

BABERGH DISTRICT COUNCIL

<u>FROM:</u> Director of Corporate Services	<u>REPORT NUMBER:</u> L9
<u>TO:</u> COUNCIL	<u>DATE OF MEETING:</u> 19 May 2011

TASK GROUPS AND PANELS – APPOINTMENT OF MEMBERS AND ANNUAL REPORTS

1. PURPOSE OF REPORT

To appoint Members to serve on the Council's and Joint Task Group/Panels, to note the progress on the work plans for 2010/11 (Appendix 1) and to approve the work plans for 2011/12 (Appendix 2).

2. RECOMMENDATIONS

- 2.1 That the following Babergh Task Groups/Panels continue for 2011/12:
- (a) Human Resources Panel (including substitutes for Staff Joint Consultative Committee)
 - (b) Village of the Year Awards Panel
 - (c) Housing Panel
 - (d) Procurement Task Group
 - (e) Strategic and Financial Planning Task Group
- 2.2 That the progress of the Task Groups/Panels during 2010/11 as outlined in Appendix 1 be noted.
- 2.3 That the proposed work plans of the Task Groups/Panels for 2011/12 as set out in Appendix 2 be approved.
- 2.4 That membership of the Council's Task Groups/Panels for 2011/12 together with the Joint Panels/Committees referred to in Paragraph 8.4 be determined.

3. FINANCIAL IMPLICATIONS

- 3.1 All financial implications are included within the 2011/12 budget. There could be a small saving (no more than £600) through a reduction in the number of task groups and hence Special Responsibility Allowances.

4. RISK MANAGEMENT

- 4.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 1 (Political and Management Leadership). Key risks are set out below:

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

5. **CONSULTATIONS**

- 5.1 Consultations have been undertaken with the Task Groups/Panels, Group Leaders and appropriate officers.

6. **EQUALITY AND DIVERSITY IMPACT**

- 6.1 There are no equality and diversity implications with this report. That is to say, the contents of the report will have no impact on persons covered by the protected characteristics – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. However, any engagement with citizens and other stakeholders will need to pay particular attention to equality and diversity implications.

7. **SHARED SERVICE/PARTNERSHIP IMPLICATIONS**

- 7.1 A number of joint panels with Mid Suffolk District Council have been established to work on the integration / merger implementation project.

8. **KEY INFORMATION**

- 8.1 The following Task Groups/Panels all consider that they should continue next year to enable the work outlined in their work plans to be progressed:-

- HR Panel (5 Members)
- Village of the Year Awards Panel (4 Members)
- Housing Panel (5 Members)
- Procurement Task Group (5 Members)
- Strategic and Financial Planning Task Group (6 Members)

- 8.2 The Pin Mill Task Group is to be discontinued as the work previously undertaken by the Task Group is to be carried out by the Pin Mill Bay Management Communities Interest Company Ltd.

- 8.3 The Information Management Group is to be discontinued as the work undertaken by the Task Group will be delivered through a Joint IT Group with Mid Suffolk District Council.

- 8.4 Although there is a Joint HR Panel, it is proposed that Babergh retains its HR Panel as it undertakes some important tasks that are specific to Babergh. Especially important is the Panel's and associated Staff Joint Consultative Committee role in industrial relations with Babergh staff.

8.5 There are a number of Joint Panels etc. with Mid Suffolk District Council for which Membership also needs to be determined:-

Joint IT Panel (3 BDC Members)
Joint Appointments Panel (3 BDC Members)
Joint Member Implementation Board (5 BDC Members)
Joint Scrutiny Committee (5 BDC Members)
Joint HR Panel (3 BDC Members).

8.6 The Joint Boards/Panels will agree their work plans at their first meetings.

8.7 All Members have been asked to express their preferences to serve on these panels, and following discussions with the Group Leaders the suggested membership is outlined in Appendix 3 attached.

9. **APPENDICES**

Title	Location
Appendix 1 – Progress for 2010/11	Attached
Appendix 2 – Proposed work plans for 2011/12	Attached
Appendix 3 – Suggested Membership	Attached

10. **BACKGROUND DOCUMENTS**

None.

Authorship:

Steve Ellwood
Democratic Services Manager

Tel. 01473 825876
Email: committee.services@babbergh.gov.uk

HR PANEL

Chairman's Report on Progress – Year to March 2011

Membership	Councillors: - Jenny Antill (Chairman), Brian Lazenby, David Rose, Rex Thake, Brian Riley Officers: - Andrew Hunkin, Director of Corporate Services Jeanette Bray, HR & OD Manager Tom Ost/ Heather Worton, Unison Representatives Carol Williams, Senior HR Officer	
Date of First Meeting in 2010/11 Municipal Year: 13th April 2010		
Functions of Task Group/Panel	Progress	
<u>1.ORGANISATIONAL DEVELOPMENT</u> <ul style="list-style-type: none"> • Oversee any changes and further development of the Organisational Development Plan for the Authority • Oversee the implementation of actions agreed within the OD Plan 	<p>The actions within the plan have continued to progress but the focus has switched to the Babergh/Mid Suffolk Integration and the HR plan to support its delivery.</p>	
2. <u>HR POLICY & ISSUES</u> <ul style="list-style-type: none"> • Consider any HR related issues or policies prior to reporting to the Strategy Committee. • Consider and make recommendation on any Industrial Relations issues which arise • Consider any HR developments in response to changes in employment law. • Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to Committee or Council. 	<p>The HR Panel received reports and provided a steer for Management on the collective agreement negotiations to achieve savings on employment related budgets.</p> <p>The Panel received reports on a revised Sickness Policy, introducing new sickness monitoring arrangements which were in turn recommended and approved by Strategy Committee. These arrangements have resulted in a further drop in sickness levels.</p> <p>The Panel also recommended a new salary protection policy and a Travel Disturbance Policy to Strategy Committee which were agreed.</p>	

Functions of Task Group/Panel	Progress
<p><u>3.SHARED/INTEGRATED SERVICES</u></p> <p>To consider any HR implications arising from:</p> <ul style="list-style-type: none"> • Integration with Mid Suffolk DC • The Revenues and Benefits Partnership • The Local Government Review 	<p>The Panel received regular reports and updates, including the HR implementation plan regarding the HR implications and issues within the Integration with Mid Suffolk DC.</p> <p>Reports and updates covering HR matters relating to the Suffolk Revenues Partnership were also provided.</p>
<p><u>4. HEALTH AND SAFETY</u></p> <ul style="list-style-type: none"> • Oversee the Action Plan • Receive annual report and any further updates necessary on health and safety matters. • Receive feedback from the Officers and/or Member champion for health and safety on any inspections carried out 	<p>The Panel received an annual report on health and safety and David Rose, the Lead Member for Health and Safety matters provided regular updates to the group.</p>
<p><u>5. FAIRNESS AND EQUAL ACCESS</u></p> <ul style="list-style-type: none"> • Receive reports from the Fairness and Equal Access Group relating to the Council's role as an Employer. 	<p>There is now a joint Member and Officer group on Fairness and Equal Access with MSDC who are taking this work forward across both Councils. The progress of this group will be directly reported to Members.</p>
<p><u>6. MONITORING CORPORATE STAFFING INDICATORS</u></p> <ul style="list-style-type: none"> ▪ Review and monitor HR performance indicators and other staffing related corporate health statistical information as appropriate ▪ Monitor and review the staffing establishment and salary budgets 	<p>The Panel received regular reports on an agreed range of staff performance indicators for monitoring purposes</p> <p>Detailed quarterly reports monitoring the staffing establishment and budgets have been provided to the Panel, with summary details then going forward to O&S (Scrutiny) committee.</p>
<p><u>7. EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> • To meet the Staff Side at normal scheduled and special meetings of this body. 	<p>The SJCC met to ratify the collective agreement that had been negotiated between Union and Management Representatives on behalf of the Council. This agreement was then presented to Full Council for adoption.</p>

VILLAGE OF THE YEAR TASK GROUP/PANEL

WORK PLAN 10/11

Membership	Councillors:- JAB Long, LH Young & J R Sayers. AJ Ward Officers:- Mrs K A Coghlin	
Functions of Task Group/Panel	Progress	
To judge the District Round of the Village of the Year Awards for smaller villages in accordance with the criteria set by SALC	Participating villages were Cockfield, Glemsford, Lawshall, Lavenham Polstead and Sproughton. Sproughton were judged winners of the district round in June 2010.	
Sproughton went forward to the county round but were unplaced.		

HOUSING PANEL

Chairman's Report on Progress – Year to March 2011

Membership	Councillors:- Penny Clarke David Grutchfield Desmond Keane Jennie Jenkins Sue Wigglesworth – Chairman of Panel Bettine Dosser – Tenants` Forum representative Officers:- David Clarke – Housing Services Manager Chris Foti – Head of Community Development Sue Smith – Principal Accountant Ryan Jones – Head of Contract and Asset Management John Kilgannon - Environmental Protection Manager Tom Ost - Senior Environmental Health Officer Ian Tippett – Strategic Housing Manager	
	Functions of the Panel	Progress
	To review the following polices and plans: <ul style="list-style-type: none"> • The Housing Revenue Account (HRA) Business Plan • Sheltered Housing Service Review (to include proposals to deal with the `Supporting People` Programme budget reductions • The housing and homelessness elements of the Council's Medium Term Action Plans • The Affordable Housing Programme • The Tenant Participation Compact • Review of the Council's Choice Based Lettings Scheme • Stock Options Appraisal Plans 	Reviews completed and approved by O & S (CS) Committee on 25 May 2010 Strategy Committee considered and the Housing Panel's report on 10 February 2011 and approved changes to the Babergh`s Sheltered Housing Service and Babergh`s new Affordable Housing Programme
	To develop new affordable housing schemes across the district to meet identified housing needs and seek Strategy Committee approval of such schemes on an individual, scheme by scheme, basis -	On-going

Functions of the Panel	Progress
To be consulted on the level of discount to be given to Registered Social Landlords when selling council owned land for new housing in the approved Affordable Housing Programme in conjunction with the Head of Contract and Asset Management	These issues have been dealt with on an on-going basis throughout the year using delegated authority
To select and appoint Registered Social Landlord partners involved in the delivery of the Affordable Housing Programme in conjunction with the Head of Community Development	These issues have been dealt with on an on-going basis throughout the year using delegated authority
To consider requests for disabled adaptations works to council housing costing over £10,000	These issues have been dealt with on an on-going basis throughout the year using delegated authority
To undertake the annual review of the HRA street parking schemes	This issue has been dealt with on an on-going basis throughout the year using delegated authority

PROCUREMENT TASK GROUP

Chairman's Report on Progress – Year to 31st March 2011

Membership	Councillors: Dr. Michael Miller (Chair) Jennie Jenkins; David Grutchfield; Ray Smith; Len Young Officers: Ryan Jones, Head of Contract and Asset Management Tracey Farthing, Procurement Officer	
Approved functions of Task Group/Panel for 2010/11:		Progress in 2010/11
1. To continue to monitor and report on progress against the Procurement Action Plan, including: <ul style="list-style-type: none"> • Continuing to increase officer awareness of procurement responsibilities, supported by appropriate training • Increased collaboration and joint working with others to achieve more joint procurement activity • Expand approaches to procurement that will further support the local economy and the opportunities for local suppliers to bid for contracts, within legal constraints • Develop the shared services agenda with Mid Suffolk DC 		<ul style="list-style-type: none"> • Awareness events held in all Divisions for staff responsible for purchasing • Suffolk-wide Collaborative Procurement Group (Heads of Service) establish to improve joint working • Approved supplier list reviewed to ensure an appropriate focus on small & medium enterprises (SME's) and local businesses. Full use made of the Suffolk Chamber of Commerce B2B website. Full use also made of the Supply2Gov website • Joint procurements made for Treasury Management, Disposal of Street Sweepings and Business Rates Review

Approved functions of Task Group/Panel for 2010/11:	Progress in 2010/11
<p>2. To ensure that procurement is embedded in our business planning and processes, including:</p> <ul style="list-style-type: none"> • The recording of procurement savings activity • Embracing the opportunities of shared services and partnerships • Deliver on the stretched procurement savings target of £100,000 • To report progress to the Overview & Scrutiny (Stewardship) Committee 	<ul style="list-style-type: none"> • Procurement activity is recorded on the Council's Contracts Register (available on our website) • Joint procurements undertaken with MSDC. Strategic Collaborative Procurement work undertaken through an all-Suffolk Group to develop a joint e-procurement and contract management portal • Target of £100,000 should be achieved • Report will be submitted in May 2011

STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Chairman's Report on Progress – Year to March 2011

Membership	<p>Councillors:- Nick Ridley (Chairman), Nigel Bennett, John Brand, Richard Cave, Jennie Jenkins, Dr Michael Miller</p> <p>Officers:- Mike Hammond, Barry Hunter, Andrew Hunkin</p>	
Functions of Task Group/Panel	Progress	
<p>The following key areas were considered by the SFP Task Group in 2010/11:</p> <p>Strategic and Service priorities</p> <p>Savings and, where appropriate, redirection of staffing resources and budgets to meet the Council's strategic and service priorities; agreement to the One Year Deliver Plan, based on the rolled forward Medium-Term Action Plans.</p> <p>Medium Term Financial Strategy</p> <p>Assessment of cost pressures and savings required under differing scenarios to ensure that forward plans can be determined for the next 3 years. This included consideration of the reserves strategy, the capital programme and Government Grant levels following the Spending Review in October 2010.</p> <p>Budget for 2011/12</p> <p>Consider any growth bids and commitments; Review the content and affordability of the capital programme and its potential financing; Recommend Council Tax level for 2011/12.</p>	<p>The Task Group met 8 times between June 2010 and February 2011. The task of setting the budget for 2011/12 was again very challenging. It involved some further difficult decisions and required the considerable involvement of Members, senior management, staff and Unison. All of this was considered in relation to the council's Strategic and service priorities.</p> <p>All the actions set out in the agreed workplan were achieved. This was based on a clear forecast of the very significant scale of savings that the Council was expecting to face in 2011/12, based on the likely impact of the Government's Spending Review.</p> <p>There were detailed discussions with Management Team and Heads of Service on service provision, cost pressures and savings (including significant staff related savings) and regard was given to the proposed integration/merger with Mid Suffolk.</p>	

Savings, efficiencies and additional Income

With regard to the above, identify and agree what additional savings, efficiencies and additional income are required, taking into account the latest position on the economic downturn and other key drivers. Examine costs and performance further and discretionary services whilst minimising impacts on strategic and service priorities.

Consultation

To consider what consultation should take place, including the State of the District Debate and the involvement of the public and other stakeholders in determining the Council's forward plans.

The Task Group managed the uncertainties around the scale of the government grant cuts and had regard to the Government's proposed Council Tax "freeze".

Specific consideration was given to the following:

- cost pressures and the provision of discretionary services were critically examined
- costs were challenged along with the existing means of delivering services
- ensuring minimal impact on strategic and service priorities
- ensuring that appropriate discussions took place with partners and communities on proposed savings relating to discretionary services.

PIN MILL TASK GROUP

Chairman's Report on Progress – Year to 31st March 2011

Membership	<p>Councillors: Bryn Hurren, Peter Jones, Len Young, Desmond Keane, David Rose Ward Member – Cllr. Penny Clarke SCC Member – Cllr. David Wood</p> <p>Officers: Ryan Jones, Kathryn Saward, Stewart Schleip</p> <p>Representatives of: Chelmondston Parish Council, Pin Mill Society, Pin Mill Sailing Club, National Trust, Associated British Ports, Pin Mill Houseboat Owners, Suffolk Coast & Heaths Project, Pin Mill Moorings Committee.</p>	
Date of First Meeting in Municipal Year: 27 th November 2010		
Functions of Task Group/Panel	Progress	
1. To obtain the necessary approvals from Ipswich Borough Council to construct the works and implement charges	All approvals obtained	
2. To implement the proposed improvements to the Hard	All original construction works completed. Additional £50,000 obtained from the Haven Gateway Partnership, which has also now been spend on additional works	
3. To establish a company limited by guarantee to appropriately manage the foreshore at Pin Mill	The 'Pin Mill Bay Management Community Interest Company Ltd. has been established.	
4. To hand over the management of the new facility to the company limited by guarantee	The Company is now managing the Hard, including the new facilities	

<p>5. To promote any enforcement action required during the year for the removal or clearance of abandoned vessels along the foreshore area at Pin Mill</p>	<p>No enforcement actions required. Applications for planning permission or for Certificates of Lawful Use (CLUED's) in the houseboat area have been duly processed</p>
<p>All the required wreck removals and construction works the Hard at Pin Mill have now been completed. A Community Interest Company has been established to manage the new facilities under a lease from the Council.</p> <p>The work of the Pin Mill Task Group is therefore complete, so the Group can now no longer needs to continue.</p> <p>It can feel very proud of its achievements in re-creating a maritime working environment at Pin Mill through a genuine community driven process. This has been supported by a substantial investment by the Haven Gateway Partnership and Babergh, together with contributions from several other organisations that have made it possible.</p>	

INFORMATION MANAGEMENT TASK GROUP

Annual Report 2010/11

<p>Membership</p>	<p>Councillors:- Jenny Antill (Chair) John Brand David Grutchfield Michael Miller Brian Riley</p> <p>Officers:- Andrew Hunkin (Director of Corporate Services) Peter Quirk (Corporate Improvement and Information Manager) Kevin Peck (Information Technology Manager) Carl Reeder (Information and Project Manager Bob Southgate (Head of Customer Services) – Left in June 10</p>	
<p>Functions of Task Group/Panel</p>	<p>Progress</p>	
<p>Strategic monitoring of progress and effectiveness of the LAMP project:-</p> <ul style="list-style-type: none"> - Complete capture of Development Control applications from 1985 to 2009. 	<p>Members have been supporting and encouraging the project implementation of LAMP which is now complete. Members monitored budget and progress each month using Project Status Reports.</p> <p>Almost fully automated on Land Charges. Backlog of 5,000 anomalies created during the implementation (about 1.6% of the data) requires further investigation – before searches can be fully automatic.</p>	
<p>Strategic overview and development of ICT related capital budgets:-</p> <ul style="list-style-type: none"> - Commitment of agreed capital funds - Monitoring of expenditure against budget - ICT input to the Service and Financial Planning process. 	<p>Members monitored budget activity reported to each iMTG meeting; Achievements include:</p> <ol style="list-style-type: none"> 1) ICT Capital bids in respect of Infrastructure / Service Transformation prepared and submitted to Strategic Financial Planning process – reviewed at iMTG prior to submission. Budgets committed in support of: <ul style="list-style-type: none"> ▪ Maintenance desktop/server estate; ▪ Refresh Anti-Malware defence; ▪ Storage enhancements; ▪ Establishment of virtualisation platform (VMWare); ▪ Migration of Citrix platform to (virtual) successor (XenApp); ▪ Adoption more cost-effective 2-Factor authentication alternative. 	

Functions of Task Group/Panel	Progress
	<p>2) Application bids prepared by Business unit managers. Committed the following budgets:</p> <ul style="list-style-type: none"> ▪ Crystal Reports Upgrade ▪ CadCorp Upgrade ▪ S106 Acolaid extension; ▪ M3PP migration to new Database platform;
<p>Overseeing the implementation of the Information Strategy:-</p> <ul style="list-style-type: none"> - Monitoring of key milestones and deliverables - Focal point for discussing Member requirements - Budget monitoring. 	<p>Members continued to review and develop the ongoing information strategy, especially with regard to the integration / merger project.</p>
<p>Communicating successes, achievements as well as raising other Members' awareness through training.</p>	<p>Through the i-MTG, all Members kept informed of the following projects such as:</p> <ul style="list-style-type: none"> ▪ Mid-Suffolk/Babergh Integration/Merger ▪ Power protection system ▪ Section 106 Obligations database ▪ Suffolk broadband provision (Suffolk Acre presentation) ▪ Suffolk Observatory ▪ Census 2011
<p>Overseeing other ICT projects at a high level</p> <ul style="list-style-type: none"> - Reviewing key achievements - Progressing issues referred by officers. 	<p>High level ICT project management carried out by Programme Board whilst Members of this group monitored activity to ensure compliance with Babergh's objectives.</p> <p>Members were also proactive in the provision of ICT equipment within the community.</p>
<p>Partnership Working (especially shared services) – Look at platforms and applications used by services across authorities and develop and scrutinise new business cases looking for best (IT-based) solutions to meet the business need. To play an active part in ascertaining information management needs and data transfer.</p>	<p>Members have encouraged, supported and monitored the importance of ICT in partnerships, in particular:</p> <ul style="list-style-type: none"> - Shared Revenues Partnership - Mid-Suffolk Babergh Integration/Merger
<p>Operational and service issues</p>	<p>Members reviewed:</p> <ul style="list-style-type: none"> - Power protection - bid to improve resilience. - Remote access – remote access provision for staff and Councillors. - Member IT provision

HR PANEL

Proposed Work Plan 2011/12

Membership	Councillors:- Jenny Antill Brian Riley David Rose Rex Thake One further member to be confirmed Officers:- Andrew Hunkin, Director of Corporate Services Jeanette Bray, HR & OD Manager Tom Ost /Heather Worton , Unison Representatives Carol Williams, Senior HR Officer	
Date of First Meeting in 2011/12 Municipal Year: tbc		
Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
<p><u>1. ORGANISATIONAL DEVELOPMENT, HR POLICY & ISSUES</u></p> <p>In the main, these will be referred to the new Joint HR Panel* but any Babergh-specific matters will come to this Panel and these may include:</p> <ul style="list-style-type: none"> • Consideration of any HR related issues or policies prior to reporting to the Strategy Committee. • Consider and make recommendations on any Industrial Relations issues which arise • Consider any HR developments in response to changes in employment law. • Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee. <p>*see note at end of Paper</p>	To be arranged as necessary throughout the year	As and when necessary

Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
<p>2. <u>HEALTH AND SAFETY</u></p> <ul style="list-style-type: none"> • Oversee the Action Plan • Receive annual report and any further updates necessary on health and safety matters • Receive feedback from the Officers and/or Member champion for health and safety on any inspections carried out 	To be reported regularly throughout the year	
<p>3. <u>MONITORING CORPORATE STAFFING INDICATORS</u></p> <ul style="list-style-type: none"> • Review and monitor HR performance indicators and other staffing related corporate health statistical information as appropriate 	To be monitored in line with the performance management framework	
<p>4. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> • To meet the Staff Side at normal scheduled and special meetings of this body. 	To be arranged as necessary throughout the year	As and when necessary
<p>Note</p> <p>A Joint HR Panel has been set up and will include a total of six Members, three from each Council and Union representation. The main objective of this group will be to support the development, implementation and monitor the HR strategy for the integration/merger of the two Councils.</p> <p>There is also now a Joint BDC/MSDC Fairness and Equal Access Group with officer and Member representation who will report progress directly to the relevant Committee.</p>		

VILLAGE OF THE YEAR TASK GROUP/PANEL

Proposed Work Plan 11/12

Membership	Councillors:- Tony Roberts, James Long and Len Young have expressed a wish to continue for 11/12 providing they are successful at District elections John Sayers has decided not to stand this year Officers:- Miss J M Beever	
Date of First Meeting in Municipal Year: Dates to be agreed to take place in June		
Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
To judge the district round of the Village of the Year competition for small villages in accordance with the criteria set by Suffolk Association of Local Councils (SALC)	Judging takes place in June 2011	N/A

HOUSING PANEL

Proposed Work Plan 2011/12

Membership	Councillors:- To be determined Bettine Dosser – Tenants` Forum representative Officers:- David Clarke – Housing Services Manager Chris Foti – Head of Community Development Sue Smith – Principal Accountant Ryan Jones – Head of Contract and Asset Management John Kilgannon - Environmental Protection Manager Tom Ost - Senior Environmental Health Officer Ian Tippett – Strategic Housing Manager	
Date of First Meeting in Municipal Year: 13 May 2011		
Functions of the Panel	Proposed Timescale	Date of Report to Committee
<ul style="list-style-type: none"> • To review the Housing Revenue Account (HRA) Business Plan. This will include a detailed examination of the financial implications for BDC arising from the Government's major HRA reforms. • To develop proposals for a re-working of the Council's Sheltered Housing Service to reflect the large reductions in the `Supporting People` Programme budget • To review the housing and homelessness elements of the Council's Medium Term Action Plans • To monitor the progress of the Council's Affordable Housing Programme • To ensure that the Tenant Participation Compact and the application of the Tenant Services Authority's Standards for the council housing service is delivered • To contribute to the development of BDC and MSDC`s integration plans for the Housing Service • To develop a `Strategic Tenancy Policy` for the Council 	<p>Schedule of monthly Panel meeting dates agreed for 2011</p> <p>All Members to be invited a Housing Strategy Development Day on 29 July 2011 to help shape proposals</p> <p>To complete all reviews by September 2011 and present proposals for all housing objectives in the Panel's annual report to Committee</p>	<p>O & S (CS) Committee - 18 October 2011</p> <p>Strategy Committee - 17th November 2011</p>

Functions of the Panel	Proposed Timescale	Date of Report to Committee
To develop new affordable housing schemes across the district to meet identified housing needs and seek Strategy Committee approval of such schemes on an individual, scheme by scheme, basis	On-going	As and when required
To be consulted on the level of discount to be given to Registered Social Landlords when selling council owned land for new housing in the approved Affordable Housing Programme in conjunction with the Head of Contract and Asset Management	On-going	Delegated authority
To select and appoint Registered Social Landlord partners involved in the delivery of the Affordable Housing Programme in conjunction with the Head of Community Development	On-going	Delegated authority
To consider requests for disabled adaptations works to council housing costing over £10,000	On-going	Delegated authority
To undertake the annual review of the HRA street parking schemes	September	Delegated authority

PROCUREMENT TASK GROUP/PANEL

Future Work Plan – Year to March 2012

Membership	Councillors: Dr. Michael Miller (Chair) Jennie Jenkins David Grutchfield Len Young Ray Smith Officers: Ryan Jones, Head of Contract and Asset Management Tracey Farthing, Procurement Officer		
Date of First Meeting in 2011/12 Municipal Year: 8th July 2011			
Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee	
1. To review the existing Procurement Strategy	September 2011	October 2011	
2. To prepare a new Procurement Strategy Action Plan	September 2011	October 2011	
3. To monitor and report on progress against the Procurement Action Plan, including:			
<ul style="list-style-type: none"> • Increased collaboration and joint working with others to achieve more joint procurement activity, including membership of the Collaborative Procurement Strategy Group and the Countywide Procurement Group 	On-going	Not required	
<ul style="list-style-type: none"> • Expand approaches to procurement that will further support the local economy and the opportunities for local suppliers to bid for contracts, within legal constraints 	On-going	As required	
<ul style="list-style-type: none"> • Develop the shared services agenda with Mid Suffolk DC to ensure convergence of procurement strategies, and relevant rules, processes, terms & conditions 	On-going	As required	

Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
<p>4. To ensure that procurement is embedded in our business planning and processes, including:</p> <ul style="list-style-type: none"> • The implementation of the Suffolk-wide Contracts Finder portal • To fully implement the county-wide E-Tendering and Contract Management modules • The recording of procurement savings activity • Deliver on the stretched procurement savings target of £100,000 • To report progress to the Overview & Scrutiny (Stewardship) Committee 	<p>December 2011</p> <p>December 2011</p> <p>Monthly</p> <p>Annually</p> <p>Annually</p>	<p>Not required</p> <p>Not required</p> <p>Quarterly</p> <p>May 2011</p> <p>May 2011</p>

STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Proposed Work Plan 2011/12

Membership	Councillors:- To be determined Officers:- Mike Hammond, Barry Hunter, Andrew Hunkin	
Date of First Meeting in Municipal Year: 19 April 2011 (then 14 June 2011)		
Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
<p>The following key areas will be considered by the SFP Task Group in 2011/12, where appropriate jointly with Mid Suffolk officers and Members with reports to Committees and full Council during the year:</p> <p>Strategic Planning</p> <p>For 2011/12 – existing priorities aligned in order to facilitate staff integration at an early stage.</p> <p>For 2012/13 – build on above for the budget and consultation purposes. These will be a mix of shared and council-specific with linked service and delivery planning processes and a revised/ and aligned performance management framework. This will incorporate any implications/ amendments as a result of the local poll in May on merger with Mid Suffolk.</p> <p>Medium Term Financial Strategy (MTFS)</p> <p>Review savings targets and plans to address these over the next 3 years alongside the reserves strategy, the capital programme (including financing and affordability) and Council Tax levels.</p>	Between May 2011 and January 2012	<p>Strategy Committee: June 2011 – Initial framework, timetable and approach</p> <p>Interim reports to Strategy Committee and Council as appropriate: August to December 2011</p> <p>Joint O&S Committees: scrutiny of draft proposals –TBA</p> <p>Strategy Committee: Jan/Feb 2012 – draft/final Budget proposals and MTFS</p>

<p>Budget for 2012/13</p> <p>Phase 1 - May to August 2011: Identify options to achieve savings of up to £1.4m for Babergh (as part of the £2.9m joint estimated savings with Mid Suffolk) in the light of agreed priorities.</p> <p>Phase 2 – September 2011: Consult on these with key partners and stakeholders, residents and service users.</p> <p>Phase 3 – October 2011 – January 2012: Consider results of consultation and scrutiny before making final recommendations on the Budget and on Council Tax levels for 2012/13.</p> <p>During this work, careful consideration will be given to cost pressures, savings from staff integration and on other controllable costs including discretionary services. Areas of additional income (including Government Grant from the ‘New Homes Bonus’) will also be considered. In addition, costs, performance and any appropriate VFM indicators will be examined and the affordability of the capital programme including all revenue and capital financing costs will be reviewed.</p> <p>In producing the Budget, the aim will be to ensure that the impact of savings on strategic and service priorities is, as far as possible, minimised.</p>		<p>Further scrutiny by O&S Committees: Jan/Feb 2012</p> <p>Full Council: approval of MTFs and 2012/13 Budget at end of Feb 2012</p>
<p>Consultation</p> <p>To consider consultation with key partners and stakeholders, including the State of the District Debate and the public, staff & Unison, MT and Heads of Service to inform the Council’s forward plans.</p>		<p>See above</p>

H:\DOCS\Task Groups\AnnReport-11-12-k.doc

A meeting was held with the Political Group Leaders and the suggested Membership of the Groups referred to in the report are as follows:-

TASK GROUPS/PANELS

Housing Panel J A Jenkins D H Keane N MacMaster M O Munson S M Wigglesworth	Procurement Task Group P K Beer D G Grutchfield D C Rose R C Smith L H Young
Human Resources Panel J Antill M F M Bamford D L Kendall D C Rose R W Thake	Strategic Financial Planning Task Group N A Bennett D M Busby J R B Cave J A Jenkins R E Kemp N A Ridley
Staff Joint Consultative Committee Reserves C W Arthey A C Bavington	Village of the Year Awards Panel K S Grandon-White A M Norman A J Ward L H Young
Joint Scrutiny Committee D M Busby J R B Cave B D Hurren B Riley D C Rose	Joint HR Panel J Antill M F M Bamford D C Rose
Joint IT Panel D M Busby M J Deacon B Riley	Joint Appointments Panel S Carpendale J A Jenkins S M Wigglesworth Reserve: A C Bavington
Joint Member Implementation Board A C Bavington (J M Owen) S Carpendale (A K Pollard) J A Jenkins (to be confirmed) S M Wigglesworth (J A B Long) One vacancy (Conservative)	