

BABERGH DISTRICT COUNCIL

From: Head of Corporate Organisation	Report Number: N8
To: Council	Date of Meeting: 23 April 2013

JOINT PANELS - ANNUAL REPORTS

1. Purpose Of Report

- 1.1 To note the progress on the work plans for 2012/13 (Appendix 1).
- 1.2 To note the continuation of certain of the current joint arrangements.

2. Recommendations

- 2.1 That the progress of the Joint Panels during 2012/13 as outlined in Appendix 1 be noted.
- 2.2 That it be noted that the Joint Housing Board, Joint Member Integration Board and Shared Revenues Partnership continue, with the membership as set out in Appendix 2 and that their Work Plans for 2013/14 will be submitted in due course.
- 2.3 That it be noted that the remaining Panels will not continue as the work undertaken by them will be delivered elsewhere (this aspect is currently the subject of a review).

3. Financial Implications

- 3.1 All financial implications are included within the 2013/14 budget.

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 Joint Committees/Panels unable to function	Very low	Marginal	Discussions already held with Group Leaders

5. Consultations

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

6. Equality Analysis

- 6.1 Not relevant to this report.

7. Shared Service/Partnership Implications

7.1 These are joint groups established to assist with the integration programme.

8. Key Information

8.1 Council at its meeting on 9 April agreed to implement a new Committee structure with effect from the Council meeting. The Terms of Reference and identity of various Working Groups and Panels, including the Joint Staff Consultative Committee and Joint Health and Safety Committee, are still being developed.

9. Appendices

Title	Location
Appendix 1 – Progress for 2012/13	Attached
Appendix 2 – Membership of JHB, JMIB and SRP	Attached

10. Background Documents

10.1 None.

Authorship:

Steve Ellwood
Democratic Services Manager

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

Joint Housing Board

Work Plan 2012/13

Membership	<p>Councillors:- Jennie Jenkins Mary Munson Sue Wigglesworth Marilyn Curran (MSDC) Leslie Mayes (MSDC) Patricia Godden (MSDC)</p> <p>Tenants: Michael Berry Liz Perryman Colin Bailey Rick Langford (MSDC) Sharon Wade (MSDC) Will Hutchinson (MSDC)</p> <p>Officers:- Martin King, Head of Housing Vicky Smy, Senior Tenant Involvement Officer Louise Rawsthorne, CM – HRA Income Team Ryan Jones, CM – Asset Management Gavin Fisk, CM – Tenancy Services Sue Lister, CM – Supported Housing Heather Sparrow, CM – Housing Assessments & Allocations</p>
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Functions of Task Group/Panel	Progress
Enable tenants to work with Members to oversee all operational services and develop plans and procedures for all Landlord Services on an equal basis	<p>This is the first year of the Joint Housing Board. The members of the Board have been provided with team building training as well as housing finance and HCA standards training.</p> <p>A review of the Board's terms of reference will take place at the start of 2013-14.</p>

Specific tasks include:

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|---|---|
| <ul style="list-style-type: none">• Review and development of the HRA Business Plans• Housing landlord strategy & policy development• Tenant services/housing management functions• Housing maintenance & improvement programmes• Leasehold property management• Compliance with the HCA (formerly TSA) regulatory framework | <ul style="list-style-type: none">• Business plans have been reviewed, balanced budgets agreed and rents set for 2013/14• Policy work includes: review of sub-regional allocations policy; consultation on Strategic Tenancy Policy, including Flexible Tenancies; re-invigoration of the Right to Buy and investment of capital receipts in re-provision of affordable housing• A revised Respect ASB Charter and action plan were agreed in November• Capital programmes have been designed and factored into the HRA Business Planning process• No progress during 2012-13. The HRA Income ODT will review both council's leasehold services• Panels have been established to work up proposals for each of the Standards. Consultation will take place in March and the new Standards will be published in April |
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JMIB TASK GROUP/PANEL**Work Plan 12/13**

Membership	Councillors:- <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Babergh District Council</u> S R Barrett A C Bavington S Carpendale J A Jenkins S M Wigglesworth </td> <td style="width: 50%; vertical-align: top;"> <u>Mid Suffolk District Council</u> M Curran D T Haley S E Michell A G Stringer P A Otton </td> </tr> </table> Officers:- Chief Executive, Interim Director of Transformation, Management Board/Heads of Service as required		<u>Babergh District Council</u> S R Barrett A C Bavington S Carpendale J A Jenkins S M Wigglesworth	<u>Mid Suffolk District Council</u> M Curran D T Haley S E Michell A G Stringer P A Otton
<u>Babergh District Council</u> S R Barrett A C Bavington S Carpendale J A Jenkins S M Wigglesworth	<u>Mid Suffolk District Council</u> M Curran D T Haley S E Michell A G Stringer P A Otton			
Functions of Task Group/Panel	Progress			
Oversee integration of the two Officer structures to a single structure servicing two sovereign Councils.	Tiers 1 – 4 in place with 50% reduction in posts. Final phase of integration (Operational Delivery Teams) underway with completion due July 2013. Policies and procedures aligned.			
Oversee the transformation of how the two Councils work in order they achieve their required outcomes.	Action plan to improve development control underway. Review of front and back office services ongoing. Development and planning of “Transformation Enquiries” underway. Savings: On target to achieve staff savings of £1.1M in 2012/13 rising to £1.3M in 2013/14 (Actual figure will depend on final ODT structures).			
Lead the development of strategic priorities and key outcomes.	Community consultation undertaken, key data and intelligence analysed with new joint strategic priorities and outcomes to be recommended to each Council in April 2013.			

Shared Revenues Partnership Joint Committee

Work Plan 12/13

<p>Membership</p>	<p>Councillors:- Brian Riley/Jennie Jenkins Tony Bavington Derrick Haley Marilyn Curran</p> <p>Officers:- Katherine Steel Barry Hunter</p> <p>(plus Ipswich BC Members and Officers)</p>	
<p>Functions of Joint Committee</p>	<p>Progress</p>	
<p>Monitor and Review the performance of the SRP relating to:</p> <ul style="list-style-type: none"> • The overall Business Plan, Budget and Service Improvement/efficiency plans and key risks • Collecting Council Tax and Business Rates • Administration, assessment and payment of housing benefit (HB) and council tax benefit (CTB) 	<p>All key performance and Business Plan targets achieved. Budget and key risks managed effectively. A number of service improvements and efficiencies implemented. Collection rates and Benefit processing times largely maintained in increasingly very difficult times.</p>	
<p>Ensure the SRP deals effectively with the Welfare Reforms agenda including:</p> <ul style="list-style-type: none"> • Introduction of a Local Council Tax Reduction scheme (replacing the national scheme) • Benefits capping and Social Housing under occupancy • Universal Credit 	<p>Extensive work and consultation on Local Council Tax Reduction scheme, which was approved by both Councils in December 2012. Member briefings undertaken throughout the year on the changes.</p>	

JOINT HR PANEL**Work Plan 12/13**

Membership	Councillors: - David Busby (Joint Chair), David Rose, Dawn Kendall (replaced by Adrian Osborne March 2013); Sara Stringer (Joint Chair), Leslie Mayes, Matthew Hicks Officers: - Jeanette Bray, Corporate Manager (Organisational Development) ; Andrew Hunkin, Strategic Director/ Peter Quirk, Head of Corporate Organisation, Union representatives from both Councils	
Functions of Task Group/Panel	Progress	
Develop OD strategies and policies that will assist with the delivery of the councils' Culture and Change Programme	The Panel have reviewed a number of revised joint policies including disciplinary, grievance, capability and redundancy to achieve harmonisation and streamline people management processes. The Panel have also monitored the consultation activities and the relevant staff issues throughout	
Develop pay scales for staff below service head level and oversee negotiations through collective agreement	The new pay grades and scales will form part of the proposed collective agreement and the Panel have received regular reports on all consultation and harmonisation activities.	
Develop HR strategies and policies that harmonise employment terms and conditions essential for staff integration	The Panel have met regularly to provide a steer on negotiations and to actively input into the full review of terms and conditions, benefits and policies to achieve harmonisation. This work is almost complete with an anticipated final collective agreement package almost complete for recommendation to both Councils	

Develop a Workforce Plan in line with the councils' emerging vision and priorities that allows the councils to plan future staff requirements and skills	There has not been any scope to move this work forward until appointment to the integrated staffing structure is complete.
Oversee the development of a joint Trade Union facilities agreement	This work has not been progressed to date
Receive reports from the Joint Fairness and Equal Access Group	The Panel have focused on integration issues and these reports have been received directly by O&S Committee

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JOINT IT PANEL**Annual Report 2012/13**

Membership	Councillors:- Brian Riley (BDC – Chair until Dec 12), Derrick Haley (MSDC – Chair), Terence Curran (MSDC), John Deacon (BDC), Simon Barrett (BDC, Chair from Jan 13), John Matthissen (MSDC), Frank Lawrenson (BDC) from Jan 13 Officers:- Andrew Hunkin, Katherine Steel, Carl Reeder	
Functions of Task Group/Panel	Progress	
Develop the overarching ICT strategy to support integration and monitor initiatives to deliver the strategy.	The JITP has met 4 times in the last year and developed an on going route map on, “How to move forward from here”.	
Oversee and monitor the implementation of the developed ICT strategies by monitoring key milestones and deliverables of Action Plan which include the following steps in the immediate future: 1) Establish network link and put in place ‘trusted relationship’	1) 1 st and 2 nd phase of trusted relationship integration complete. 3rd and final phase dependent on level of integration with Suffolk County Council (SCC), and Operational Delivery Teams being in place.	
2) Rationalisation of server hosting and virtualisation of servers	2) Babergh servers continue to be rationalised	
3) Bring core applications in line	3) Environmental Health’s M3 system is now fully integrated Licensing system integrated - data transfer in progress. Payroll and transactional HR now delivered by CSD for both councils.	
4) Develop document storage and information management strategies	4) Dependent on level of integration with SCC.	

5) Investigate rollout of digital telephony	5) Dependent on level of integration with SCC and long term plan for both buildings. Interim solution being rolled out at Hadleigh.
6) Investigate extension of service desk	6) Dependent on level of integration with SCC
7) Review future ICT provision linked into the review of shared services being undertaken county-wide	7) Linked in with Future Back Office Review (FBOR) – continuing to explore alternatives options with SCC.
8) Finalise the integrated website for both councils	8) Babergh and Mid Suffolk website up and running as of October 2012

APPENDIX 2

Joint Member Integration Board

S R Barrett
A C Bavington
S Carpendale
J A Jenkins
S M Wigglesworth

Joint Housing Board*

J A Jenkins
M O Munson
S M Wigglesworth

Shared Revenues Partnership Committee **

A C Bavington
J A Jenkins
A J Hinton – Substitute
A K Pollard – Substitute

***Appointed for term of office**

**** Also includes Ipswich Borough Council**