

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER:

K7

TO: COUNCIL

DATE OF MEETING:

20 April 2010

TASK GROUPS AND PANELS – (A) APPOINTMENT OF MEMBERS AND (B) ANNUAL REPORTS

1. PURPOSE OF REPORT

- 1.1 To appoint Members to serve on the Council's Task Groups/Panels, to note the progress on the work plans for 2009/10 (Appendix 1) and to approve the work plans for 2010/11 (Appendix 2).

2. RECOMMENDATIONS

- 2.1 That the following Task Groups/Panels continue for 2010/11:

- (a) Human Resources Panel (including substitutes for Staff Joint Consultative Committee)
- (b) Pin Mill Task Group
- (c) Village of the Year Awards Panel
- (d) Housing Panel
- (e) Procurement Task Group
- (f) Information Management Task Group
- (g) Strategic and Financial Planning Task Group

- 2.2 That the progress of the Task Groups/Panels during 2009/10 as outlined in Appendix 1 be noted.

- 2.3 That the proposed work plans of the Task Groups/Panels for 2010/11 as set out in Appendix 2 be approved.

- 2.4 That membership of these Task Groups/Panels for 2010/11 be determined.

3. FINANCIAL IMPLICATIONS

- 3.1 None.

4 **RISK MANAGEMENT**

4.1 This report is most closely linked with the Council's significant business risk no. 4 Political Leadership and Governance. Key risks are set out below:-

Risk Description	Likelihood	Seriousness or Impact	Mitigation Measures
Members not appointed and Task Groups unable to function	Very low	Marginal	Discussions already held with Group Leaders and Members for the continuation of the Task Groups.

5. **KEY INFORMATION**

5.1 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
- Pin Mill Task Group
- Village of the Year Awards Panel
- Housing Panel
- Procurement Task Group
- Information Management Task Group
- Strategic and Financial Planning Task Group

5.2 The Members currently serving on the bodies outlined in Paragraph 5.1 have all expressed an interest to continue, subject to:-

- (i) A C Roberts on the Village of the Year Awards Panel - it is suggested that Mr A J Ward be appointed as his replacement.
- (ii) H N Todd on the Strategic and Financial Planning Task Group - it is suggested that Mr J R B Cave be appointed as his replacement.

The proposed representatives are as follows:-

- (a) Human Resources Panel – comprising five Members and to be politically representative wherever possible:-

J Antill	R W Thake
B L Lazenby	H N Todd
D C Rose	

- (b) Substitutes for Staff Joint Consultative Committee (2):

C W Arthey	L H Young
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- (c) Pin Mill Task Group (5)

B D Hurren	D C Rose
P Jones	L H Young
D H Keane	

(d) Village of the Year Awards Panel (4)

J A B Long	A J Ward
J R A Sayers	L H Young

(e) Housing Panel (5)

S P Clarke	D H Keane
D G Grutchfield	S M Wigglesworth
J A Jenkins	

(f) Procurement Task Group (5)

D G Grutchfield	H N Todd
J A Jenkins	L H Young
M R Miller	

(g) Information Management Task Group (5)

J Antill	M R Miller
J C Brand	B Riley
D G Grutchfield	

(h) Strategic and Financial Planning Task Group (6)

N A Bennett	J A Jenkins
J C Brand	M R Miller
J R B Cave	N A Ridley

6. **APPENDICES:**

Appendix 1 - Progress for 2009/10

Appendix 2 - Proposed work plans for 2010/11

7. **BACKGROUND PAPERS REFERRED TO:**

None.

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HR PANEL

Chairman's Report on Progress – Year to March 2010

<p>Membership</p>	<p>Councillors: - Jenny Antill, Brian Lazenby, David Rose, Rex Thake, Humphrey Todd (Chairman)</p> <p>Officers: - Andrew Hunkin, Director of Corporate Services Jeanette Bray, HR & OD Manager Christine Bromley / Heather Worton, Unison Representative Carol Williams, Senior HR Officer</p>
<p>Date of First Meeting in 2009/10 Municipal Year: 11 June 2009</p>	
<p>Functions of Task Group/Panel</p>	<p>Progress</p>
<p>1. <u>ORGANISATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Oversee the development of the Organisational Development Plan for the Authority. • Oversee the implementation of actions agreed within the OD Plan 	<ul style="list-style-type: none"> • The OD Plan was agreed by the Panel who were fully in support of the themes, aims and supporting actions within it. • The Plan is being implemented through an associated action plan. • The emphasis has been on developing leadership skills and preparing staff for change.
<p>2. <u>HR POLICY & ISSUES</u></p> <ul style="list-style-type: none"> • Consider 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. 	<ul style="list-style-type: none"> • The Panel received the results of an Equal Pay Audit. No major issues or risks were identified. • An action plan was developed to address the issues and risks identified, with a review of pay protection arrangements being the key priority. This review has been carried out. • The Panel reported to the O&S (Stewardship) Committee on arrangements that should be put in place for regular monitoring of the staffing establishment and salary budgets. • The Panel was updated on the preparations and arrangements in place to deal with any swine flu pandemic that occurred.

Functions of Task Group/Panel	Progress
<p>3. <u>LOCAL GOVERNMENT REVIEW</u></p> <p>To consider any HR implications arising from the Local Government Review</p>	<p>The Panel received a presentation on likely HR implications at the end of 2008/09. Officers have continued to work on these during 2009/10 as they would assist with other partnership / shared working if LGR did not occur.</p>
<p>4. <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 	<p>The Panel received an annual report on health and safety matters and Councillor Rose, the Lead Member for Health and Safety matters provided updates as appropriate.</p>
<p>5. <u>EQUALITY & DIVERSITY</u></p> <p>Receive reports from the Equality and Diversity Group relating to the Council's role as an Employer.</p>	<p>The Panel received a report from the newly-named Fairness and Equal Access Group on the key features of the new Local Government Equality Framework and a summary of the action plan for each of the five themes under the Framework. Progress is reported on a regular basis to the O&S (Stewardship) Committee</p>
<p>6. <u>MONITORING CORPORATE STAFFING INDICATORS</u></p> <p>Review and monitor HR performance indicators and other staffing related corporate health statistical information as appropriate</p>	<ul style="list-style-type: none"> • The Panel received reports on an agreed range of staff performance indicators for monitoring purposes. There have been no significant variances or follow-up action required. • The Panel has regular monitoring arrangements for the staffing establishment and salary budgets. The information has been used as part of the savings and efficiencies plan.

**7. EMPLOYERS SIDE OF THE STAFF
JOINT CONSULTATION COMMITTEE
(Members)**

To meet the Staff Side at normal scheduled and special meetings of this body.

- The SJCC met to ratify the Collective Agreement that had been negotiated between Unison and management representatives. It subsequently presented this to Full Council for agreement.
- The Collective Agreement identified just over £300k worth of savings for 2010/11.

PIN MILL TASK GROUP

Chairman's Report on Progress – Year to 31st March 2010

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: Chelmondiston 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 2009	
Functions of Task Group/Panel	Progress
1. To seek external matched funding to carry out improvements to the Hard at Pin Mill	The Haven Gateway Growth Point Project awarded a grant £120,000 to the project in September 2008. This has now been increased to £185,100 due to increased scheme costs
2. To implement the proposed improvements to the Hard	Design work completed and tenders received, but actual construction delayed due to legal and planning issues
3. To establish a company limited by guarantee to appropriately manage the foreshore at Pin Mill	Membership of proposed Company finalised. Set up was anticipated in Summer 2009 but then delayed due to legal and planning issues
4. To promote any enforcement action required during the year for the removal or clearance of abandoned vehicles along the foreshore area at Pin Mill	No enforcement actions required. Applications for planning permission or for Certificates of Lawful Use (CLUED's) in the houseboat area have been duly processed

VILLAGE OF THE YEAR AWARDS PANEL

Work Plan 2009/10

Membership	Councillors:- Mr J A B Long Mr A C Roberts Mr J R Sayers Mr L H Young Officer:- Mr C A Matthews
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 The Suffolk Association of Local Councils(SALC).	The villages of Edwardstone, Lindsey and Newton entered the Awards. Judging was completed in June 2009 with Newton being the winning village of the District Round.
Newton then represented the Babergh District in the County/Final rounds.	Newton achieved 1 st place in the Final and became Suffolk Village of the Year 2009.

HOUSING PANEL

Chairman's Report on Progress – Year to March 2010

	<p>Councillors:-</p> <p>Penny Clarke David Grutchfield Desmond Keane Jennie Jenkins Sue Wigglesworth – Chairman of Panel</p> <p>Richard Searle – Tenants` Forum representative</p> <p>Officers:-</p> <p>David Clarke – Housing Services Manager Chris Foti – Head of Community Development Homira Javadi – Corporate Finance Manager Ryan Jones – Head of Contract and Asset Management John Kilgannon - Environmental Protection Manager Tom Ost - Senior Environmental Health Officer Ian Tippet – Strategic Housing Manager</p>	
Functions of the Panel	Progress	
<p>To undertake detailed reviews of the following polices and plans:</p> <ul style="list-style-type: none"> • The Housing Revenue Account (HRA) Business Plan • The housing and homelessness elements of the Council's Medium Term Action Plans • The Affordable Housing Programme • The Tenant Participation Compact • The development of the Council's Choice Based Lettings Scheme • The development of the Council's Private Sector Leasing Scheme • Private Sector Grants and Loan Policy 	<p>Work completed - reported to:</p> <p>O & S (CS) Committee: 18 August 2009 and those elements requiring a policy change reported to:</p> <p>Strategy Committee - 17th September 2009</p>	1

To reconsider the timing of the Council's Stock Option Appraisal and Stock Condition Survey in the light of Local Government Review (LGR) conclusions	No LGR conclusions reached, so no change in current approved plans. Will now reconsider in light of new scenario and report to Committee in 2010	2
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	As and when required	3
To consider the assessment of the accommodation needs of Gypsies and Travellers in the Babergh district and develop proposals that meet that need	Proposals for action developed - these were approved by Committee in 2009. Work now underway by new member led task group	4
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	Panel has delegated authority to deal with this work, which is on-going throughout the year	5
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	Panel has delegated authority to deal with this work, which is on-going throughout the year	6
To consider requests for disabled adaptations works to council housing costing over £10,000	Panel has delegated authority to deal with this work, which is on-going throughout the year	7
To produce an affordable Warmth Strategy to address the problem of Fuel Poverty across all housing sectors	Not to be developed by the Housing Panel	8
To undertake the annual review of the HRA street parking schemes	Review completed	9

INFORMATION MANAGEMENT TASK GROUP

Work Plan 2009/2010

Membership	<p>Councillors:- Jenny Antill (Chair) Brian Riley John Brand David Grutchfield Michael Miller</p> <p>Officers:- Andrew Hunkin (Director of Corporate Services) Carl Reeder (Information and Project Manager) Kevin Peck (Information Technology Manager) Robert Lavell (Information Management and Technology Manager) – Left in July 09 Peter Quirk (Corporate Improvement and Information Manager) – Joined group in August 09 Bob Southgate (Head of Customer Services) Morag Embleton (Senior Information Officer) (to cover the development and implementation of the Information Strategy) – Left in September 09.</p> <p>The following Officers were kept informed of the work of the group via e-mail, and attended meetings if required. Christine Bromley (UNISON Representative) Marianne Aitken (Business Support Manager) Homira Javadi (Corporate Finance Manager)</p>
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Functions of Task Group/Panel	Progress
<p>Strategic monitoring of progress of the LAMP project:-</p> <ul style="list-style-type: none"> - Achievement and realisation of benefits - Key project issue referrals from Officers - Budget monitoring. 	<p>Full project almost completed (February 2010). Last remaining automation of search for Land Charge Register is now taking place. The following aspects have been reviewed by task group.</p> <ol style="list-style-type: none"> 1) Integration of a new Geographical Information System with spatial search capabilities affecting all divisions across the council. 2) Integration and automatic updates of Environmental Health system and Planning System 3) Data capture and automated response for land charge and CON 29 data for searches. <p>Budget and progress monitored each month using Project Status Reports at Programme Board and quarterly at Information Management Task Group.</p>

Functions of Task Group/Panel	Progress
	Full benefits realisation review to be completed once project has been completed.
<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>Budget activity reported to each iMTG meeting;</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 2) Application bids prepared by business unit managers.
<p>Overseeing the implementation of the Information Strategy:-</p> <ul style="list-style-type: none"> - Completion of the information audit - Monitoring of key milestones and deliverables - Focal point for discussing Member requirements - Budget monitoring. 	<p>Information Audit completed and an interim report is to be produced by the end of March 2010; Budget monitoring is reported in the previous item.</p>
<ul style="list-style-type: none"> - Communicating successes and achievements to Members using workshops and seminars as appropriate. 	<p>The Task Group has kept all Members appraised on projects such as Section 106, Shared Services and Outreach.</p> <p>Other information reported to Members includes :</p> <ol style="list-style-type: none"> 1) Member IT Provision – completed Q3-2009/10; 2) Civica PayLink (Internet payment collection and processing) – LIVE implementation completed Q4-1009/10 – 3) European Services Directive related licensing charges linked. Further deployment of this facility will continue throughout 2010/11; 4) Divestment of IBS integrated Housing/Revenues application suite following sell-off of IBS to Civica/Capita completed Q4-2009/10; 5) CallScripter – Call Management product – LIVE implementation completed Q3-2009/10.
<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 iMTG monitor activity.</p>

Functions of Task Group/Panel	Progress
Focal point for ensuring all projects conform to Information, information systems, and information technology strategies and policies.	Scrutiny over potential IT projects is maintained until such time as project becomes active and is then managed by internal 'Project Board'. Progress achieved for projects reported at end of year.
Focal point for all Babergh IT matters relating to LGR and shared services.	<p>Countywide ICT work stream carried out some early work to identify the platforms and applications held by Suffolk local authorities. The Task Group has critically reviewed the match of this Council's position with others and alerted Members to costs etc.</p> <p>ICT input into the Building Control shared service project.</p>

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STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Chairman's Report on Progress – Year to March 2010

Membership	Councillors:- Nigel Bennett, John Brand, Jennie Jenkins, Dr Michael Miller, Nick Ridley (Chairman), Humphrey Todd Officers:- Barry Hunter, Pat Rockall, Mike Hammond, Andrew Hunkin, Homira Javadi,	
Date of First Meeting in 2009/10 Municipal Year: 23 June 2009		
Functions of Task Group/Panel	Progress	
<p>Strategic Plan</p> <p>Any update/amendments to this; Redirection of staffing resources and budgets to meet the Council's strategic priorities; Rolling forward the Medium-Term Action Plans and the One Year Deliver Plan for 2010/11.</p> <p>Financial Strategy</p> <p>Reserves strategy, strategic charging policy, capital programme affordability; Council Tax levels. All of these will need to be linked to the Strategic Plan aims and priority outcomes.</p> <p>Budget for 2010/11</p> <p>Consider any growth bids and commitments; Review the content and affordability of the capital programme and its potential financing; Recommend a Council Tax for 2010/11.</p>	<p>The Task Group met 9 times between June 2009 and January 2010, including detailed discussions with Service Heads and Directors on service provision, costs, savings and efficiencies.</p> <p>All of the actions set out in the Task Group's agreed workplan were achieved as part of what was regarded as the most challenging SFP and Budget round ever for the Council.</p> <p>The task of setting the Budget for 2010/11 and identifying savings and efficiencies of £1.6m required clear leadership, difficult decisions and the extensive involvement of Members, senior management, staff and Unison.</p>	

Functions of Task Group/Panel	Progress
<p>Savings, efficiencies and additional income</p> <p>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.</p> <p>Consultation</p> <p>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.</p>	<p>The key achievements and outcomes were:</p> <ul style="list-style-type: none"> • Savings, efficiencies and additional income target of £1.6m identified and met • Comprehensive examination and scrutiny of service priorities and costs • Appropriate consultation and communications undertaken • More detailed Medium Term Financial Strategy approved • Reprioritised, affordable capital programme • Budget for 2010/11 approved with a 3% Council Tax increase • A One Year Delivery plan, based on the Medium-Term Action Plans to deliver the outcomes set out in the Strategic Plan.

HR PANEL**Proposed Work Plan 2010/11**

Membership	Councillors:- Jenny Antill, Brian Lazenby, David Rose, Rex Thake, Humphrey Todd (to be confirmed) Officers:- Andrew Hunkin, Director of Corporate Services Jeanette Bray, HR & OD Manager Christine Bromley /Heather Worton , Unison Representatives Carol Williams, Senior HR Officer	
Date of First Meeting in 2009/10 Municipal Year: 13 April 2010		
Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
<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 OD Plan needs to link into the OD work stream under the Mid Suffolk integration arrangements. An action plan needs to be developed once the principles behind the integration have been agreed</p>	<p>As set out in the Integration Action Plan</p>
<u>2. 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 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 Committee or Council. 	<ul style="list-style-type: none"> • Proposals for further improving sickness absence management (April). • Other timescales to be arranged as necessary throughout the year 	<p>As and when necessary</p>
<u>3. SHARED / INTEGRATED SERVICES</u> To consider any HR implications arising from: <ul style="list-style-type: none"> • Integration with Mid Suffolk DC • The Revenues and Benefits Partnership • The Local Government Review. 	<p>This is likely to be a very significant area for 2010/11 – especially the integration work with Mid Suffolk. A timetable and approach is being developed as part of the OD work stream.</p>	<p>As set out in the Integration Action Plan</p>

Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
<p>4. <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 	<ul style="list-style-type: none"> • June. • To be reported regularly throughout the year 	<p>Not required</p>
<p>5. <u>FAIRNESS AND EQUAL ACCESS</u> Receive reports from the Fairness and Equal Access Group relating to the Council's role as an Employer</p>	<p>Six-monthly</p>	<p>O&S (S) - October</p>
<p>6. <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 • Monitor and review the staffing establishment and salary budgets. 	<ul style="list-style-type: none"> • To be monitored in line with the performance management framework • Quarterly 	<ul style="list-style-type: none"> • O&S (S) on a quarterly basis
<p>7. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u> To meet the Staff Side at normal scheduled and special meetings of this body.</p>	<ul style="list-style-type: none"> • Further negotiations will be required with Unison this year as part of the savings and efficiencies agenda, and meetings will be arranged as necessary. • There may also be a role for the SJCC as the integration with Mid Suffolk develops 	<ul style="list-style-type: none"> • As and when necessary with a final report to Full Council in early 2011.

PIN MILL TASK GROUP

Proposed Work Plan 2010/11

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: Chelmondiston 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: June 2010 (date to be arranged)		
Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
1. To obtain the necessary approvals from Ipswich Borough Council to construct the works and implement charges	April 2010	Feb 2010
2. To implement the proposed improvements to the Hard	June to September 2010	Feb 2010
3. To establish a company limited by guarantee to appropriately manage the foreshore at Pin Mill	August 2010	Feb 2010
4. To hand over the management of the new facility to the company limited by guarantee	October 2010	N/a
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	As required	N/a

VILLAGE OF THE YEAR AWARDS PANEL

Proposed Work Plan 2010/11

Membership	Councillors:- Mr J A B Long Mr A C Roberts Mr J R Sayers Mr L H Young Have expressed the wish to continue to serve on the Panel. To be determined. Officer:- To be determined	
Date of First Meeting in Municipal Year: Dates to be determined in June 2010		
Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
To judge the District round of The Village of the Year Awards 2010 for larger villages in accordance with the criteria set by The Suffolk Association of Local Council (SALC).	Judging to be completed in June 2010.	Not applicable.

HOUSING PANEL

Proposed Work Plan 2010/11

Membership	Councillors:- To be determined Michael Berry – Tenants` Forum representative Officers:- David Clarke – Housing Services Manager Chris Foti – Head of Community Development Homira Javadi – Corporate Finance Manager 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: 30 April 2010			
Functions of the Panel	Proposed Timescale	Date of Report to Committee	
To review the following polices and plans: <ul style="list-style-type: none"> • The Housing Revenue Account (HRA) Business Plan (including current reform proposals and likely implications for BDC) • 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 • Sheltered Housing Service Review (to include Implications of the `Supporting People` Programme budget reductions). 	To complete reviews between by May and prepare O & S (CS) Committee report	O & S (CS) Committee: 25 May 2010 If any of the reviews undertaken result in a need for a policy change, a report would go onto: Strategy Committee -17 June Council - 30 June 2010	

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
To implement the workstream that will flow from the 2010 Housing Review report and start the review of housing issues relevant to the Council with a view to reporting to Committee in 2011	Summer 2010	Committee in 2011

<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 	<p>On-going</p> <p>On-going</p> <p>31.3.2011</p> <p>Half-yearly</p>	<p>September 2010</p>
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INFORMATION MANAGEMENT TASK GROUP

Proposed Work Plan 10/11

Membership	<p>Councillors:- Jenny Antill (Chair) Brian Riley John Brand David Grutchfield Michael Miller</p> <p>Officers:- Andrew Hunkin (Director of Corporate Services) Carl Reeder (Information and Project Manager) Kevin Peck (Information Technology Manager) Peter Quirk (Corporate Improvement and Information Manager)</p> <p>The following Officers will be kept informed of the work of the Group via e-mail, and attend meetings if required. Christine Bromley (UNISON Representative) Marianne Aitken (Business Support Manager) Homira Javadi (Corporate Finance Manager)</p>
Date of First Meeting in Municipal Year: April 2010 TBC	

Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
Strategic monitoring of progress of the LAMP project:- <ul style="list-style-type: none"> - Complete capture of Development Control applications from 1985 to 2009. - Benefits realisation review. 	Standard agenda item at each meeting. Estimated project completion Q1 Completion Q2	
Strategic overview and development of ICT related capital budgets:- <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. 	As required Ongoing August 2010	

Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
Overseeing the implementation of the Information Strategy:- <ul style="list-style-type: none"> - Monitoring of key milestones and deliverables - Focal point for discussing Member requirements - Budget monitoring. 	Q2 2010 Milestones to be developed	
Communicating successes, achievements as well as raising other Member's awareness through training.	As appropriate	
Overseeing other ICT projects at a high level <ul style="list-style-type: none"> - Reviewing key achievements - Progressing issues referred by Officers. 	As required	
Focal point for ensuring all projects conform to information, information systems, and information technology strategies and policies.	Ongoing	
Partnership Working (especially shared services and LGR) – 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.	As appropriate	

STRATEGIC AND FINANCIAL PLANNING TASK GROUP

Proposed Work Plan 2010/11

Membership	Councillors:- Nigel Bennett, John Brand, Jennie Jenkins, Dr Michael Miller, Nick Ridley, Richard Cave (replacing Humphrey Todd) Officers:- Barry Hunter, Pat Rockall, Mike Hammond, Andrew Hunkin, Homira Javadi, Peter Quirk	
Date of First Meeting in Municipal Year: May/June 2010		
Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
<p>It is envisaged that the following key areas will again be considered by the SFP Task Group in 2010/11:</p> <p>Strategic Plan</p> <p>Any update/amendments to this; Redirection of staffing resources and budgets to meet the Council's strategic priorities; Rolling forward the Medium-Term Action Plans and the One Year Deliver Plan for 2011/12.</p> <p>Medium Term Financial Strategy</p> <p>Reserves strategy, strategic charging policy, capital programme and affordability, Government Grant, future savings targets and Council Tax levels. All of these will be considered in relation to the Council's Strategic Plan aims and priority outcomes.</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 a Council Tax for 2011/12.</p>	<p>The Task Group will consider these issues between May/June 2010 and January 2011.</p>	<p>Strategy Committee: May 2010 - Initial framework, timetable and approach</p> <p>Interim SFP reports to Strategy Committee and Council as appropriate – October /December 2010</p> <p>Joint O&S Committees: scrutiny of draft proposals –TBA</p> <p>Strategy Committee: January and February 2011 – draft/final proposals</p>

Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
<p>Savings, efficiencies and additional income</p> <p>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.</p> <p>Consultation</p> <p>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.</p>		<p>Final scrutiny at both O&S Committees – January/February 2011</p> <p>Final Council approval – February 2011</p>