

## **BUSINESS EFFICIENCY SCRUTINY PANEL**

**THURSDAY 9 APRIL 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 8 January 2009**

**1 - 8**

**4. Exclusion of Press and Public**

In accordance with standing orders Members are asked to determine whether the annex relating to item 7 below, which contains exempt information relating to Paragraph 3 of Schedule 12A of part 1 of the Local Government Act 1972 should be exempt, or whether the public interest in disclosing the information outweighs the public interest in maintaining the exemption.

**5. Feedback and Update Report**

**9 - 12**

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

**6. Staff Sickness**

**13 - 24**

To receive a further report on the levels of staff sickness and what the Council is doing to improve performance.

**7. Disposal of Assets**

**25 - 32**

To receive a report on the assets which have been disposed of during the last three months, including what has been sold or auctioned, what their value was and did they meet their value.

**8. Executive Decisions**

**33 - 36**

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

**9. Forward Plan of Key Decisions**

**37 - 48**

To consider the latest version of the Forward Plan.



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 Over, Saltmarsh and Sandford

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



**MINUTES OF A MEETING OF THE  
BUSINESS EFFICIENCY SCRUTINY PANEL  
HELD AT THE TOWN HALL, PETERBOROUGH ON 8 JANUARY 2009**

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

**Officers in attendance:** John Harrison, Executive Director, Strategic Resources  
John Blair, Head of Strategic Finance and Performance Improvement  
Andrew Edwards, Head of Strategic Property  
Andrew Cox, Procurement Consultant  
Sue Bennett, Financial Planning and Business Manager  
Louise Tyers, Performance Scrutiny Manager  
Carrie Denness, Principal Solicitor  
Gemma George, Governance Support Officer

**Also in attendance:** Councillor Peach  
Councillor Sandford

**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 20 November 2008**

The minutes of the meeting held on 20 November 2008 were approved as a correct record.

**4. Feedback and Update Report**

The Panel received the report and were provided with feedback and updates on the following issue:

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

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

- Members questioned whether the figures for sickness could be broken down further into staff groupings i.e. administrative workers and outside workers. Members requested a further report to be provided at the next meeting of the Business Efficiency Scrutiny Panel and asked if a trade union representative could also attend to give their views.

**ACTION AGREED:**

The Panel noted the report.

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

The Panel received a report which outlined the proposed Budget for 2009/10 and Medium Term Financial Strategy to 2011/12 on which Scrutiny and Scrutiny Panels had been invited to make comment. The purpose of the report was to review aspects of proposals relevant to the

functions and remit of the Panel, with any observations highlighted to be included in a report back to Cabinet.

The main areas of focus for the Panel were:

- The Executive Summary which outlined the issues facing the Council and proposed actions;
- Details of those projects forming phase 3 of the Business Transformation Programme;
- The capacity bids which had been submitted for the following three years, including those which related to the impacts of the credit crunch and actions taken to mitigate these, as well as the costs of financing the proposed Capital Programme.

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

- Members queried the substantial increase in room hire rates at the museum. Members were advised that unfortunately this query was not in the remit of the Business Efficiency Scrutiny Panel, and as there was no representative from Leisure present at the meeting, it would not be appropriate to answer the query at that time.
- Concern was expressed with regards to the substantial increases in charges against inflation, and would this not lead to a large influx of queries from members of the public. Members were assured that these increases had been agreed by officer delegation and had not been challenged. Also, where there was no need for a concession, rates should be charged accordingly. Members were reminded that the overall costs the Council had to bear were over and above the rate of inflation. It was agreed that with regards to the previous query on the increase in rates at the museum, Members would be provided with details of the proposed increases in monetary value for room hire at the museum and also the charges for paranormal events.
- Members sought clarification on the cost/value of a 1% increase/decrease in Council tax. Members were advised that as set out in the Budget papers, a 1% increase/decrease would equate to £54,000. This figure had been approved at the Cabinet meeting held in December 2008.

#### **ACTION AGREED:**

The Panel noted and commented on the draft Budget 2009/10 and Medium Term Financial Plan to 2011/12.

## **6. Professional Services Partnership**

The Panel received a report which had been requested at a previous meeting of the Business Efficiency Scrutiny Panel to clarify the purpose, scope and benefits of the Partnership.

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

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

The activities of the PSP were highlighted to the Panel and included:

- Project and programme management of transformation and other improvement activities, which utilised the Council's programme and project management disciplines and systems;
- The provision of senior management in interim positions which directed transformation and other improvement activities;
- Management consultancy services across the range of transformation and other improvement activities;
- Procurement of third party services which were not undertaken directly by the PSP;
- Supply chain optimisation and management of the supplier base working on transformation and other improvement activities.

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

- Members sought clarification on the term "single services agreement". Members were informed that the term meant "a contract".
- Members requested further explanation into the activities of the PSP. Members were informed that for example there were many adhoc contracts throughout the Council which could in time lead to problems within the Business Transformation Programme, and introduce risks. The new activities would allow for more structure, with individual work being signed off by Officers and then by Directors and Heads of Service, therefore introducing a double approval process for projects happening within the contract, which would be a benefit to the Council.
- A query was raised regarding the meaning of "efficiency". Members were informed that contracts would initially have no assumed value, therefore a nil contract. Required resources would then be identified and a business case put forward for sign off.
- Members questioned who the appointed PSP partners, Amtec Consulting Group, were. Members were informed that Amtec was an extremely well known consulting house with a very good reputation.

#### **ACTION AGREED:**

The Panel noted and commented on the report.

### **7. Procurement Project**

The Panel received a report which outlined the progress of the Procurement Project as a key part of the Business Transformation Programme.

The key issues of the Procurement Project were based on the following considerations and principles:

- Good procurement which meant getting value for money. Therefore, buying a product that was fit for purpose, taking into account the whole-life cost;
- A good procurement process would be delivered efficiently, to limit the time and expense for the parties involved;
- Successful procurement was good for the public, good for the taxpayer, and good for businesses that supplied the Council.
- Procurement design principles, including:
  - Savings focused;
  - Accurate specifications;
  - Maximising the use of corporate contracts;
  - Demand management, driving purchasing through corporate contracts and reducing overall category spend;
  - Proactive not reactive procurement;
  - Building in compliance and monitoring processes;
  - Output focussed, which gave suppliers, who knew more about their businesses than potential buyers, more scope to provide innovative solutions rather than deciding what the precise solution should have been at the onset;
  - Minimising the cost of the tender process;

- Consideration to the benefit of shared services;
- Making a positive environmental contribution;
- Adhering to contract regulations and financial rules;
- Collaborative procurement.

The key issues within the project were highlighted to the Panel, including:

- Making a positive environmental contribution
- Collaborative procurement
- Programme processes
- Categories in the current demand management programme, including:
  - Room hire and catering
  - Training and conferences
  - Temporary agency staff
  - Travel and accommodation
  - Translation and interpretation
  - Legal services
  - Furniture
- Demand management savings
- Supplier relationship management

The Panel was further informed of categories in the current demand management programme, and in particular, the areas relating to temporary agency staff, translation and interpretation and furniture.

The Panel was advised that under the heading “temporary agency staff”, the wording should have read “spend from September onwards” and not “reductions in spend from September onwards”.

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

- Members sought clarification on whether the figures stated in the report under temporary agency staff, were relevant to the individual months. Members were advised that the costs stated were relevant to each month stated.
- Members questioned why the monthly temporary agency staff cost for the month of November was considerably lower than the cost for either September or October. Members were informed that the figures stated for September and October, both included Consultant costs. Whereas the figure for November only included temporary and agency staff. If consultancy costs had been added to November, the overall spend would have been over £400,000. Members were further informed that December’s figures, which were not listed in the report, were sitting in the region of £350,000, this therefore indicated a downward trend.
- Members further questioned the reasoning behind removing the consultancy costs from the November figures. Members were advised that this had been done in order to show a comparison.
- Members requested that any temporary agency staff cost figures, provided to the Panel in the future, be broken down to show the consultancy spend separately. Members were assured that this request would be adhered to.
- Concern was expressed regarding the overall costs of temporary agency staff throughout the year and clarification was sought on who was responsible for hiring such staff. Members were advised that if a service could not be provided in house then it had to be outsourced. Contract regulations had to be followed, and requests had to be submitted via a tender process and signed off by a Director or relevant Head of Service.
- Members commented that the figures spent on temporary agency staff and consultants was quite worrying, and maybe comparison of the figures for full time temporary Council staff and consultants should also be looked into. Members were informed that this comment would be taken into consideration.
- Members further queried whether it would be possible to identify the roles being filled by temporary agency staff and consultants, and once identified could the roles be reviewed

to see if the position was required to be in place. Members were assured that a demand management programme principle was in place to challenge Officers who looked to employ temporary staff and therefore information regarding these staff members could be obtained. However with regards to Consultants the demand management programme did not apply. It was highlighted to the Panel that the Professional Services Partnership could provide clear definitions on this point.

- Clarification was sought on who the specialist buyer was. Members were advised that in Strategic Procurement there were three specialist buyers who could challenge any requisition raised.
- A query was raised regarding whether there was a report in existence which indicated the number of requests that had been made and refused, and the reasons for refusal. Members were advised that this query would be looked into.
- Members sought clarification on the process implemented for appointing Consultants. Members were informed that the appointment of a Consultant was no different to any other contract. Subject to contract award approval, Directors and Heads of Service had the responsibility to monitor any appointments. If the spend was to be over £500,000, then the appointment request would go via CMDN.
- Members queried the monitoring arrangements for Consultants. Members were advised that internal audits were regularly carried out, and (regular) meetings were held with PwC to discuss all areas of risk and best practice. The Panel was further informed that all information gathered from these audits was presented to the Audit Committee.
- A query was raised regarding a statement under the heading of translation and interpretation. In the statement it was highlighted that less reliance was to be placed on face to face as opposed to telephonic translations wherever possible, and in addition the Council was reviewing the corporate contract with a view to achieving additional savings. This had been an area where contracts held with CINTRA and Language Line had been bypassed. Members questioned how it had been possible to bypass these contracts. Members were informed that if the process was followed correctly some appointments may not have been able to be made, and to combat this staff had in the past produced retrospective orders.
- Members questioned retrospective orders further, and could a value be placed on them and whose responsibility was it to monitor them. Members were advised that retrospective orders were monitored by Heads of Business Support and Finance would have to be consulted with regards to placing a value onto retrospective orders. The Panel was made aware that further information would be provided regarding this issue.
- Members queried when the further report (stated in the next steps section of the Procurement Project report) detailing the Council's spend with local businesses and suppliers would be provided. Members were advised that main contractors were being looked at, and then all contractors would be looked at. Therefore the report would be presented to the Panel in three months time when the Supplierforce system was fully implemented.
- Members highlighted the importance of the Council achieving the best price, but also the importance of supporting local businesses. Members were informed that local contractors were always taken into consideration. However, they did not always have the capacity to deliver. Members were further informed that there was a reasonable number of small and medium enterprises (SME's) on the supply base.
- Members questioned whether Supplierforce was in addition to, or a replacement for Constructionline. Members were informed that the Constructionline database would still be utilised.
- A query was raised regarding the process local SME's had to go through in order to supply the Council. Members were advised that an in house list was initially kept, but became a problem to maintain, this was the main reason for using Constructionline. Small businesses had to provide two forms to initially become registered, and if a contract was awarded, this would initiate a main health check. Smaller businesses were provided with a (watered down) simplified version of the forms. Members were further advised that there were only two methods of accreditation, Selectacredit and Constructionline.
- A further query was raised regarding what Selectacredit were utilised for. Members were advised that Constructionline was for construction, and Selectacredit was for other

businesses. Therefore SME's interested in lower value contracts would use Selectacredit.

- Clarification was sought on the process for determining which agency was used to provide agency staff, as it did not appear to be an even balance in agencies supplying staff at that time. Members were informed that the contract was set up with a preferred supplier list containing three tiers. Unfortunately some of them had not been asked to provide staff as there were more suppliers on the list than could actually be utilised. Members were further informed that any new arrangement would be looked into in the future to even out the balance,
- Members expressed concern regarding the lack of work undertaken with local businesses. Working with local businesses should be made as easy as possible. Members were assured that the Chamber of Commerce would be consulted on this point, and further information would be provided at a later date.
- Members sought further clarification on the figures provided under the heading of demand management savings. Members were informed that the figures represented the savings targets that had already been removed from Budgets. The figures incorporated such areas as the freeze on furniture purchases.
- Members questioned how much money was expected to be saved by introducing the furniture freeze. Members were informed that work was being undertaken on this area, and figures would be provided at a later date.

#### **ACTION AGREED:**

The Panel noted the report.

### **8. Executive Decisions**

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

- The green backyard update;
- Corn Exchange, Peterborough;
- Schools broadband contract;
- Preventative and family support services contracts;
- Streets, Squares and Spaces Strategy, phase one, Cathedral Square works;
- Extension of Heltwate School to provide four additional classrooms and associated facilities;
- Phase two secondary school review (south of the City) project – proposed Bushfield Academy;
- Sale of land and building known as 12 Dogsthorpe Road, Peterborough;
- Schedule of rates for capital civil engineering works 2008/10;
- Riverside community sports pavilion.

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

- Members sought clarity on the purpose of the green backyard project. Members were informed that the project proposed the use of allotment land to educate children and adults on how to grow their own vegetables.
- Members requested further information regarding the reasons behind the proposed extension to Heltwate School, was the extension for a particular year group of children. Members were advised that further information would be provided regarding the extension to the school.

#### **ACTION AGREED:**

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



## **9. Forward Plan – January to April 2009**

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

A request was made for further information on three items included in the Forward Plan, including:

- Vendor neutral solution for provision of agency staff;
- Nene Bridge refurbishment;
- Midland highway alliance – Junction 8 signalisation project.

The Panel was advised that further information would be provided on all three items, including the extent of refurbishments due to take place on the Nene Bridge and also further details regarding the location of junction 8.

### **ACTION AGREED:**

The Panel noted the latest version of the Forward Plan – January to April 2009.

## **10. 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.

## **11. Date of Next Meeting**

Thursday 12<sup>th</sup> February 2009, at 7.00pm.

The meeting began at 7.00pm and ended at 8.25pm.

CHAIRMAN

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<b>BUSINESS EFFICIENCY SCRUTINY PANEL</b>	<b>Agenda Item No. 5</b>
<b>9 APRIL 2009</b>	<b>Public Report</b>

## Report of the Deputy Chief Executive

**Report Author** – Louise Tyers, Performance Scrutiny Manager

**Contact Details** – 01733 452284 or email [louise.tyers@peterborough.gov.uk](mailto: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 report.

#### 3. KEY ISSUES

- 3.1 Budget 2009/10 – Fees and Charges at the Museum

During the Panel's consideration of the budget report on 8 January 2009, members requested further information in relation to the proposed fees and charges at the museum. Officers have now provided the following information:

The increase relates to venue hire for the Howe Room and the Squire's Parlour, and to overnight hire of the museum for paranormal events. The increases in each case have been proposed after surveying the market in Peterborough for similar venues and re-aligning charges to be consistent. A summary of the fees currently charged and the proposed charges for each venue is shown in the table below. Charges vary in each case where concessions are applied.

Venue	Current Charges	Proposed Charges
Howe Room	£12 - £40 per hour	£20 - £55 per hour
Squire's Parlour	£40 - £100 per day	£80 - £180 per day
Paranormal Events	£250 - £600 per overnight event	£350 - £650 per overnight event

- 3.2 Extension of Heltwate School

During the Panel's consideration of the executive decisions report on 8 January 2009, members requested further information in relation to the decision relating to the extension of Heltwate School.

Officers have now provided the following information:

#### Why has there been an increase in numbers at the school?

Numbers are rising across the special school sector and currently there are children receiving special education outside Peterborough which incurs significant costs.

What exactly is going to be extended?

4 classrooms are being built with associated facilities, e.g. toilets and hygiene rooms. The main aim of the project is to improve the provision at Heltwater which has been criticised by Ofsted as inadequate. Once the extension has been built the area the children move out from will be refurbished and remodelled to improve provision and allow for about 10 extra pupil places.

Does this work mean that provision will be adequate for the future?

This will not provide for all future special education needs in the city. Other strategies will also have to be looked at.

Who are the contractors?

M.A.R.S. (Construction) Ltd

### 3.3 Nene Bridge Refurbishment

During the Panel's consideration of the Forward Plan report on 8 January 2009, members requested further information in relation to the proposed decision relating to the Nene Bridge Refurbishment.

Officers have now provided the following information:

"The Nene Bridge, a large dual carriageway under bridge on the Primary Route Network, carries the A1139 Fletton Parkway over the River Nene and the Peterborough to March railway line to the east of Peterborough. Since its construction in the early 1980s the condition of the structure has deteriorated, leading to defects which are beginning to affect the residual life of the structure.

The aim of the proposed scheme is to refurbish the affected elements of the structure, bringing those elements back to good condition and lessening the implications of the current defects on other neighbouring elements. The refurbishment should extend the bridge's lifespan and avoid more costly works in the medium term.

The major elements of the works comprise re-waterproofing and re-surfacing of the bridge deck, joint and bearing replacement and painting of the steel box beams underneath. Other works to the substructure, drainage and pier remedials are also envisaged. The re-waterproofing and re-surfacing work will lead to periods of single lane traffic flow over the bridge, and occasional road closures, early in 2009. The other works beneath the structure will require close liaison with the Environment Agency and Network Rail when working in the vicinity of the river and the railway respectively, particularly when gaining access for painting operations, and will probably follow shortly afterwards."

### 3.4 Junction 8 Signalisation Project

During the Panel's consideration of the Forward Plan report on 8 January 2009, members requested further information in relation to the proposed decision relating to the Junction 8 Signalisation Project, specifically which junction this related to.

Officers have now provided the following information:

"Junction 8 is a major roundabout on the parkway system located to the north-east of Peterborough at the intersection of:

- A1139 Frank Perkins Parkway
- A15 Paston Parkway
- A1139 Eye Road
- Parnwell Way
- Access to Service Station"

**4. EXPECTED OUTCOMES**

4.1 That the Panel notes the report.

**5. 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 8 January 2009

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<b>BUSINESS EFFICIENCY SCRUTINY PANEL</b>	<b>Agenda Item No. 6</b>
<b>9 APRIL 2009</b>	<b>Public Report</b>

## **Report of the Deputy Chief Executive**

**Report Author** – Mike George, Senior HR Consultant [HR Analyst] with contributions from Occupational Health, Organisational Development and HR Business Partners.

**Contact Details** - Manor Drive, Tel: 01733 384516 mike.george@peterborough.gov.uk

Report originally prepared for 12th February Meeting which was cancelled. It has now been updated to include more recent sickness data.

### **STAFF SICKNESS**

#### **1. PURPOSE**

Further to a report at its last meeting the Panel requested a further report. The purpose of this report is to provide the information requested.

#### **2. RECOMMENDATIONS**

Note the process and work in hand to ensure robust management of sickness within the Council.

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

Within the HR Service plan a key objective is to ensure staff wellbeing and reduce sickness. It does not link to any key national indicators but Councils are frequently benchmarked and compared on their sickness absence rates.

#### **4. KEY ISSUES**

Sickness Management is a key facet of effective staff management, both in terms of achieving staff wellbeing and reducing costs. The CIPD Annual survey for Local Government 2008 estimated the cost of sickness absence at £692 per employee per year.

#### **5. IMPLICATIONS**

Progress in reducing levels of sickness can contribute indirectly to savings, e.g. by reducing the costs of service disruption, overtime or use of agency staff. It is also in the interests of staff wellbeing and the impact on morale of staff who are left to cover.

#### **6. CONSULTATION**

No Consultations were completed in providing this report.

#### **7. EXPECTED OUTCOMES**

To note the answers provided.

#### **8. NEXT STEPS**

Sickness Monitoring is an ongoing process with monthly reports to DMTs and quarterly reports to CMT.

**9. BACKGROUND DOCUMENTS**

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

None

**11. APPENDICES**

Appendix A - Answers to questions requested.

Appendix B - Copy of regular monthly sickness analysis for February 09.



**Can the levels of sickness be broken down into staff groups e.g. frontline staff and back room staff, departments, including the number of staff in each group?**

The position is compiled to Service level on a monthly basis to track trends [See appendix B]. This gives the average full time equivalent of staff in each service, as well as the days lost and average days lost.

Differences can certainly be seen in absence rates for different activity types, with higher rates generally occurring in services with a high concentration of 'manual' occupations or with providing direct services such as Children's Social Care.

Please note in interpreting these figures that in smaller Services figures are more volatile. There are areas where there happen to have been one or two long term absences that produce high averages, even where the majority of staff may not have had an absence, or just one or two.

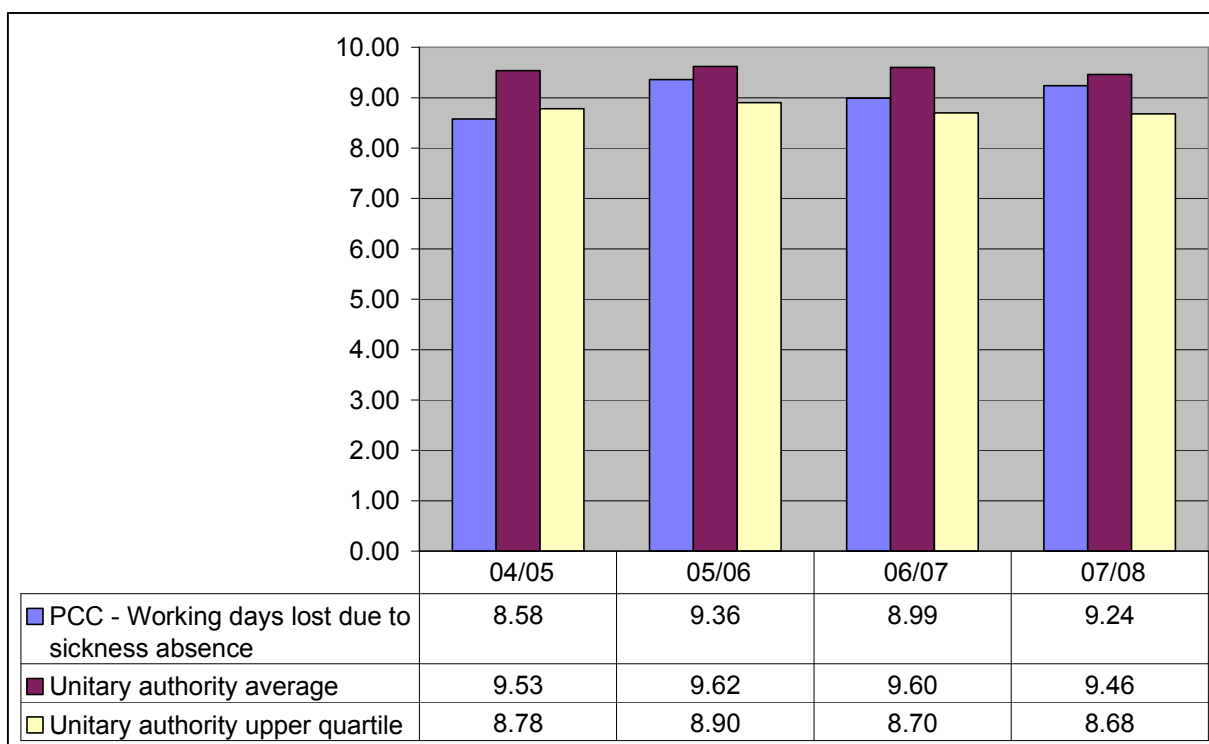
We do not currently operate a job classification system of classing posts as 'frontline' or 'back room' and many jobs would be difficult to classify in such a way. Since implementation of single status employment it cannot be analysed by staff on differing terms and conditions. Common attendance policies and procedures apply to all staff.

**A graph showing the trend over the last three years.**

Days per employee is the primary measure of sickness levels used in local authorities. The formulas used for this are the same as those defined by the Government in its Best Value Performance Indicators [Measure 12]. The last year these were recorded was for 07/08. The measure does not feature in the new National Indicator set but continues as a voluntary measure recommended for benchmarking by the Audit Commission in its 'Value for Money in Corporate Services' scheme [indicator PI5].

Peterborough's performance was within the top quartile of performance in 04/05 and between the average and the top quartile for the last three years [i.e. sickness rates were lower than average]

It should be noted that all schools are included in these figures. These gives a reduced number of days overall in comparison of the tracking done for directorates mainly because there are less working days in the school year than for other employees.



Trends for specific Departments and Services can be plotted, but these are affected by re-organisations and restructuring so that one is not necessarily fully comparing like with like. Also, smaller units such as Adult Social Care will tend to be more volatile in sickness levels depending on when long term absences occur, and are less significant in the overall result. Variations between years tend to reflect where the occurrences of long term absences have fallen.

Here is a chart showing the trends over time for Directorates, using nearest previous equivalents where necessary. The 08/09 figures are projected on the first eleven months. It is possible actual outturns will differ from this indication.

Service	08/09				Trend in days per employee					Trend Mini Chart	Direction of travel 08/09
	Ave FTE	FTE days lost	Average Days Lost YTD	Projected Out-turn	0405	0506	0607	0708	Projected 0809		
Adult Social Services	11	116	10.38	11.15	9.57	14.53	7.84	26.72	11.15		▼
Childrens Services	775	8,993	11.60	12.46	12.14	11.29	15.72	13.45	12.46		▼
City Services	528	6,101	11.55	12.40	15.62	14.75	12.69	12.04	12.40		▲
Deputy Chief Exec	197	1,236	6.26	6.73	5.05	5.93	13.03	7.79	6.73		▼
Legal & Democratic	73	911	12.47	13.40	5.27	8.85	9.60	8.58	13.40		▲
Operations	416	3,855	9.28	9.96	8.42	7.55	8.28	9.02	9.96		▲
Strategic Resources	283	2,288	8.07	8.67	8.18	10.25	8.33	9.71	8.67		▼
All Directorates	2,289	23,513	10.27	11.04	10.76	10.90	11.98	11.23	11.04		▼

Direction of travel ▲ ▲ ▼ ▼

### What is the split between long term and short term sickness?

This fluctuates over time, but is generally around 50% [52% for the period April 2008 to February 2009]. According to the HR Benchmarker study 2008 the average for authorities [excluding districts] was 49% of sickness being long term. Over recent months progress has been made in reducing the number of long term sickness cases in most areas.

### What are the council doing to address the issues?

#### Sickness Management

According to the CIPD annual absence survey 2008, Return-to-work interviews are rated as the most effective approach to managing short-term absence, followed by trigger mechanisms for reviewing attendance and the use of disciplinary procedures. The top three most highly rated approaches to managing long-term absence are occupational health support, the provision of rehabilitation programmes and flexible working. These processes are all used within Peterborough City Council and are being rigorously applied.

In the current year to-date sickness has been reduced to 10.27 days per employee from 10.46 the previous year. Times of reorganisation and uncertainty have in the past lead to increased rates of sickness - however through the VR programme this appears to have been contained, with no real

additional reporting of issues to Occupational Health. We are monitoring the situation as we move into identifying those at risk of compulsory redundancy.

Since the adoption of the Business Partner model in the last HR restructure considerable effort has gone into developing a closer working relationship with line managers, coaching them to take more ownership of OH issues, and supporting them in the management of agreed action plans working towards satisfactory case conclusion. Some areas report sickness figures started to increase initially when this approach was introduced, but closer working is now resulting in greater ownership and more effective management of sickness.

HR Business Partners are reporting to Departmental Management Teams on sickness progress raising the profile of health management issues. Business Partners discuss with managers every long term absence to ensure the appropriate action \ referrals are in hand. They have identified managers with high levels of sickness in their team and provided coaching sessions on sickness management. There are regular monthly reviews between Business Partners and Occupational Health on progress.

Occupational Health have also been involved in targeted clinics in City Services for staff with high numbers of short term absences. On average ten employees will be seen on the day, finishing with a case conference with the relevant managers at the end of the day. The purpose of the case conference is to train managers how to tackle the issues that have been brought up. The first clinic took place on 12th January for Street Cleansing and was viewed to be a success by the foreman and officers involved. Line Managers are appreciating the value of these so much so that they are being conducted every fortnight in order to ensure all issues are addressed and reviewed at sufficient frequencies. It is planned to offer similar clinics in other Directorates.

A more robust referral process has been introduced. Increased services to schools have also been provided in recent months.

Children's Services Business Partners have been actively reviewing long term cases with Occupational Health and are now receiving details of all Occupational Health referrals. This is leading to developing closer working relationships with line Managers, providing informal coaching and ensuring action plans are in place working towards satisfactory case conclusion. Weekly tracking has been set up for long term sickness cases and cases of frequent short term absence.

Work in City Services has also being conducted by the Business Partners, raising line manager's general awareness of the problem of frequent absences and long-term absences. There is a focus on how problem cases can be tackled more effectively to improve attendance and looking at patterns and reasons for absence. Also, there is learning being provided around the link between sickness and cases of poor performance \ capability and appropriate use of these procedures supported. From this further action has resulted, such as refreshers in manual handling in cases of muscular-skeletal problems and back injuries. Another result has been closer links between Health and Safety, Occupational Health and HR in tackling attendance issues. Finally work is being piloted with a Team administrator to look at making sickness recording data more meaningful and accessible to managers.

In the Operations Directorate weekly review of absences is occurring and a 'Bradford factor' report produced to increase management awareness of the issues. 'Bradford' factors are an additional method of assessing the impact of sickness absence and highlights staff with high sickness. Staff are nevertheless being reviewed in accordance with corporate procedures and triggers. In January the Director of Operations opened a workshop for all tier 3 and 4 managers in the Directorate aimed to provide a clearer understanding of the absence procedure including triggers and line manager's responsibility within this.

It will be useful to assess the results from Operations over a period of time to review any lessons learnt \ good practice ideas. In particular it would be useful to explore whether weekly reporting \ review contributes to better sickness management. Data is currently only input corporately monthly for the payroll cycle. While this is more efficient within payroll, this potentially means managers having to track issues locally to act on cases before receiving corporate management information. If benefits can be shown a business case for more frequent payroll input may emerge. In the longer term the aim would be to have almost real time data via direct input from managers to the HR system via self service.

## **Health Referral**

During the year the council has been using the services of AXA to obtain more specialist advice in long term sickness cases replacing its previous use of a general practitioner. The aim has been to improve timely, professional advice on long term sickness cases. This is currently being evaluated by the OH Nurse Manager. One concern is ensuring the best possible turn around time on advice.

## **Wellbeing and Health promotion**

Peterborough City Council has been conducting wellbeing activities, including via its BOOST week campaigns. These have provided employees with advice and support from stopping smoking, to health walking and eyesight testing.

Benefits made available to employees during BOOST week, Jan 12 – 16, included:

- Free use of Werrington and Bushfield Sports Centres and Regional Pool
- BOOST Bus, taking fitness instructor, health improvement advisors and information resources to work sites around the city. 10 locations were covered over 3 days of the 5 day campaign.
- A range of wellbeing therapies and beauty treatment available at discount rates
- Health walks
- Free eye and hearing tests at Specsavers
- Green Days, allowing employees to volunteer for a days work in a local school, digging, pruning, painting etc.
- Meditation session
- Adult cycle training
- Free personalised travel planning
- Providing educational materials, e.g. on managing stress.

Health talks and stress awareness sessions planned for the campaign were, unfortunately, cancelled due to insufficient numbers booking places. A further week is planned for June 09. Feedback is being collected via Internal Comms and an evaluation of the campaign will be undertaken by the Boost Group. At present these activities have no direct funding.

## **Consideration of future Occupational Health provision**

There has been significant investment of officers' time over the last 12 months in investigating attendance management and preparing a range of responses in order to maximise business efficiency and reduce sickness absence. The work has involved a comprehensive review of the existing Occupational Health provision as well as setting out proposals for formally incorporating wellbeing as part of the strategy to attract and retain the best candidates to deliver our services.

The provision of occupational health and wellbeing services and strategies are increasingly recognised as important factors in achieving business effectiveness and supporting an environment where employees feel valued and respected.

The completed business case currently awaits consideration, though as we have outlined in this report officers had continued to implement improvement initiatives as far as possible within existing resources.

In addition the attendance policy has been under review and proposals for amendments drawn up but again this is awaiting consideration \ consultation.

HR are looking at options for relocating Occupational Health to make it more accessible to our employees with disabilities.

## SICKNESS MONITORING DATA AT FEBRUARY 2009

### MONTHLY HEADLINES

Sickness from April to date stands at 10.27 days per employee against 10.46 for the same period last year. Project out-turn is 11.04 days against a target of 11 days and actual last year of 11.23.

Reorganisation can have an upward effect on sickness absences such as stress. The initiatives Business Partners and Occupational Health have been supporting in Directorates can be seen to be paying dividends in constraining and reducing sickness rates in an uncertain period.

Sustained effort is required to ensure the best possible management of sickness. Business Partners are working closely supporting managers \ DMTs in terms of reviewing and reporting progress on cases \ trigger points.

Adult Social Care, Chief Executive, Children's Services and Strategic Resources continue to have lower sickness rates than last year, with increases in all other areas. Due to its size the reductions in Children's Services rates are particularly significant in keeping down sickness absence. Variations can however reflect where long term absences have occurred, especially for smaller Directorates and Services. Higher or lower levels vary on factors other than the effectiveness of sickness management. Different Services areas traditionally have differing rates varying on the service provided but the focus for all areas should remain on continuous improvement in each area.

### COST MEASURES

#### Sickness Cost estimate

April 2008 to February 2009

Service	Estimated cost [000's]	FTE days lost	Graph
Adult Social Services	9k	116	
Chief Executive	1k	11	
Childrens Services	676k	8,993	
City Services	459k	6,101	
Deputy Chief Executive	93k	1,236	
Legal & Democratic	69k	911	
Operations	290k	3,855	
Strategic Resources	172k	2,288	
<b>Total</b>	<b>1,769k</b>	<b>23,513</b>	

Basis: CIPD Annual survey for Local Government 2008 average cost 9.2 days £692 applied to current sickness rates. NB Different respondents costed in different ways. Some of the costs would include costs related to overtime and agency staffing.

# SICKNESS ABSENCE RATES

April 2008 to February 2009

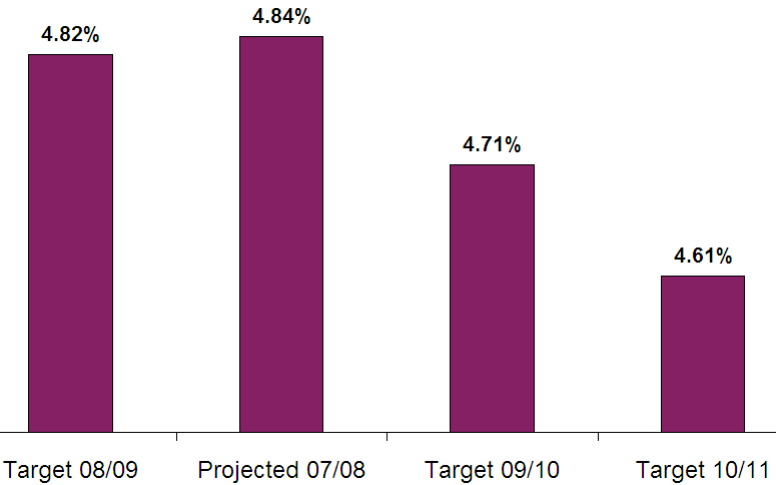
Service	Ave FTE	FTE days lost	Average Days Lost YTD	Projected Out-turn	Local Target	Staff absent over 20 FTE days at month End	Sickness Occasions this month	Sickness Occasions YTD	Average days lost per absence	% Days lost in Long Term Absences
Adult Social Services	11	116	10.38	<b>11.15</b>	26.17		3	20	5.82	61%
Chief Executive	4	11	2.54	2.73	0.56			3	3.57	
Children Resources	27	231	8.63	9.27	5.00	1	4	31	7.44	66%
Commissioning & Performance	24	186	7.65	8.22	5.85			21	8.87	83%
Childrens Social Care	242	3,664	15.15	<b>16.27</b>	2.13	10	58	471	7.78	65%
Family & Communities	233	2,897	12.43	<b>13.35</b>	16.19	6	42	510	5.68	56%
Learning & Skills	247	2,006	8.12	8.72	7.66	3	31	444	4.52	47%
Childrens Services	775	8,993	11.60	<b>12.46</b>	13.18	20	135	1,481	6.07	58%
Building & Technical	50	414	8.26	8.87	12.97		1	93	4.45	42%
City Support Services	77	861	11.11	<b>11.94</b>	11.20	2	13	140	6.15	46%
Property Design & Maintenance	34	245	7.24	7.78	5.26		3	54	4.54	48%
S&FS Building Cleaning	54	536	9.95	10.69	5.80	3	15	131	4.09	77%
S&FS Catering	50	554	11.01	<b>11.83</b>	8.94	3	18	206	2.69	53%
S&FS Cleansing	72	920	12.76	<b>13.71</b>	19.50	1	11	167	5.51	30%
S&FS Green Open Spaces	22	75	3.39	3.64	1.42		1	21	3.57	
S&FS Grounds Maintenance	53	878	16.50	<b>17.72</b>	14.60	2	12	90	9.76	57%
S&FS Refuse	80	901	11.26	<b>12.09</b>	8.70	1	19	213	4.23	33%
Welfare To Work	32	713	22.50	<b>24.16</b>	21.08	1	6	60	11.89	77%
City Services	528	6,101	11.55	<b>12.40</b>	11.79	13	99	1,179	5.18	49%
Communications	11	16	1.51	1.62	4.87			11	1.46	
Deputy Chief Exec Office	10	23	2.28	2.45	2.56			9	2.56	
Human Resources	46	229	4.98	5.34	7.86		3	55	4.16	42%
Neighbourhoods	125	966	7.75	8.32	7.43	1	14	215	4.50	38%
Strategic Improvement	6	2	0.33	0.36	8.50		1	1	2.00	
Deputy Chief Exec	197	1,236	6.26	6.73	7.63	1	18	291	4.25	38%
Democratic Services	24	207	8.59	9.22	8.40		2	28	7.39	62%
Investigation Team	9	237	26.06	<b>27.99</b>	8.40	1	2	14	16.93	85%
Legal Services	39	467	12.03	<b>12.92</b>	8.40	1	3	49	9.54	76%
Legal & Democratic	73	911	12.47	<b>13.40</b>	8.40	2	7	91	10.01	75%
Arts & Events	13	22	1.69	1.82	9.00		2	13	1.68	
City Centre Services	22	492	22.77	<b>24.45</b>	9.00		1	32	15.36	90%
Cultural Services	23	87	3.75	4.03	9.00		1	31	2.80	
Env. & Public Protection	60	517	8.61	9.25	9.00		8	104	4.98	42%
Libraries & Heritage	78	825	10.57	<b>11.35</b>	9.00		22	222	3.72	62%
Operations Directors Office	13	27	2.03	2.18	9.00			13	2.08	
Planning Services	49	225	4.60	4.94	9.00		5	73	3.08	12%
Resilience Team	6	29	4.97	5.34	9.00			8	3.63	
Sports Services	31	535	17.05	<b>18.32</b>	9.00		3	96	5.57	75%
Transport & Engineering	120	1,097	9.11	9.79	9.00		35	293	3.74	39%
Operations	416	3,855	9.28	9.96	9.00		77	885	4.36	53%
Business Transformation	22	297	13.73	<b>14.74</b>	12.61	1	2	19	15.63	87%
Customer Services	62	549	8.89	9.55	13.62		23	125	4.39	40%
ICT	61	427	6.99	7.50	9.17	1	7	93	4.59	26%
Internal Audit	9	120	12.82	<b>13.76</b>	13.95	1	2	35	3.41	33%
Revenues & Benefits	68	426	6.23	6.69	6.92		22	131	3.25	19%
Strategic Finance	42	419	9.90	10.64	9.33	1	4	122	3.44	32%
Strategic Property	16	50	3.04	3.27	7.12		2	25	1.98	
Strategic Resources	283	2,288	8.07	8.67	9.51	4	62	550	4.16	37%
Total	2,289	23,513	10.27	11.04	11.00	43	401	4,500	5.23	52%
<b>Last Months</b>	2,291	21,501	9.39	11.03	11.00	41	521	4,173	5.15	53%
<b>Change from last month</b>	2.14	2,011	0.89	0.01		2	120	327	0.07	0.28%

Overall Target Year to date: 10.25
Variance: <b>0.23%</b> [Adverse]
Projected out-turn: 11.03 Days per employee

Approximate % of working days lost:  
**4.92%**  
 Last Year Out-turn: 11.23 Days per employee

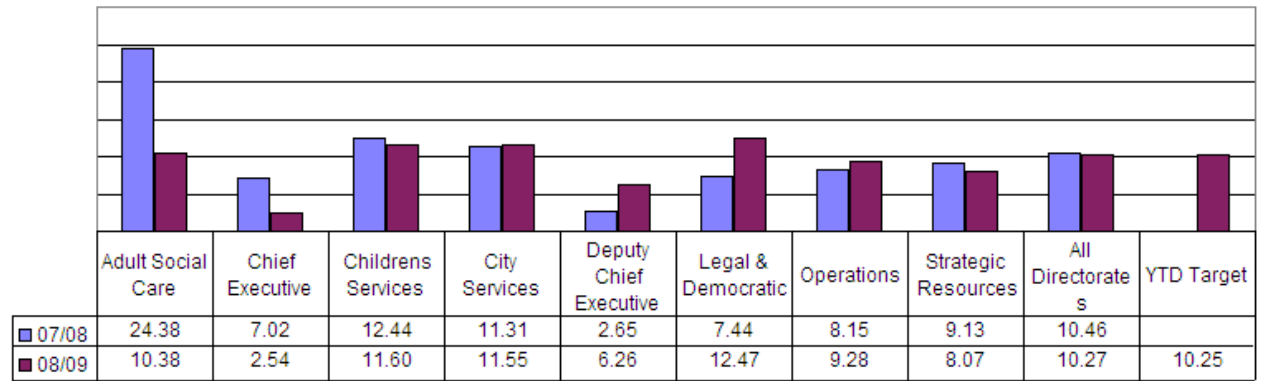
This monitoring report uses PI5 definition from the Value for Money in Corporate Services benchmark. Where not set locally targets reflect last years out-turn and this years corporate target. Projections reflect last year's seasonal profile of sickness and figures in bold show above average sickness rates. Services with less than 4 FTE are not shown separately, but included in Department totals.

**Council Sickness Levels Summary - approximate % of working time lost**



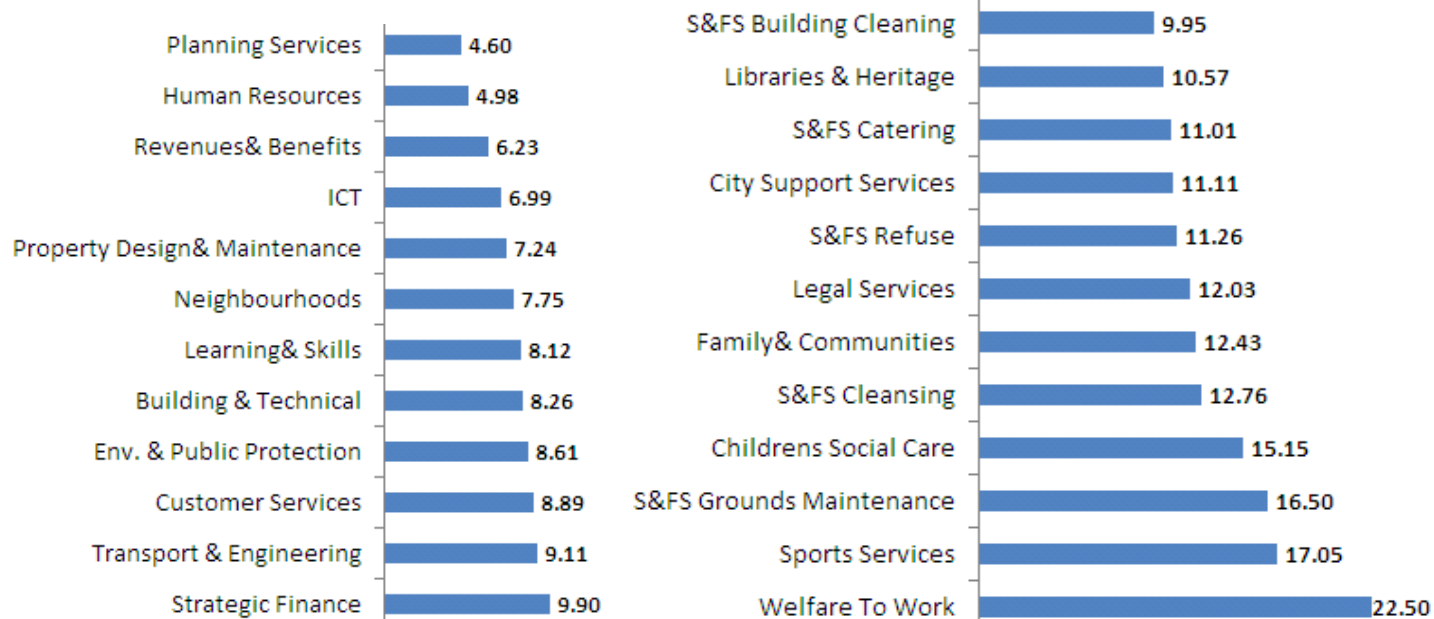
**SICKNESS HEADLINES**

Sickness Compared with Previous Year to date - days per employee

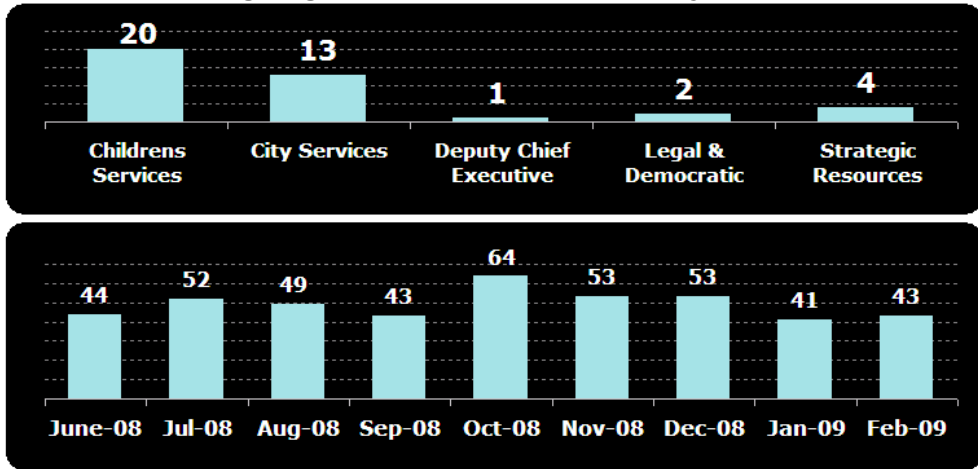


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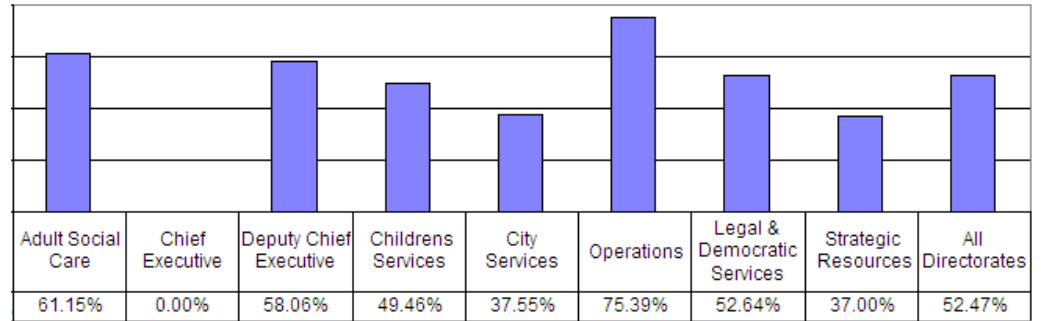
**Days Per Employee Sickness Rates Compared - Shows only services with 30 or more FTE staff**



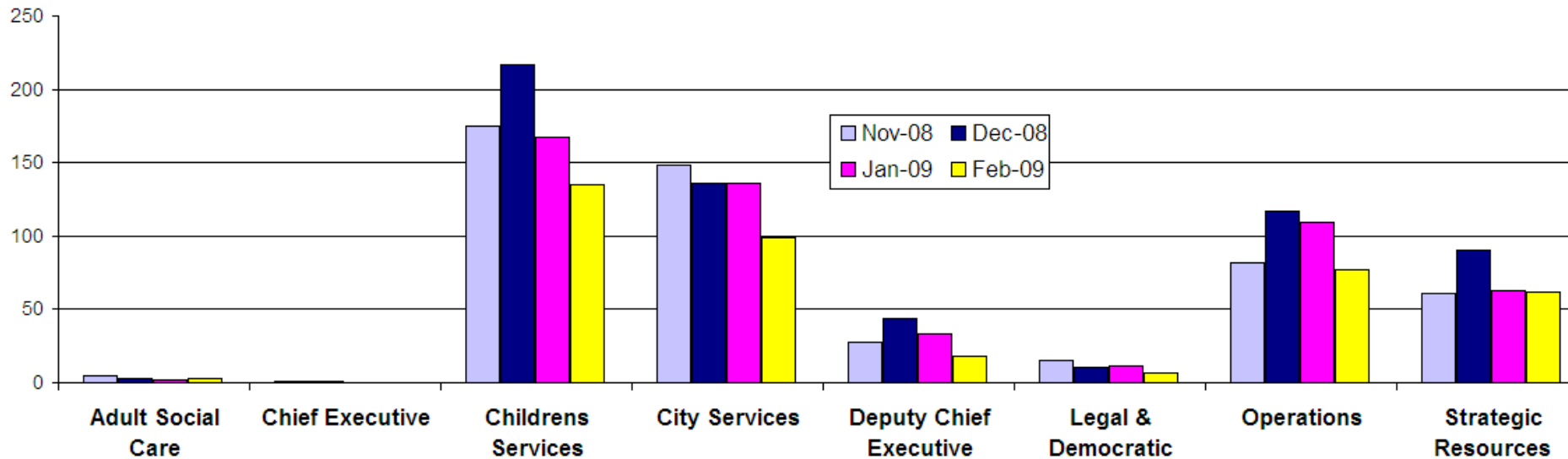
**Staff With Ongoing Sickness Over 20 Weekdays At Month End**



**Long Term Sickness [over 20 weekdays] as a percentage of all sickness Year to date**



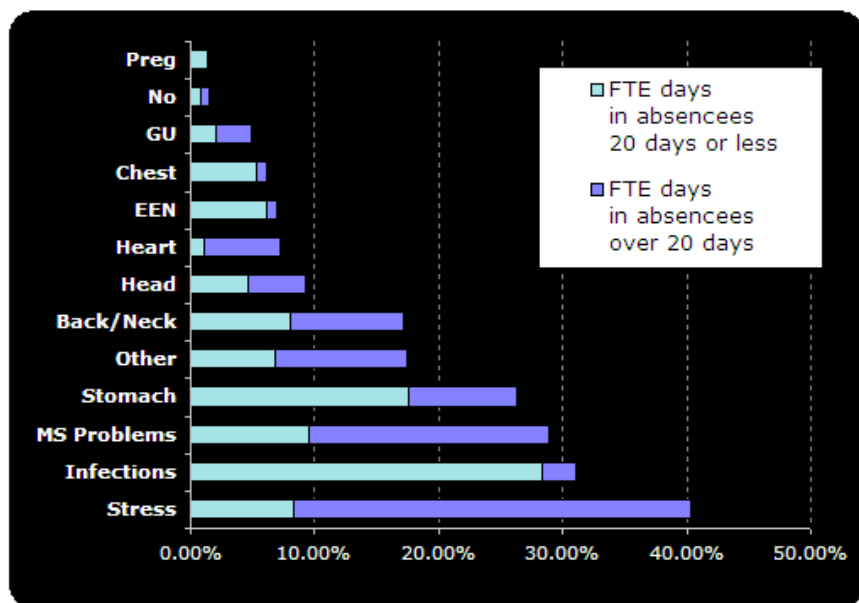
**No. Of Sickness Occasions During Month**



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## Sickness Days by Reason



Sickness Category	Code	FTE days in absences 20 days or less	FTE days in absences over 20 days	All absences
Stress, Depression, Anxiety, Fatigue	Stress	8.32%	32.09%	20.79%
Infections inc. Colds And Flu	Infections	28.34%	2.90%	14.99%
Other musculo-skeletal problems	MS Problems	9.48%	19.59%	14.79%
Stomach, liver, kidney & digestion	Stomach	17.57%	8.84%	12.99%
Other	Other	6.87%	10.67%	8.86%
Back & Neck Problems	Back/Neck	7.99%	9.28%	8.67%
Neurological inc. Headaches & Migraine	Head	4.63%	4.75%	4.69%
Heart, Blood Pressure & Circulation	Heart	1.16%	6.25%	3.83%
Eye, Ear, Nose, Mouth, Dental, Sinusitis	EEN	6.10%	1.00%	3.42%
Chest & Respiratory inc Chest Infections	Chest	5.36%	0.90%	3.02%
Genito-urinary/gynaecological	GU	2.02%	2.96%	2.51%
No Reason Given	No	0.85%	0.78%	0.81%
Pregnancy Related	Preg	1.30%	0.00%	0.62%

## Sickness Reasons by Department Breakdown

Sickness Category	Adult Social Services	Chief Executive	Childrens Services	City Services	Deputy Chief Exec	Legal & Democratic	Operations	Strategic Resources	Total
Back & Neck Problems	4.01%	0.00%	6.50%	10.83%	13.20%	2.76%	11.61%	7.49%	8.76%
Chest & Respiratory inc Chest Infections	0.00%	0.00%	4.04%	1.96%	2.89%	0.00%	2.76%	3.72%	3.01%
Eye, Ear, Nose, Mouth, Dental, Sinusitis	8.82%	18.68%	2.75%	3.38%	6.10%	0.42%	3.69%	5.28%	3.44%
Genito-urinary/gynaecological	0.00%	0.00%	2.42%	3.44%	2.01%	1.29%	1.62%	1.82%	2.42%
Heart, Blood Pressure & Circulation	0.00%	0.00%	4.79%	2.53%	5.97%	0.00%	3.85%	3.32%	3.75%
Infections inc. Colds And Flu	0.00%	6.61%	15.82%	10.27%	18.15%	9.56%	18.64%	19.75%	14.99%
Neurological inc. Headaches & Migraine	80.23%	0.00%	6.14%	1.73%	3.89%	1.23%	4.21%	3.09%	4.45%
No Reason Given	0.60%	0.00%	0.64%	0.60%	1.05%	2.65%	1.19%	0.24%	0.78%
Other	6.35%	0.00%	7.91%	10.61%	4.27%	5.76%	9.26%	12.64%	9.00%
Other musculo-skeletal problems	0.00%	74.71%	13.83%	20.10%	0.83%	13.05%	14.35%	16.19%	15.02%
Pregnancy Related	0.00%	0.00%	1.00%	0.10%	0.52%	0.06%	0.57%	1.35%	0.66%
Stomach, liver, kidney & digestion	0.00%	0.00%	9.97%	21.82%	7.15%	11.64%	9.85%	10.96%	13.00%
Stress, Depression, Anxiety, Fatigue	0.00%	0.00%	24.18%	12.65%	33.97%	51.57%	18.39%	14.14%	20.72%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

## Hurt at Work Data

Directorate	Occasions	Days Lost
Childrens Services	5	67.19
City Services	25	237.00
Operations	1	86.00
Grand Total	31	390.19

Sickness Category	Occasions	Days Lost
Back & Neck Problems	9	209.00
Other	2	20.00
Other musculo-skeletal problems	20	161.19
Grand Total	31	390.19

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<b>BUSINESS EFFICIENCY SCRUTINY PANEL</b>	<b>Agenda Item No. 7</b>
<b>9 APRIL 2009</b>	<b>Public Report With EXEMPT ANNEX NOT FOR PUBLICATION in accordance with paragraph 3 of Schedule 12A of Part 1 of the Local Government Act 1972.</b>

## **Report of the Director of the Executive Director of Strategic Resources**

**Report Author – Andrew Edwards**

**Contact Details – 01733 384530**

### **DISPOSAL OF ASSETS**

#### **1. PURPOSE**

This report is being provided for information in response to a request from the Business Efficiency Scrutiny Panel.

#### **2. RECOMMENDATIONS**

The Business Efficiency Scrutiny Panel is asked to note the contents of the report.

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

The efficient and effective management of the property portfolio is a key to the delivery of Council objectives. A property portfolio that is managed correctly assists in the delivery of outcomes at the right place and at the right time. Capital receipts generated by the disposal of Council assets contribute directly to the Capital Programme whilst operational properties allow services to deliver outputs that align with Council objectives

#### **4. BACKGROUND**

4.1 Peterborough City Council is a major landowner in the Peterborough Area. In total the Council owns 2000 assets with a current use value of £380m (FY08/09 values). These assets are used to support the Council in the delivery of Objectives.

4.2 This report focuses on the disposal process for surplus assets. Assets are declared surplus in one of two ways:

- **Service Declaration:**

The service that operates from the asset advises the Head of Strategic Property that they no longer have a use for an asset either in whole or part. The Head of Strategic Property will accept responsibility for the asset when certain criteria have been met including the transfer of the property related budget.

The Head of Strategic Property will then examine options for the use of the facility. This will include the possibility of transferring the asset to a Community Group or Partner. In addition

consideration will be given to moving another service into this asset. The aim being to consolidate council activities into those assets that are fit for purpose and efficient to operate.

- Identification of alternative use by the Head of Strategic Property

The Head of Strategic Property identifies an activity that can be moved to one asset thereby allowing the re-use or disposal of another. In this instance relocation costs will be funded by Strategic Property. This could involve more than one service operating from an asset. The residual property will then be disposed of by Strategic Property.

Such a proposal by Strategic Property will take into account the condition of the assets, maintenance liability, location, regulatory compliance etc.

## **5.0 THE DISPOSAL PROCESS**

5.1 Any formal disposal decision is supported by an Option Study which will consider factors such as current and future liabilities, location, condition, future potential etc. This Option Study will then be used to inform consultation with the Ward Members and the Cabinet Member for Efficiency and Business Improvement.

5.2 Assuming that the disposal is agreed then Strategic Property will examine the ways in which best value can be obtained. To enhance value consideration will also be given to obtaining various consents which in turn will reduce risk for a developer thereby increasing value further. This is work that has been undertaken on school sites by obtaining outline planning consents.

5.3 The disposal approach will be dependent upon a number of factors including size, location and the type of asset. For example large sites with an outline planning consent e.g. Bretton Woods will be sold through a formal tender process. Smaller sites could be sold through an auction or through a local estate agents.

5.4 As a 'seller' we are only obligated to accept a price at auction when it exceeds the reserve. Where larger sites are concerned we look at the values received to determine whether or not the offer demonstrates value for money for the Council. Each bid is considered on its own merits before acceptance. We also take into account the liabilities of holding a site. For example there could be rates and security issues that mean we look at disposing at a lower cost than expected on the basis that holding could expose the Council to financial risk.

## **6.0 KEY ISSUES**

6.1 When disposing of an asset it is essential that best value is obtained by the Council. This includes taking into account all of the liabilities associated with holding that asset.

## **7.0 IMPLICATIONS**

7.1 Failure to manage the property portfolio efficiently and effectively will have an impact on the Council's ability to deliver their outcomes.

## **8.0 CONSULTATION**

8.1 There has been consultation with Legal Services and Strategic Finance in the preparation of this report.

## **9.0 EXPECTED OUTCOMES**

9.1 The Panel to note the contents of this report.

## **10.0 NEXT STEPS**

10.1 Further reports to Business Efficiency Scrutiny Panel

## **11.0 BACKGROUND DOCUMENTS**

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

Corporate Asset Management Plan 2008 - 2013  
Medium Term Financial Strategy February 2009

## **12. APPENDICES**

Schedule of properties disposed of between 1<sup>st</sup> April 2008 and 31<sup>st</sup> March 2009.

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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<b>BUSINESS EFFICIENCY SCRUTINY PANEL</b>	<b>Agenda Item No. 8</b>
<b>9 APRIL 2009</b>	<b>Public Report</b>

## Report of the Deputy Chief Executive

**Report Author** – Louise Tyers, Performance Scrutiny Manager

**Contact Details** – 01733 45228 or email [louise.tyers@peterborough.gov.uk](mailto: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 Nene Bridge Refurbishment

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) Nene Bridge Refurbishment, to Geoffrey Osborne Ltd.

##### *Reasons*

Nene Bridge carries the A1139 Frank Perkins Parkway over the March to Peterborough railway line and the River Nene. The bridge comprises of five continuous spans of steel box beams with an in-situ reinforced concrete topping slab, and rests on 'V' leg piers and cantilever abutments, which are also of reinforced concrete construction. Various inspections have been carried out on the bridge and a series of defects have been identified. Consequently, preventative remedial works should be undertaken to minimise further deterioration of the structure and prevent any of the defects from developing into significant structural issues. The main defects identified include the general deterioration of paintwork, failure of the waterproofing system and the consequent emergence of transverse cracks through the concrete slab soffit (with associated leaching), spalling from the tops of the piers and potentially substandard lighting columns and safety barriers in the central reserve.

##### 4.2 Refurbishment and Enhancement of Clare Lodge Secure Unit, Glington, Phase 3

Awarded the contract for Phase 3 of the refurbishment and enhancement of Clare Lodge Secure Unit, Glington and additional business continuity and energy efficiency works to Peterborough City Services in the sum indicated within the exempt annex of the decision notice.

##### *Reasons*

The project to refurbish and enhance existing facilities at Clare Lodge has had to be phased to accommodate funding requirements and operational needs of the facility which continues to operate throughout the enhancement contracts. .

- Phase one of the project which included internal refurbishment and provision of administrative

accommodation has been completed.

- Phase two, which included the provision of a new secure vehicle entry bay, gymnasium, entrance and security infrastructure achieved practical completion on 7 November 2008.
- Phase three, the proposed work includes the re-provision of teaching facilities and the refurbishment of the residents accommodation, including the installation of personal recognition security systems and integrated management control.

Phase three is required to commence as soon as possible now that phase two has been completed. Phase two included the installation of some of the infrastructure for these systems with the main operating elements included within phase three. The contractor engaged in the delivery of phase 2 is now familiar with the particular requirements of the site relating to stringent security, controlled access and specific internal management systems, the manager of the centre has been consulted regarding negotiation and stated that he has no objection to the same contractor being appointed for the next element of the works.

It is considered that there is significant benefit in terms of continuity, warranty and potentially cost in engaging with the same contractor for phase three as for phase two and significant risk to the City Council in not having this continuity in terms of the management and cost of the work and the future maintenance of the technology and systems installed.

The DSCF (Department for Schools, Children and Families) have stated that they have no particular requirements regarding the method of procurement for either phase three or for additional works for which funding has recently been approved, providing value for money can be demonstrated. In order to meet the programme required by the principal funders, the DSCF, work on phase three and the additional works for which funding has recently been approved is required to commence on site early in 2009, an extended procurement process can not therefore be accommodated and a prompt appointment and commencement on site is critical.

#### 4.3 Award of Contract for the Refurbishment of the Jack Hunt Swimming Pool

Authorised the award of the contract for the refurbishment of the Jack Hunt Swimming Pool to City Services in the sum outlined in the exempt annex of the decision notice.

##### *Reasons*

Peterborough City Council was awarded an allocation of funding totalling £1.24million over 3 years in the 2008/09, 2009/10 and 2010/2011 capital programme to carry out various upgrades and enhancements to the Sports Services portfolio of properties. As part of the 2008/09 programme of works part of the funding has been identified to refurbish and enhance the public areas of Jack Hunt Swimming Pool, this to include the changing rooms, reception area, spectator area and pool hall. Within the 2008/09 budget for compliance with the Disability Discrimination Act, an allocation of capital has been made and works identified to ensure such compliance with the Act, including the provision of ramped external egress routes.

In order to minimise disruption to the services delivered at the pool and benefit from economies of scale these works have been combined into a single contract which has been tendered in accordance with the Council's contract regulations.

The facilities provide a range of activities and support for Peterborough Schools and the community and are well supported and used by the local and city wide community.

## 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 20 January 2009

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<b>BUSINESS EFFICIENCY SCRUTINY PANEL</b>	<b>Agenda Item No. 9</b>
<b>9 APRIL 2009</b>	<b>Public Report</b>

## **Report of the Deputy Chief Executive**

**Report Author** – Louise Tyers, Performance Scrutiny Manager

**Contact Details** – 01733 452284 or email [louise.tyers@peterborough.gov.uk](mailto:louise.tyers@peterborough.gov.uk)

### **FORWARD PLAN – APRIL TO JULY 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 APRIL 2009 TO 31 JULY 2009**

**APPENDIX 1**

## FORWARD PLAN OF KEY DECISIONS – 1 APRIL 2009 TO 31 JULY 2009

During the period from 1 April 2009 to 31 July 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](mailto: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](http://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:

- Carbon Challenge Site
- Debt Collection
- Fletton Cemetery
- Legal Chambers Service

## APRIL - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<b>Food Waste Treatment</b> To consider and agree the preferred method of tendering for the treatment of food waste	April 2009	<b>Cabinet Member for the Environment, Councillor Fitzgerald</b>	Consultation will take place with the relevant stakeholders	Jenny Line Project Manager – Waste Management Tel: 01733 453570 <a href="mailto:jenny.line@peterborough.gov.uk">jenny.line@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made
<b>Carbon Challenge Site</b> To approve affordable housing grant funding	April 2009	<b>Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy</b>	Consultation will take place with relevant stakeholders including ward councillors	Rosemary Woodland Strategic Planning & Enabling Manager Tel: 01733 863798 <a href="mailto:rosemary.woodland@peterborough.gov.uk">rosemary.woodland@peterborough.gov.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made
<b>Refreshed Local Area Agreement (LAA)</b> To sign off the refreshed LAA prior to its submission to the Government Office	April 2009	<b>Leader of the Council and Cabinet Member for Finance and Human Resources, Councillor Peach</b>	Relevant stakeholders and fora including Scrutiny Committee	Richard Astle Director, Greater Peterborough Partnership Tel: 01733 865042 <a href="mailto:richard@gppp-peterborough.org.uk">richard@gppp-peterborough.org.uk</a>	Public report will be available from the Governance Support Officer one week before the decision is made

<p><b>ICT Managed Service</b> To select a partner to deliver ICT services to the Council</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Internal stakeholders as appropriate: ICT staff; HR; Finance; Legal Services; Departmental Representatives</p>	<p>Elaine Alexander Programme Manager – Business Transformation Tel: 01733 317984 <a href="mailto:elaine.alexander@peterborough.gov.uk">elaine.alexander@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Shared Services</b> Memorandum of Agreement to deliver revenues and benefits with Luton Borough Council</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Internal stakeholders as appropriate</p>	<p>John Harrison Executive Director – Strategic Resources Tel: 01733 452398 <a href="mailto:john.harrison@peterborough.gov.uk">john.harrison@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Sale of Surplus Former Allotment Land at Westwood Grange (South of Atherstone Avenue and Portman Close, West of Grange Road and North of Mayors Walk, Peterborough)</b> To authorise the Chief Executive, Executive Director of Resources and Cabinet Member for Efficiency and Business Improvement to negotiate and conclude the sale of this surplus Council asset based on best consideration principles.</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Consultation will take place with relevant stakeholders including ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 <a href="mailto:andrew.edwards@peterborough.gov.uk">andrew.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

<p><b>Midland Highway Alliance - Junction 8 Parkway Signalisation Project</b> To appoint a contractor for the project</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Internal stakeholders as appropriate</p>	<p>Chris Berry Business Transformation team Tel. 07976 619906 <a href="mailto:christopher.berry@peterborough.gov.uk">christopher.berry@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Lady Lodge Arts Centre</b> Options for the future use of the Lady Lodge Arts Centre site</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Consultation will be carried out with relevant ward councillors</p>	<p>Andrew Edwards Head of Strategic Property Tel: 01733 384530 <a href="mailto:andrew.edwards@peterborough.gov.uk">andrew.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Debt Collection</b> To give authority to award the contract for the authority's debt collection</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Consultation will be undertaken with relevant departments.</p>	<p>Helen Edwards Solicitor to the Council Tel: 01733 452539 <a href="mailto:helen.edwards@peterborough.gov.uk">helen.edwards@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

<p><b>Transfer of Land for Construction of A1073 (Spalding to Eye link) road</b> The approval for the transfer of 18 hectares (44.4 acres) of agricultural land from the Peterborough Farms Estate (Strategic Property) to Peterborough Transportation for the construction of the A1073 (Spalding to Eye link) road. This transfer is expected without claim by the Farms Estate for compensation for the value of the land to be acquired by Highways or for diminution of value of the retained agricultural estate.</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Consultation has been undertaken with PCC Farm Estates, PCC Transportation and Lincolnshire County Council</p>	<p>David Farquhar Head of Environment, Transport and Engineering Tel: 01733 453500 <a href="mailto:david.farquhar@peterborough.gov.uk">david.farquhar@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>
<p><b>Fletton Cemetery</b> To approve a preferred supplier for the construction of Italian style Mausoleums at Fletton Cemetery to meet the needs of the community, as existing provision has been fully utilised.</p>	<p>April 2009</p>	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	<p>Extensive consultation has been conducted with the Italian community and as part of the planning application process the wider community. The community will be further consulted with prior to and during the construction phases.</p>	<p>Jon Marsden Bereavement and Sports Services Manager Tel: 01733 863756 <a href="mailto:jon.marsden@peterborough.gov.uk">jon.marsden@peterborough.gov.uk</a></p>	<p>Public report will be available from the Governance Support Officer one week before the decision is made</p>

## MAY - KEY DECISIONS

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Integrated Development Programme</b> To set out priorities for infrastructure provision to facilitate growth and regeneration of the city.</p>	May 2009	<p><b>Cabinet Member for Housing, Regeneration and Economic Development, Councillor Murphy</b></p>	Relevant stakeholders as appropriate	<p>Shahin Ismail Head of Delivery Tel: 01733 2484 <a href="mailto:shahin.ismail@peterborough.gov.uk">shahin.ismail@peterborough.gov.uk</a></p>	Public report will be available from the Governance Support Officer one week before the decision is made
<p><b>Legal Chambers Service</b> To approve the re-tendering for the provision of external legal services</p>	May 2009	<p><b>Cabinet Member for Efficiency and Business Improvement, Councillor Scott</b></p>	Consultation will take place with all internal stakeholders as appropriate	<p>Lisa Osborne Project Manager Tel: 01733 452276 <a href="mailto:lisa.osborne@peterborough.gov.uk">lisa.osborne@peterborough.gov.uk</a></p>	Public report will be available from the Governance Support Officer one week before the decision is made

## JUNE - KEY DECISIONS

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



## JULY - KEY DECISIONS

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

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