

BABERGH DISTRICT COUNCIL

<u>FROM:</u> Head of Corporate Organisation	<u>REPORT NUMBER:</u> M9
<u>TO:</u> Council	<u>DATE OF MEETING:</u> 24 April 2012

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 2011/12 (Appendix 1) and to approve the work plans for 2012/13 (Appendix 2).

2. RECOMMENDATIONS

2.1 That the following Babergh Task Groups/Panels continue for 2012/13:

- (a) Village of the Year Awards Panel
- (b) Housing Panel
- (c) Procurement Task Group
- (d) Strategic and Financial Planning Task Group

2.2 That the Human Resources Panel cease to exist.

2.3 That the progress of the Task Groups/Panels during 2011/12 as outlined in Appendix 1 be noted.

2.4 That the proposed work plans of the Task Groups/Panels for 2012/13 as set out in Appendix 2 be approved.

3. FINANCIAL IMPLICATIONS

All financial implications are included within the 2012/13 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 Managerial 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

5. **CONSULTATIONS**

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

6. **EQUALITY ANALYSIS**

6.1 Not relevant to this report.

7. **SHARED SERVICE/PARTNERSHIP IMPLICATIONS**

7.1 There are no shared service implications.

8. **KEY INFORMATION**

8.1 The HR Panel has not met during the past year which is the reason there is not a progress report included in Appendix 1. There have been no significant issues for the Panel as the focus has been on the Joint Staffing arrangements and 2012/13 will focus on the harmonisation of terms and conditions, which will come under the remit of the Joint HR Panel. It is suggested therefore that the Babergh HR Panel cease to exist.

8.2 Membership of the Staff Joint Consultative Committee has previously come from the HR Panel. The suggested Membership of the SJCC is contained in Appendix 3.

8.2 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:-

- 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)

9. **APPENDICES**

Title	Location
Appendix 1 – Progress for 2011/12	Attached
Appendix 2 – Proposed work plans for 2012/13	Attached

10. BACKGROUND DOCUMENTS

None.

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VILLAGE OF THE YEAR TASK GROUP/PANEL

Progress Report 11/12

Membership	Councillors:- Kathryn Grandon Jack Norman Trot Ward Len Young Officers:- Miss J M Beever	
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: Hintlesham, Kersey, Lindsey and Tattingstone Tattingstone were judged winners of the district round in June 2011. Tattingstone went forward with villages from other district and emerged overall county winners in 2011.	

HOUSING PANEL

Chairman's Report on Progress – Year to March 2012

Membership	<p>Councillors:-</p> <p>Sue Wigglesworth – Chairman of Panel Jennie Jenkins Desmond Keane Mary Munson Neil MacMaster Bettine Dosser – Tenants` Forum representative</p> <p>Officers:-</p> <p>Chris Foti – Head of Community Development David Clarke – Housing Services Manager Sue Smith – Principal Accountant Ryan Jones – Head of Contract and Asset Management Tom Ost - Senior Environmental Health Officer Ian Tippett – Strategic Housing Manager Martin King- Head of Housing (from December 2011) Julie Abbey- Taylor- Strategic Housing Manager (from December 2011)</p>	
	Functions of the Panel	Progress
	<p>To review the following polices and plans:</p> <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 	<p>Work complete. O & S (CS) Committee 31st January 2012. Strategy Committee 9th February 2012. Full Council 23rd February 2012.</p> <p>Work complete. Strategy Committee - 9th February 2012.</p> <p>Outcomes will be reported in the Housing Panel Annual Review</p> <p>Outcomes will be reported in the Housing Panel Annual Review</p>

<ul style="list-style-type: none"> • 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>Work complete. Annual report published October 2011. Local offers due to be published in April 2012</p> <p>Work ongoing</p> <p>These plans are being developed with our sub-regional partners. Final report will be published in July 2012</p>
<p>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</p>	<p>On-going</p>
<p>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</p>	<p>These issues have been dealt with on an on-going basis throughout the year using delegated authority</p>
<p>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</p>	<p>These issues have been dealt with on an on-going basis throughout the year using delegated authority</p>
<p>To consider requests for disabled adaptations works to council housing costing over £10,000</p>	<p>These issues have been dealt with on an on-going basis throughout the year using delegated authority</p>

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
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PROCUREMENT TASK GROUP

Chairman's Report on Progress – Year to 31st March 2012

Membership	Councillors: Ray Smith (Chair) David Rose; David Grutchfield; Peter Beer; Len Young Officers: Ryan Jones, Head of Contract and Asset Management Tracey Farthing, Procurement Manager	
Approved functions of Task Group/Panel for 2011/12:		
	Progress in 2011/12	
1. To continue 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 • 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"> • Continued membership of the Suffolk-wide Collaborative Procurement Strategy Group (Directors/Heads of Service) to improve joint working • Continued membership of the County-wide Procurement Group (procurement managers) 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 Fire Alarm maintenance, supply of car parking wardens, Business Rates review and Out-of-Hours Services • Joint Contracts Register developed with Mid Suffolk 	

Approved functions of Task Group/Panel for 2011/12:	Progress in 2011/12
<p>2. To ensure that procurement is embedded in our business planning and processes, including:</p> <ul style="list-style-type: none"> • Implementation of the Contracts Finder portal • 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 	<ul style="list-style-type: none"> • COMPLETED • COMPLETED • COMPLETED • Target exceeded at £182,850 for 2011/11 • Annual Report submitted in July 2011 (Paper L47)

STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Chairman's Report on Progress – Year to March 2012

Membership	<p>Councillors:- Nick Ridley (Chairman), Dave Busby, Nigel Bennett, Richard Cave, Jennie Jenkins, Richard Kemp</p> <p>Officers:- Mike Hammond, Deputy Chief Executive Barry Hunter, Director of Finance Andrew Hunkin, Director of Corporate Services</p>	
Functions of Task Group/Panel	Progress	
<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> <ul style="list-style-type: none"> • For 2011/12 – existing priorities aligned in order to facilitate staff integration at an early stage. • 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/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>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>	<p>The Task Group tackled the SFP process based on existing strategic priorities. These were used as a basis for considering the Budget and savings options. A joint Budget 'awayday' was undertaken in June 2011 with Mid Suffolk to provide a firm basis for this work. Agreed that all areas of possible savings, expenses and additional revenue generation should be explored.</p> <p>The Task Group worked on the basis of a £1.3m budget gap, based on latest MTFS forecasts, which were continuously updated throughout the year.</p>	

Budget for 2012/13

- 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.
- Phase 2 – September 2011: Consult on these with key partners and stakeholders, residents and service users.
- 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.
- 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.
- 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.

Consultation

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.

- Savings, efficiencies and additional income identified
- ‘Budget Challenge’- extensive consultation undertaken including communications with the public and key partners
- Capital programme and affordability reviewed
- Budget Options produced, which were scrutinised by the Overview and Scrutiny Committees
- Extensive engagement of Members and involvement of Political Groups
- 2012/13 Budget approved with a 3.5% Council Tax increase
- Some temporary use of New Homes Bonus to minimise/reduce the impact of Budget savings
- Remaining New Homes Bonus to be used to support economic growth and the vitality of market towns, jobs, new homes and investing in achieving long-term savings.

VILLAGE OF THE YEAR TASK GROUP/PANEL

Proposed Work Plan 12/13

Membership	Councillors:- To be determined Officers:- Miss J M Beever	
Date of First Meeting in Municipal Year: Dates to be agreed in June 2012		
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 villages in accordance with the criteria set by Suffolk Association of Local Council (SALC)		

HOUSING PANEL

Proposed Work Plan 2012/13

Membership	Councillors:- To be determined Bettine Dosser – Tenants’ Forum representative Officers:- Martin King- Head of Housing Julie Abbey-Taylor- Strategic Housing Manager David Clarke – Housing Services Manager Sue Smith – Principal Accountant Ryan Jones – Head of Contract and Asset Management Tom Ost - Senior Environmental Health Officer	
Date of First Meeting in Municipal Year: 25th May 2012		
Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
<ul style="list-style-type: none"> • To monitor the progress of the Council's Affordable Housing Programme • To develop a “Strategic Tenancy Policy” for the Council. • To determine the impact of the sub-regional review of the Choice Based Lettings Allocation Policy on the Council. • To contribute to the development of BDC and MSDC`s integration plans for the Housing Service. 		
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		

<p>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</p>		
<p>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</p>		

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"> • Continue to contribute to the Suffolk-wide Contracts Finder portal • Fully support and contribute to 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 and report progress to the Overview & Scrutiny (Stewardship) Committee • Improvement of Procure to Pay process 	<p>On-going</p> <p>On-going</p> <p>Monthly</p> <p>Annually</p> <p>April 2012</p>	<p>Not required</p> <p>Not required</p> <p>Quarterly</p> <p>June 2012</p> <p>May 2012</p>

STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Proposed Work Plan 2012/13

Membership	Councillors:- To be determined Officers:- Andrew Hunkin, Strategic Director (Corporate) Katherine Steel, Head of Corporate Resources Barry Hunter/Financial Services Lead (Tier 4)	
Date of First Meeting in Municipal Year: Mid-May (TBA)		
Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
<p>It is likely that the following key areas will be considered by the SFP Task Group in 2012/13, with joint working and meetings with Mid Suffolk as necessary and with appropriate reports to Committees and Full Council during the year:</p> <p>Strategic Priorities</p> <ul style="list-style-type: none"> • Consider Resource Allocation in the light of agreed strategic priorities for 2013/14 onwards. • Ensure savings and efficiencies reflect these strategic priorities. <p>Medium Term Financial Strategy (MTFS)</p> <p>Consider the Joint MTFS, which will update and set out the forecast savings targets (previously estimated at £3.5m for Babergh, covering the period 2011/12 - 2013/14) and plans to address these over the next 3 years, alongside the reserves strategy, the capital programme (including borrowing and affordability) and Council Tax levels.</p> <p>The updated forecasts and strategy will be based on latest information on the Government's deficit reduction plans and likely grant reductions for Babergh over the period.</p>	<p>May 2012 to January 2013</p>	<p>Strategy Committee: June 2012– Initial framework including Joint MTFS, timetable and approach</p> <p>Interim reports to Strategy Committee and Council as appropriate: August to December 2012</p> <p>Joint O&S Committees: scrutiny of draft proposals – TBA</p> <p>Strategy Committee: Jan/Feb 2013 – draft/final Budget proposals</p> <p>Further scrutiny by O&S Committees (if necessary): Jan/Feb 2013</p>

<p>Budget for 2013/14</p> <p>June to August 2012: Identify options to achieve savings, currently estimated at £1m for Babergh (as part of the £2m joint estimated savings with Mid Suffolk) in the light of agreed or emerging strategic priorities.</p> <p>September/October 2012: Consult on these as appropriate with key partners and stakeholders, residents and service users. Undertake equality impact assessments.</p> <p>November/December 2012: Consider results of consultation and scrutiny before making final recommendations on the Budget and on Council Tax levels for 2012/13.</p> <p>January/February 2013: Draft/Final Budget produced.</p> <p>During this work, careful consideration will be given to cost pressures and forecast savings from staff integration and transformation. 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>Full Council: approval of 2013/14 Budget: end of Feb 2013</p>
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Village of the Year Awards Panel

K S Grandon
A M Norman
A J Ward
L H Young

Housing Panel

D H Keane
N MacMaster
M O Munson
A F D W Osborne
S M Wigglesworth

Procurement Task Group

P K Beer
D G Grutchfield
D C Rose
R C Smith
L H Young

Strategic and Financial Planning Task Group

N A Bennett
D M Busby
J R B Cave
J A Jenkins
R E Kemp
B Riley

Staff Joint Consultative Committee

M F M Bamford	Reserve Members
D L Kendall	C W Arthey
D C Rose	A C Bavington
R W Thake	
One Vacancy	