

# RESOURCES SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 18 June 2002 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**PRESENT:** Councillor Caborn (Chair); Councillors Mrs Boad, Darmody, Davis, Mrs Evans, Thomas and Windybank.

**ALSO PRESENT:** Councillor Crowther (Portfolio Holder for Corporate and Strategic Leadership)

## 133. DECLARATIONS OF INTEREST

No declarations of interest were made under this item.

## 134. CITIZENS PANEL

Mr Ian Mills of Social and Market Strategic Research, who organised consultations through the Citizens Panel on behalf of the Council, made a presentation to the Committee on the working of the Panel.

Mr Mills then answered questions from Members and was thanked for his useful presentation.

## 135. COMPREHENSIVE PERFORMANCE ASSESSMENT

At its last meeting, the Committee considered a report on comprehensive performance assessment which the Government intended to introduce to build on existing audit inspections and other assessments, and to include assessment of corporate capability. The result of the comprehensive performance assessment would be a balance score card, placing each Council into one of four performance bands.

Details of the comprehensive performance assessment had been provided at the last meeting of the Committee. The corporate assessment part of the process considered the response to four questions:-

- (a) What was the Council trying to achieve?
- (b) How does the Council set about delivering its priorities?
- (c) What has the Council achieved/not achieved to date?
- (d) In the light of what the Council has learnt to date, what does it plan to do next?

At its last meeting, the Committee decided to consider the first two of these questions at this meeting, and the final two at the next meeting.

The questions, along with the key questions suggested by the Audit Commission, were set out in an appendix to the report.

Members had a "brain storming" session and the Officers made appropriate notes.

## **RESOURCES SCRUTINY COMMITTEE (Continued)**

**RECOMMENDED** that the second question be not considered at this meeting but that questions 2 and 3 be placed on the agenda for consideration at the next meeting, along with the results of the discussion at this meeting.

### **136. FINANCIAL MANAGEMENT BEST VALUE REVIEW**

A report from Policy Services was submitted on the progress to date on the Financial Management Best Value Review.

The scope of the review had been agreed at the last meeting. The Review Team had had a number of meetings and base line data had been gathered. Further analysis of this was still being undertaken.

A self-assessment of the service had been undertaken using the best practice service outcomes adopted by the Audit Commission. The summarised results of this were attached as an appendix to the report.

Discussions were being held with the Council's Auditors and internal users to assess their perceptions of the service. In addition, the Auditors had been asked to comment on the results of the self-assessment.

The next stage of the review would consider the desired outcomes and the gaps in the current service provision.

**RECOMMENDED** that

- (1) the report be noted; and
- (2) the Committee's satisfaction with the quality of financial management be recorded.

### **137. DOCUMENT MANAGEMENT/OFFICE ADMINISTRATION BEST VALUE REVIEW PROGRESS**

The Committee received a report from Policy Services updating the progress on the ongoing Document Management/Office Administration Best Value Review. The scope of the review had been agreed at the last meeting. The proposed timetable for the review had been amended to fit in with the work plan for the Change Board. The Board would now consider an interim report on 25 September with a view to the final report being presented on 16 December.

## **RESOURCES SCRUTINY COMMITTEE (Continued)**

Baseline data had been gathered and the review proposed to focus on eight main aspects:-

Post	Text Processing
Collecting Deliveries	Moving things around the building
Purchasing	Document Storage
Sickness Recording	Recruitment Administration

Staff involvement was underway with meetings proposed for each of these key aspects. Visits were being arranged to look at other organisations who had adopted a similar approach.

**RECOMMENDED** that the report be noted.

### **138. SCRUTINY COMMITTEE MEETINGS**

The Committee considered a report from Policy Services on Scrutiny Committee meetings.

The Committee reviewed progress with the new scrutiny arrangements in January and were concerned about the timing of Scrutiny Committee meetings. It had been requested, therefore, that the matter be considered again later in the year.

**RECOMMENDED** that the Officers be asked to submit to a future meeting of this Committee a proposed timetable for the first two cycles of 2003/2004 based on Scrutiny Committees meeting on separate nights in the week before the meeting of the Executive.

### **139. ALLOCATION OF SAVINGS TARGET**

The Committee considered a report from Policy Services on the process by which saving targets, within the financial strategy, were allocated. The Chairman had requested the report.

**RECOMMENDED** that the current position be noted and the financial strategy review be awaited.

### **140. EXECUTIVE MINUTES**

The minutes of the Executive held on Monday 27 May 2002, which came within the remit of the Committee was submitted for information and scrutiny.

**RECOMMENDED** that the minutes be noted.

## **RESOURCES SCRUTINY COMMITTEE (Continued)**

### **141. EXECUTIVE AGENDA (NON CONFIDENTIAL ITEMS AND REPORTS)**

The Committee considered items 2,5,6 and 11(E) on the agenda for the meeting of the Executive on Monday, 24 June 2002.

**RECOMMENDED** that the recommendations in the report be supported.

### **142. PRESS AND PUBLIC**

**RESOLVED** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item, by reason of the likely disclosure of exempt information within paragraphs 8 and 12 of Schedule 12A of the Local Government Act 1972.

### **143. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS)**

The Committee considered the following item on the agenda of the Executive meeting to be held on Monday, 24 June 2002:-

Agenda Item 14 - Surcharging of a Private Sewer in Ladycroft, Cubbington

The Committee supported the adoption of Option 2 in the report.

### **144. WORK PLAN 2002/2003 AND PORTFOLIO HOLDER PRIORITY AREAS**

The Committee considered a report from Policy Services updating the Scrutiny Committee's work plan for the year and monitoring the progress against the Portfolio Holder priority areas.

It had been agreed to consider the Committee's work plan as a standing item on each agenda. The current work plan reflected items raised by the Committee at previous meetings and was detailed in an appendix to the report.

The Executive agreed service plans relating to the work of each Portfolio Holder at its meeting on 25 June 2001. Development priorities and work programmes for the Portfolio Holders covered by this Committee were detailed in an appendix to the report.

**RECOMMENDED** that

- (1) the progress against the Portfolio Holders priorities and work programmes be noted; and

## **RESOURCES SCRUTINY COMMITTEE (Continued)**

- (2) the Head of I.T. Services be asked to make a presentation to a future meeting on items in the self-assessment of the service which relate to I.T. and provision be made in the Committee's work plan.

### **145. MICHAEL HUNT**

Members were reminded that this would be Michael's Hunt's last meeting and they thanked him for his support over the past two years and wished him well for the future.

(The meeting ended at 8.30 p.m.)

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