

# RESOURCES SCRUTINY COMMITTEE

Minutes of the meeting held on Wednesday 3 April, 2002 at the Town Hall, Royal Leamington Spa at 6.00 pm.

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

**ALSO ATTENDED:** Councillor Dove (Corporate and Strategic Leadership)

## 800. **QUEEN ELIZABETH, THE QUEEN MOTHER**

The Committee observed a minute silence in memory of Queen Elizabeth, the Queen Mother, who passed away on Saturday 30 March, 2002.

## 801. **CATERING AT RIVERSIDE HOUSE**

When the majority of Warwick District Council Staff moved into Riverside House, consultation was carried out with staff to find out what their requirements were and a staff catering facility had been high on the agenda.

A number of caterers had been interviewed and eventually it was decided to appoint Eurest, a well known catering company specialising in employee catering. Eurest started operating in January 2001 and had basically met all our expectations. Further consultations took place with staff to find out why the cafeteria had not been used as much as had been hoped, and there appeared to be little criticism of the operation though the cost of sandwiches and the actual site itself had been mentioned, as well as the fact that many staff actually like to leave the building at lunchtime. Resulting from this, a range of cheaper sandwiches had been added and it was agreed to relocate the cafeteria in the old staff bar area.

The move had been completed in November 2001 and a review in January 2002 showed that, despite the fact that the new location had been better for the majority of staff, the actual daily take had been only marginally higher than had been the case previously. In view of the fact that the catering operation was now projected to be approximately £24,000 over budget, and coupled to the cost of operating the vending machines, it had been reluctantly decided to give notice to Eurest and the company finished catering at Riverside House at the end of March.

Eurest employed two members of Staff, one of whom moved within the company when the contract finished. Negotiations had taken place with the other employee to provide a slightly more restricted menu, consisting mainly of sandwiches, soup and drinks, with possibly one hot meal daily, on a no fee basis, but all the profit being retained by that individual. The agreement was that the authority provided the kitchen, met the costs of electricity and water, and any repairs to the equipment, including the vending machines, as required. The cost of this was estimated to be within the £10,000 budget allowed for catering and vending operation.

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

### **RECOMMENDED** that

- (1) the report be noted; and
- (2) a progress report be submitted to the Committee in six months.

#### **802. AUDIT MANAGEMENT LETTER 2000/2001 - UPDATE**

The Committee considered a progress report from Policy Services on the items raised in the annual Audit Management Letter.

The annual Audit Management Letter for 2000/2001 audit year had been received by the Executive at its meeting on 12 November 2001. This Committee considered the letter at its meeting on 12 November 2001, and requested a report back on the current position, on the issues raised, in six months.

KPMG, the Council's appointed Auditor, made seven recommendations in their annual Audit Management Letter. The recommendations and current position were detailed in Appendix 1 to the report.

### **RECOMMENDED** that the progress report be noted.

#### **803. SERVICE PLANS**

The Committee considered a report from Policy Services on the Service Plans for 2002-2004 approved by the Executive.

Service Plans for 2002-2004 had been considered and accepted by the Executive at its meeting on 11 March, 2002. The Committee considered the Service Plans at their last meeting and had two areas of concern:-

- (a) It was directly interested in the Service Plan for Corporate Management as this related to the work of the Corporate Services and Community Leadership Portfolio Holder; and
- (b) It had an indirect interest in other Service Plans in terms of their impact on the resources of the Council.

Service Plans were a fundamental element of the Council's policy framework as they set out how corporate objectives and priorities would be achieved.

### **RECOMMENDED** that the report be noted.

#### **804. COMMUNITY PLAN/LOCAL STRATEGIC PARTNERSHIP**

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

The Committee considered a report from Policy Services and Councillor Mrs Evans, updating the Committee on the progress being made in reviewing the Community Plan process.

The Resources Scrutiny Committee and the Executive agreed to review the Community Plan process, investigate the issue of Local Strategic Partnerships, (LSPs), and to make recommendations.

A survey had been completed and the results had been reported. The audit was underway and an evening seminar had been provisionally planned for 7 May 2002.

A seminar with Warwickshire County Council Area Councillors and representatives from key partner agencies, would be led and informed by Professor Stephen Leach from De Montfort University and would cover: what an LSP was, what it might do, alternative models for LSPs and experience from elsewhere.

The seminar would aim to identify some ideas that could be used as the building block for a LSP.

The ideas would be considered and further shaped by this Committee, the Joint Member Panel and reported to the Executive. It was then suggested that there would be a seminar in September/October 2002 involving a wider range of participants to discuss the LSP proposals.

A monitoring timetable on the implementations of the Community Plan had been prepared by Warwickshire County Council, and this Council's offices, and was detailed in Appendix 1 to the report.

### **RECOMMENDED** that

- (1) the proposals detailed in the report be approved:
- (2) the role of the theme groups be clarified;

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

- (3) the purpose and structure of the monitoring report be clarified; and
- (4) further reports be submitted as detailed in the report.

### **805. EXECUTIVE MINUTES**

The Committee considered the minutes of the Executive held on Monday, 11 March 2002, which came within the remit of this Committee.

**RECOMMENDED** that the minutes be noted.

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

The Committee considered the report of the Executive agenda form Monday 8 April, 2002, which came within its remit.

#### **Agenda Item Number 1 - Access to Information (Key Decisions & the Forward Plan)**

The Committee requested that the Forward Plan should indicate which Scrutiny Committee would consider the decision and the date of that meeting. In addition, adequate contact information should be provided to ensure that anyone wishing to make representations on the decision knows who to send them to and by what date. Finally, it is suggested that each entry within the Forward Plan is on a separate page.

#### **Agenda Item Number 2 - Consultation & Complaints**

The Committee supported the recommendation in the report.

#### **Agenda Item Number 3 - Cultural Quarter Proposal, Spencer Yard, Leamington Spa**

The Resources Scrutiny Committee supported the recommendation in the report and progress reports be submitted to the Executive on a 3 monthly basis.

#### **Agenda Item Number 14 - Legal Services - Contract For The Provision of Services**

The Committee supported the recommendation in the report.

#### **Agenda Item Number 15 - E-government/ict Action Plan For 2002/2003 & 2003/2004**

The Committee supported the recommendation in the report.

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

### **Agenda Item Number 16 - People Strategy**

The Committee supported the recommendation in the report.

### **Agenda Item Number 18 (A) - Financial Strategy Timetable**

The Committee supported the recommendation in the report.

### **Agenda Item Number 18 (B) - General Agreement on Trade in Services (Gats)**

The Committee supported the recommendation in the report.

### **Agenda Item Number 18 (J) - Green Procurement Policy and Guide**

The Committees supported the recommendation in the report.

### **Agenda Item Number 18 (K) - Extension of Employment Beyond Age 65**

The Committee supported the recommendation in the report.

### **Agenda Item Number 18 (L) - Change Board**

The Committee supported the recommendation in the report.

## **807. WORK PLAN 2001/2002 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 the meeting on 5 March 2002, and was detailed in Appendix 1 to the report.

The Executive had service plans relating to the work of each Portfolio Holder at its meeting on 11 June 2002. The relevant service plan action plan for the Portfolio Holder covered by this Committee were detailed in Appendix 2 to the report.

Following the review of the scrutiny arrangements at its January meeting, a meeting had now been arranged for the three Scrutiny Chairs and the Strategic Directors to meet to discuss the issues arising from the review of the scrutiny arrangements. The outcome of this meeting, on 9 April, would be included in the end of term report planned for the next meeting on 21 May.

### **RECOMMENDED that**

- (1) the progress against the Portfolio Holders priorities; and

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

- (2) the work programmes be noted, with the inclusion of Riverside House Car Park and Community Plan/Local Strategic Partnership.

### **808. 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 items, by reason of the likely disclosure of exempt information within paragraph 9 of Schedule 12A of the Local Government Act 1972.

### **809. EXECUTIVE AGENDA (CONFIDENTIAL)**

The Committee considered the report of the Executive agenda form Monday 8 April, 2002, which came within its remit.

#### **Agenda Item Number 20 - Kenilworth Connection**

The Committee supported the 'Mini-Civic Centre' options and requested that all routes be pursued to find funding from other partners.

#### **Agenda Item Number 21 - Asset Management - Disposal of Assets**

The Committee supported the revised recommendation.

(The meeting ended at 7.30p.m.)

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