1) Streets, Squares and Spaces Strategy (formerly known as the Public Realm Strategy) Phase One; Cathedral Square, to Geoffrey Osborne Ltd.

Reasons

Following the decision taken on the 28 July 2008, approving the MWF3 contract, there was an understanding that further Cabinet Member Decisions would be sought to award any Growth Area Funding (GAF) round 3 contract to a contractor listed under the framework. The Council is now seeking to award a contract that was approved as part of the GAF Round 3 (2008-2011) decision taken on the 30th July 2008.

The procurement route of the MWF3 was deemed most suitable for this project, following evaluation of the MWF3 and other procurement routes. Utilising the MWF3 for this project will mean that the Council will realise the following benefits:

- Reduced Procurement Costs by using a framework agreement;
- Improved cost certainty through utilising a "target cost" style of contract;
- Reduced construction cost by using early contractor input (ECI) at the design stage to manage and mitigate more effectively any potential build issues with the design.

4.6 Extension of Heltwate School to Provide Four Additional Classrooms and Associated Facilities

Awarded the contract for the extension of Heltwate School to provide four additional classrooms and associated facilities to M.A.R.S (Construction) Limited for the sum outlined in the exempt annex to the decision notice.

Reasons

It has been recognised that demand for places at Heltwate School exceeds current capacity. Funding has been identified to provide increased long term capacity in the school. Funding will be provided at the level of £230,000.00 in the current financial year and £770,000.00 in 2009/10 financial year.

4.7 Phase 2 Secondary School Review (South of the City) Project - Proposed Bushfield Academy

1. Authorised the Executive Directors - Children's Services and Strategic Resources to sign the Expression of Interest if approved by the DCSF, for submission to Ministers
2. Authorised the Executive Director - Children's Services in consultation with the Cabinet Member for Children's Services to carry out all the statutory procedures to close Bushfield School and open an Academy
3. Authorised the Executive Director – Strategic Resources, in consultation with the Executive Director – Children's Services, and the Cabinet Members for Children's Services and Efficiency and Business Improvement, to appoint a Project Management Company to manage the feasibility and implementation phase of the project, including, but not limited to, working with the DCSF and Ormiston Trust as the sponsor
4. Authorised the Executive Director – Children's Services, in consultation with the Cabinet Member for Children's Services, to appoint the Academy Principal working with the DCSF and Ormiston Education Trust as the sponsor
5. Authorised the Executive Director – Strategic Resources to appoint any professional advisers required, including, but not limited to, legal, financial and technical advisers.
6. Authorised the Head of Strategic Property in consultation with the Solicitor to the Council, and in consultation with the Executive Director Children's Services and the Cabinet Member for Children's Services to agree terms and enter into a short term lease for the Academy Trust to occupy the existing Bushfield School buildings.

It should be noted that there will be the need for a further CMDN in respect of the potential for the newly established Academy to move into a new school on a separate site. It is expected that substantial funding will be made available by Partnerships for Schools. Officers are presently in

detailed discussions with Partnerships for Schools in relation to this.

Reasons

The decision to apply to convert Bushfield School to an Academy has been taken after consultation with the governors of the school. The Chair of Governors and Principal wrote to the Director of Children Services on 10 September 2008 advising that following an Extraordinary Governors meeting on 9 September 2008, they overwhelmingly wished to move forward to achieving Academy status with effect from 1 September 2009, working with Ormiston Education Trust as sponsor. A critical factor in taking this decision was that the school was categorised in June 2008 as a "National Challenge" school by the DCSF which meant that it had failed to meet the 5 A*-C GCSE floor target of 30% including English and Maths. The school's GCSE results (un-validated) in August 2008 reinforced its categorisation as a National Challenge School with 13% 5 A*-C GCSE including English and Maths. The school is therefore eligible to become an Academy. If this route is not taken, the DCSF may directly intervene to establish the school as an Academy.

In order to achieve the objective of opening the proposed Bushfield Academy in its existing building with effect from 1st September 2009, delegations need to be put in place to support a smooth and effective process through the prescribed DCSF phases of Expression of Interest, Feasibility and Implementation.

4.8 Sale of Land and Building Known as 12 Dogsthorpe Road, Peterborough

Authorised the Chief Executive (in consultation with the Head of Strategic Property (as Corporate Property Officer,) Executive Director - Strategic Resources and Cabinet Member for Efficiency and Business Improvement (who will liaise with the Leader of the Council) to market, negotiate and conclude the sale of this surplus Council asset based on best consideration principles.

Reasons

The Council is seeking to deliver Capital Receipts from the sale of Council assets which are surplus to requirements in order to support the Council's Medium Term Financial Strategy (MTFS.) The proposed sale provides an opportunity to achieve a capital receipt.

The site - approx. 0.13ha.(0.32 acres) comprises of a pair of large semi detached houses, until recently used by Children's Services, with a linear shaped former orchard to the rear (now fenced off) and was declared surplus by Children's Services in April 2008. The premises are vacant and now at risk from antisocial behaviour. The former orchard land is already attracting antisocial behaviour and fly-tipping, with maintenance implications for the City Council.

A disposal will relieve the City Council of further financial and management responsibility whilst achieving a capital receipt for reinvestment in public services through the Council's Capital Programme

4.9 Schedule of Rates for Capital Civil Engineering Works 2008/10

Authorised:

- (a) entering into a number of call-off contracts, for a period of two years (November 2008 to September 2010), with the contractors listed;

Acrabuild (Anglia) Ltd
J. Breheny Contractors Ltd
A. Coupland (Surfacing) Ltd
C.G. Godfrey Ltd
Ringway Infrastructure Services Ltd
Wrekin Construction Company Limited

A call-off contract in this context is an arrangement with more than one contractor for a defined range of works covering terms and conditions (including price) that users can "call-off" via work orders to meet project requirements.

- (b) delegating the award of individual works orders under the call-off contracts, up to the value of £150,000 per order, to the Executive Director of Operations.
- (c) delegating the authority to the Executive Director of Operations to accept, after the first twelve months of the contract period, revisions to the submitted rates in accordance with the specified mechanism within the call-off contracts.

Reasons

The purpose of these contracts is to ensure an efficient means of procuring a variety of works necessary to deliver the Integrated Transport element of the Local Transport Plan at cost effective rates. The works covered predominantly relate to new construction on the public highway such as junction improvements, pedestrian crossings, bus stop upgrades and traffic calming schemes.

4.10 Riverside Community Sports Pavilion

Awarded the contract to construct the new Riverside Community Sports Pavilion to Kier Eastern for sum outlined in the exempt annex of the decision notice.

Reasons

Riverside is a development of 900 new homes on the old British Sugar site off Oundle Road, Woodston. Whilst the majority of construction phases are complete, some development is still to take place on the site. The existing Section 106 agreement between the Council and British Sugar (the land owner) was negotiated in 1999 and required that the developer provide a youth room, sports facilities and associated exterior lighting installations in respect of two senior football pitches, an all-weather floodlit multi-use games area and a building to provide youth, community and changing facilities. Since the time of negotiating the original Section 106 agreement, the needs of the community has changed and following consultation discussions with Children's Services and a review of the future community requirements for the development, the construction of a multi-purpose community and sports facility was proposed.

Barratt homes indicated that it was willing to provide a cash sum (received March 2008) to the Council for the equivalent of the original amount set out in the Section 106 agreement to build a Pavilion. As there are currently over 1000 families in this area, it would be beneficial to build a multi-use centre providing sports, community and early year's facilities.

5. IMPLICATIONS

- 5.1 Any specific implications are contained within the individual decision notices.

6. EXPECTED OUTCOMES

- 6.1 That the Panel consider the Executive Decisions which are relevant to the remit of the Panel and which have been made since the last meeting and if felt appropriate, to identify any decisions they may wish to examine in more detail.

7. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

Executive Decision notices published from 17 November 2008

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BUSINESS EFFICIENCY SCRUTINY PANEL	Agenda Item No. 9
8 JANUARY 2009	Public Report

Report of the Executive Director – Strategic Resources

Report Author – Louise Tyers, Performance Scrutiny Manager

Contact Details – 01733 452284 or email louise.tyers@peterborough.gov.uk

FORWARD PLAN – JANUARY TO APRIL 2009

1. PURPOSE

- 1.1 This is a regular report to the Business Efficiency Scrutiny Panel, outlining the content of the Council's Forward Plan.

2. RECOMMENDATIONS

- 2.1 That the Panel identifies any areas for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The Panel may wish to include some of the items highlighted on the Plan onto their future work programme or to request additional information from the Executive before a decision is made. Any comments about the format of the Plan would also be welcomed.
- 3.3 In accordance with the Council's Executive procedure rules, the Cabinet or Cabinet Member will not make any key decision until at least five clear days after the receipt of the report relating to that decision. The Group representatives of the Scrutiny Committee are sent a copy of these reports at the same time as the Cabinet Member and any comments can be passed onto the Member before a decision is made.

4. EXPECTED OUTCOMES

- 4.1 That the Panel notes the latest version of the Forward Plan, agrees any areas for inclusion within the Panel's work programme and submits any observations concerning the Plan to the Executive.

5. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

6. APPENDICES

Appendix 1 – Forward Plan

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN

1 JANUARY 2009 TO 30 APRIL 2009

APPENDIX 1



FORWARD PLAN OF KEY DECISIONS – 1 JANUARY 2009 TO 30 APRIL 2009

During the period from 1 January 2009 to 30 April 2009 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Lindsay Tomlinson, Governance Support Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to lindsay.tomlinson@peterborough.gov.uk or by telephone on 01733 452238.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: www.peterborough.gov.uk. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

NEW ITEMS THIS MONTH:

- Midland Highway Alliance – Junction 8 Parkway Signalisation Project
- Shared Services

JANUARY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Tourist Information Service To determine delivery mechanisms for tourist information services	January 2009	Cabinet Member for Community Services, Councillor Lee	Consultation will take place with relevant stakeholders as appropriate, including staff, trades unions and the Community Development Scrutiny Panel	Linda Wills Tourism Services Manager Tel: 01733 863835 linda.wills@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made
Riverside Community Sports Pavilion To appoint a contractor to build the Riverside Community Sports Pavilion.	January 2009	Cabinet Member for Efficiency and Business Improvement, Councillor Scott	Riverside Residents' Association, ward councillors and potential user groups.	Paul Stevenette Programme Consultant Tel. 01733 452475 paul.stevenette@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made
Vendor Neutral Solution for Provision of Agency Staff To agree a process for engaging with a managed service provider for agency staff	January 2009	Cabinet Member for Efficiency and Business Improvement, Councillor Scott	Consultation will take place with internal stakeholders and relevant departments.	Chris Berry Business Transformation Consultant Tel: 07976 619906 christopher.berry@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made
Nene Bridge Refurbishment To award contract for refurbishment	January 2009	Cabinet Member for Efficiency and Business Improvement, Councillor Scott	All utility companies, Network Rail, Environment Agency, internal stakeholders, emergency services and transport groups.	Richard Cranwell Environmental Engineering Team Manager Environment and Community Services Tel. 01733 453504 richard.cranwell@peterborough.gov.uk	Public report will be available from the Governance Support Officer one week before the decision is made

<p>Future of Peterborough Professional Development Centre (PPDC) To consider options for the future utilisation of the site by the council</p>	<p>January 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Consultation with take place with relevant stakeholders including Ward Councillors</p>	<p>Richard Hodgson Head of Strategic Projects Tel. 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Midland Highway Alliance - Junction 8 Parkway Signalisation Project To appoint a contractor for the project</p>	<p>January 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Internal stakeholders as appropriate</p>	<p>Chris Berry Business Transformation team Tel. 07976 619906 christopher.berry@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p>Shared Services Memorandum of Agreement to deliver revenues and benefits with Luton Borough Council</p>	<p>January 2009</p>	<p>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</p>	<p>Internal stakeholders as appropriate</p>	<p>John Harrison Executive Director – Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

FEBRUARY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Refreshed Local Area Agreement (LAA) To sign off the refreshed LAA prior to its submission to the Government Office</p>	February 2009	<p>Leader of the Council and Cabinet Member for Finance and Human Resources, Councillor Peach</p>	Relevant stakeholders and fora including Scrutiny Committee	<p>Richard Astle Director, Greater Peterborough Partnership Tel: 01733 865042 richard@gpp-peterborough.org.uk</p>	Public report will be available from the Governance Support Officer one week before the decision is made
<p>Section 4/4 Input to Regional Spatial Strategy (RSS) Review To give advice to East of England Regional Assembly on proposed review of the Regional Spatial Strategy to 2031</p>	February 2009	<p>Cabinet Member for Strategic and Regional Partnerships, Councillor Collins and Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy</p>	External and key stakeholders including neighbouring local authorities, land agents and chamber of commerce	<p>Rob Brown Area Strategic Planning Manager Tel: 01733 863795 robert.brown@peterborough.gov.uk</p>	Public report will be available from the Governance Support Officer one week before the decision is made

MARCH - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
There are currently no key decisions scheduled for March.					

APRIL - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
There are currently no key decisions scheduled for April.					

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BUSINESS EFFICIENCY SCRUTINY PANEL

AGENDA PLAN 2008 - 2009

Date of Meeting	Item (including what the Panel is requested to do)	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
<p>12 February 2009 (Papers despatched – 4 Feb 2009)</p>	<p>Future of the Business Transformation Programme To consider the future of the business transformation programme over the next five years, particularly in the context of reduced government funding and the current economic climate. Contact Officer: Paul Tonks</p>	<p>Panel (5 June 2008)</p>	<p>Member Development</p>	<p>To review any issue that the Panel considers appropriate</p>	<p>Gaining an understanding of the procurement process</p>
	<p>Managed Reprographics Service To consider and comment on the progress of the managed reprographics service contract. Contact Officer: Caroline Parsons</p>	<p>Scrutiny Committee (14 April 2008)</p>	<p>Review</p>	<p>To review any issue that the Committee considers appropriate</p>	<p>Comments to officer</p>
<p>9 April 2009 (Papers despatched – 1 April 2009)</p>	<p>Your Peterborough Magazine To further consider the effectiveness and efficiency of the magazine as a method of communication. Contact Officer: Caroline Parsons</p>	<p>Scrutiny Panel (20 November 2008)</p>	<p>Review</p>	<p>To review any issue that the Panel considers appropriate</p>	<p>Comments to officers</p>

TO BE SCHEDULED

Item (including what the Panel is requested to do)	Item referred by	Type of Scrutiny Activity	Relevant Terms of Reference	Expected Outcome
<p>Community Centre Leases</p> <p>To examine the process around the issuing of community centre leases.</p> <p>Contact Officer: Andrew Edwards</p>	<p>Panel (10 April 2008)</p>	<p>General scrutiny</p>	<p>To review any issue that the Panel considers appropriate</p>	<p>Comments to officers</p>