

Democratic Services

Riverside, Temple Street, Keynsham, Bristol BS31 1LA
Telephone: (01225) 477000 *main switchboard*
Direct Lines - Tel: 01225 394411 Fax: 01225 394439
Web-site - <http://www.bathnes.gov.uk>

Your ref:

Our ref:

Date: Date Not Specified

E-mail: Democratic_Services@bathnes.gov.uk

To: All Members of the Resources Policy Development and Scrutiny Panel

Councillor John Bull
Councillor Manda Rigby
Councillor Colin Barrett
Councillor Charles Gerrish
Councillor Dave Laming
Councillor Chris Watt
Councillor Nigel Roberts
Councillor Paul Myers

Chief Executive and other appropriate officers
Press and Public

Dear Member

Resources Policy Development and Scrutiny Panel: Monday, 14th May, 2012

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 14th May, 2012** at **5.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Michaela Gay
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Michaela Gay who is available by telephoning Bath 01225 394411 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Michaela Gay as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Michaela Gay as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Resources Policy Development and Scrutiny Panel - Monday, 14th May, 2012

at 5.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest
- b) The nature of the interest
- c) Whether the interest is personal, or personal and prejudicial

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES OF THE PREVIOUS MEETING - 26TH MARCH 2012 (Pages 5 - 10)

Please find attached the minutes of the meeting held on 26th March 2012 to be approved by the Panel and signed by the Chair.

8. CABINET MEMBER UPDATE

There is no report attached, this will be a verbal update.

9. CARBON MANAGEMENT (Pages 11 - 12)

Please find attached a short summary report on Carbon Management. There will be a presentation at the meeting.

10. RETENTION OF BUSINESS RATES (Pages 13 - 16)

Please find attached a short summary report. There will be a presentation at the meeting.

11. EMERGING INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY (Pages 17 - 20)

Please find attached a short summary report. There will be a presentation at the meeting.

12. PANEL FUTURE WORKPLAN (Pages 21 - 28)

Please find attached the Panel's future work plan.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

BATH AND NORTH EAST SOMERSET

RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL

Monday, 26th March, 2012

Present:- Councillors John Bull (Chair), Manda Rigby (Vice-Chair), Colin Barrett, Dave Laming, Nigel Roberts and Patrick Anketell-Jones

Also in attendance: Michaela Gay (Senior Democratic Services Officer), William Harding (Head of Human Resources), Vernon Hitchman (Divisional Director Legal and Democratic Services), Tom McBain (Divisional Director - Property), Andrew Pate (Strategic Director – Resources), David Thompson (Divisional Director - Improvement & Performance) and Jeff Wring (Divisional Director - Risk and Assurance Services)

54 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting and explained that he would vary the agenda to take item 12 'Council Website' as the first major item.

55 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

56 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillors Gerrish and Watt had sent their apologies to the Panel. Councillor Gerrish was substituted by Councillor Anketell-Jones.

57 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Councillor Anketell-Jones declared a personal, non-prejudicial interest in item 9 'Property Board Operation and Direction of Travel' as he owns property in the area.

58 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

59 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

Councillor Jackson made the following statement regarding item 9 'Property Board Operation and Direction of Travel':

"It is, of course, always a good idea to catalogue the family silver and get a valuation for insurance purposes. There is much in this report on the Council's Property Assets to commend it, but it is hard to avoid the conclusion that the ethos of the 'Commercial Property' section is washing over into the 'operational property' section. For a start, how does one judge impartially whether a particular asset, such as for example, the Victoria Hall, Radstock, has a purpose which fulfils the Council's vision, or not? What commercial value does one set upon the fact that 14-19 boys play snooker on tables of a very high standard withholder plays of regional standard acting as role models? Is what matters the nurturing of future stars, or the low levels of vandalism in Radstock because there are safe and interesting hobbies available here and at the youth club? Or what about the Pentecostal Church meeting there? It is always good to have God on your side, but sociologists of religion have drawn attention to the important role of such churches as substitutes for family for the young and lonely. Believers live on average 5 years longer than non-believers because of their positive attitude to life. In a ward with poor life expectancy rates for males, this is also important in social and financial terms. Or what about the Susan Hill School of Dance? A thriving business employing 17 people, but more importantly giving children confidence and health in a ward with high rates of childhood obesity. Converting buildings like the Victoria Hall for commercial use is a false economy. They are iconic. Since 1866 The Victoria Hall has been defining the identity of 'hard working families' in Radstock and giving them a community focus. The sight of secularised church buildings always grieves me. The Victoria Hall as flats or a pub would be just as bad. Therefore I ask you to see 'liabilities' as assets – for the community and an opportunity for B&NEs Council to engage with community volunteers. But community management of council assets is to be the subject of another study. All I can do is plead with you to engage with local societies and keep the family silver from the pawn broker".

The Chair thanked Councillor Jackson for her statement and informed her of the planned 'Community Asset Transfer' item on the Panel's future workplan.

60 MINUTES - 6TH FEBRUARY 2012

The Panel confirmed the minutes of the previous meeting as a correct record with the following addition:

Page 25, paragraph 3 after '...three parishes...', insert:

"Radstock, Westfield and Midsomer Norton"

61 CABINET MEMBER UPDATE

Councillor Bellotti – Cabinet Member for Community Resources updated the Panel on the following:

- He explained that the anticipated outturn on March 31st should come in inside the budget which is good news. The Panel were informed that the expected underspend would be between £0-£300,000.

- He stated that the budget meeting had been successful and that this Panel's concerns regarding the savings in residential care for adults with learning difficulties had been taken into account. The Cabinet will now receive quarterly updates to allow them to monitor the situation.
- He explained that the Keynsham Redevelopment planning application has been submitted and he had attended the last meeting of Keynsham Town Council who were happy with this.

The Chair thanked the Cabinet Member for this update.

62 PROPERTY BOARD OPERATION AND DIRECTION OF TRAVEL

Panel members noted the statement from Councillor Jackson (see minute 54).

The Panel received a presentation from Tom McBain – Divisional Director of Property and Chief Property Officer, which covered the following:

- The Property Portfolio
- Property Board – Terms of Reference
- Policy and Strategy
- Corporate Asset Management Plan
- What has the Asset Management Plan delivered to date?
- What is the future value of the Asset Management Plan?
- Opportunities for added value?
- Programmes
- Condition Surveys
- Repair and Maintenance
- Repair and Maintenance Initiatives
- Asset Reviews
- Performance models
- Capital Receipt Programme – Disposals
- Revenue Programme
- Future Asset Management Priorities for 2012
- Activities beyond the scope of this report but delivered by Property Services.

(A full copy of the presentation is held on the minute book for this Panel, Democratic Services, Guildhall)

Panel members raised the following points and asked the following questions:

Councillor Laming asked about the Place Making Group and whether it was concerned mainly with maximising value or considering the social benefit of a piece of land or property. He also asked about the following: economic development input; sites such as Avon Street Car Park; the Collonades and Lower Bristol Road. Tom McBain – Chief Property Officer addressed these points, he explained that his department advises the Property Board on financial value but it would be up to the Board (and the Cabinet) on the form of development. He explained that he works closely with colleagues from Economic Development and their advice is sought on the best use of sites.

In response to a question from Councillor Roberts, the officer explained that the Council does not land bank but can purchase sites for delivery.

Councillor Barrett asked if the Council consult with other property owners on aims and objectives. The officer explained that yes, he did speak to public bodies and private owners about objectives and they discussed things such as licensing and pedestrianisation.

In response to a question from Councillor Barrett regarding independent traders, the officer explained that it was the many independent traders that made Bath unique and that his department worked closely with tenants, each of which had their own named officer to discuss any issues. Councillor Anketell-Jones suggested that Property Services define the relationship they would like with tenants in a 'Landlord/Tenant Protocol'.

Councillor Rigby explained that there were four major developments in Abbey Ward and asked for some mindfulness regarding residents. She explained that the authority did encourage residents to live in the centre so she would not like to go down a purely financial route in the number of developments planned.

There was some discussion about the role of the Place Making Group. The Director explained that the Development Board champions developments, the Property Board champions disposals and the Place Making Group puts this together to balance competing needs and pressures. He further explained that it was not a decision making group and any decisions would go to a public meeting of the Cabinet. Councillor Bull stated that he wished the Panel's view that social aspects should be considered at the Place Making Group to be passed on. The officer noted this. There was some discussion around how all political parties could have access to information that is discussed at the Property Board and Place Making Group. Councillor Bull reminded the Panel that they could ask any questions they may have of Councillor Bellotti (Cabinet Member for Community Resources) under the regular item 'Cabinet Member Update' at each meeting. The officer stated that Property Board information (including the agendas for the Development Board and Property Board) could be made available to Panel members in an appropriate way.

The Chairman thanked the officers.

63 USE OF CONSULTANTS WORKING GROUP FEEDBACK

Councillor Bull introduced the item and thanked Lauren Rushen (Project Officer, Overview and Scrutiny) for her work on this.

The officer confirmed that the Panel's recommendations would be sent on to the Corporate Audit Committee and the Cabinet Member.

The Panel recommended that:

1. Regarding Service Action Plans – to strengthen transparency and accountability, these plans should detail the existing and proposed service needs for consultants within the ‘workforce planning’ section; and
2. The Panel receive an informal briefing on the Staff Survey.

(Note: the word ‘compulsory’ be removed with regard to training on page 3 (page 61 of the agenda papers) of the report (bottom paragraph)

64 ELECTIONS WORKSHOP FEEDBACK

Councillor Bull introduced the report and ran through the recommendations on page 5 of the report.

Panel members raised the following points and asked the following questions:

Councillor Roberts asked that the Council do more to get more people to register.

Councillor Laming suggested liaising with British Waterways to raise the numbers of boat owners who are registered.

The Panel agreed to refer the report to Vernon Hitchman (Chief Elections Officer and Divisional Director of Legal and Democratic Services).

65 COUNCIL WEBSITE

The Panel received a presentation from Jonathan Mercer – Communications and Marketing Manager on the ‘Council Website’ which covered the following:

- Council Website and Digital media
- Objectives
- Top Improvements to the site
- Benefits of the site
- Key Developments in the pipeline
- Testing and Accessibility

(A full copy of the presentation is held on the minute book for this Panel, Democratic Services, Guildhall)

Panel Members raised the following points and asked the following questions:

Councillor Laming asked how economic development would be promoted on the new website and also asked that information on public loos be included. The officer explained the economic development information could be accessed from three different pages. The officer acknowledged the point about the public loo information and explained that the website was constantly evolving and suggestions were welcome. In a response to a further question from Councillor Laming, the officer confirmed that it was possible to have a forum on the site. Regarding the question of whether it was possible to have a page for each member champion, the officer

explained that he was not sure if members of the public looking for information on the river, for example, would go to a members champion page.

Councillor Laming asked how the website would be marketed. The officer explained that it would go live in May/June 2012 and the launch would be publicised in the local press. He also asked that officers and members refer to the website. He confirmed that the website was compatible with AppleMac Computers.

Councillor Colin Barrett asked how the £200,000 saving was being made. The officer explained that there was a planned reduction in the size of the web team and the use of 'open source' (no license) contributed towards the savings. In response to a further question about the maintenance of the website, the officer explained that the number of web authors was being reduced from 200 to 50 which would enable better quality training. He further explained that each department would be responsible for updating its own content so that the website will be self-managing.

Councillor Roberts asked if sustainable transport options could be included when directions are given on the website. The officer noted the suggestion. Councillor Roberts asked if all departments were enthusiastic about the website, the officer explained that all Divisional Directors realised the importance of the website. Andrew Pate – Strategic Director for Resources suggested that the Panel receive an update report in six months and added that members could monitor the quality of the website themselves.

Councillor Rigby suggested that the officer considers streaming on the website so members of the public could navigate it as a 'resident' or a 'visitor'. The Officer agreed to consider this.

The new website was favourably received by the Panel. The Chair thanked the officer for the presentation

66 PANEL FUTURE WORKPLAN

The Panel noted the future workplan.

The meeting ended at 7.35 am

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING:	Resources Policy, Development and Scrutiny Panel
MEETING DATE:	14 May 2012
TITLE:	Carbon Management
WARD:	ALL
AN OPEN PUBLIC ITEM	
NB There will be a presentation to update the panel on the Council's work programme on climate change and carbon reduction.	

1. INTRODUCTION TO SCOPE AND ISSUES

The presentation will include the following issues and provide members with up to date information about progress with this agenda.

- i. The Council has a key role to play in helping to deliver the Government's national carbon reduction targets. Carbon reduction is also important locally in terms of fuel poverty, energy resilience and future economic prosperity.
- ii. The Council has set out its district wide carbon reduction aims in the Sustainable Community Strategy 2011-2026 to make a 45% reduction by 2026, in line with the national target. This work is led by the Bath and North East Somerset Environmental Sustainability Partnership.
- iii. The Council also has a Carbon Management Programme with a reduction target of 30% by 2014 from its operational emissions from 2009. Since this plan was developed, the Council has recognised the significance of carbon emissions beyond direct operations, from the supply chain, ie via procurement and out-sourced services.
- iv. Bath & North East Somerset Council has been leading a major piece of research for the West of England, funded by Total Place, called the West of England Low Carbon Initiative. Key findings from this report show that most public sector organisations now realise that their supply chain emissions are a bigger issue than direct operational emissions and that leadership is a key issue for implementation.
- v. Bath & North East Somerset latest carbon emissions breakdown:

District wide: 940,000 tonnes/CO ₂	Per Capita: 5.3 tonnes/CO ₂
Council: 26,500 tonnes/CO ₂	Plus supply chains: 71,000 tonnes/CO ₂

2. RECOMMENDATION

For the panel to consider the issues and to provide input, particularly around leadership and prioritisation issues.

Contact person	Jane Wildblood, Corporate Sustainability Manager 01225 477685 or Micaela Basford, Corporate Sustainability Officer 01225 396402
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Bath & North East Somerset Council	
MEETING:	Resources PDS
MEETING DATE:	14 May 2012
TITLE:	Retention of Business Rates
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Presentation (to follow)	

1 THE ISSUE

1.1 This report and main presentation will provide a background to the Local Government Resource Review including the Retention of Business Rates which will significantly change the way in which local government is funded from 1 April 2013.

2 RECOMMENDATION

2.1 The Resources PDS is asked to note the report and accompanying presentation, including the current level of uncertainty surrounding the Local Government Resource Review and the impact on future funding for the Council.

3 FINANCIAL IMPLICATIONS

3.1 The Local Government Resource Review including the retention of business rates will have potentially significant implications for the Council. The system will incorporate the savings required as part of the Comprehensive Spending Review but will also provide a financial incentive to councils generating business growth.

3.2 As part of this arrangement it is expected that many of the financial risks associated with collection of business rates will also be transferred to councils, although some form of safety net is likely to be put in place to deal with significant shocks.

3.3 The details of the review are still being worked up by the Government, but based upon the broad outline of the proposals, the presentation to support this report will provide further details on the potential financial issues for the Council.

4 THE REPORT

4.1 The Local Government Resource Review is considering ways to give councils greater financial autonomy and provide stronger incentives to support economic growth. The Government is committed to implementing the reforms suggested in the review by 2013/14.

4.2 The first phase of the LGRR focuses on the proposed re-localisation of business rates. This inevitably requires major changes to the existing formula grant system. In considering re-localisation, the review is primarily concerned with how authorities can be incentivised to promote local economic growth through retention of business rate revenue.

4.3 Key issues for the review include:

- Whether a reformed local government finance system should continue to assess needs and resources in order to ensure some degree of resource equalisation?
- Who should manage a needs / resource assessment and equalisation process if these elements are retained?
- How a relocalised model should incorporate incentives?

4.4 A presentation will be provided to the Resources PDS providing an overview of the review and the potential implications for the Council, although it should be noted that at this stage the details of how the system will actually operate and the financial implications have not been published or agreed.

4.5 Further consultation and more detailed technical papers are expected to be provided by the Department for Communities and Local Government (DCLG) during the summer.

5 RISK MANAGEMENT

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

6.1 There are no direct equalities impact as a result of this paper although the implications of the review will need to be considered within the Council budget process for 2013/2014 with relevant equalities impact assessments produced as part of this.

7 CONSULTATION

7.1 Any required consultation will be undertaken in accordance with guidance from DCLG once this is available.

8 ADVICE SOUGHT

8.1 The Council's Section 151 Officer (Divisional Director - Finance) has produced this report and the supporting presentation based upon information currently available from the DCLG and the Local Government Association.

Contact person	Tim Richens, Divisional Director of Finance – Tel: 01225 477468
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	14 May 2012
TITLE:	Emerging ICT Strategy
WARD:	ALL
AN OPEN PUBLIC ITEM	
NB There will be a presentation to update the panel	

1. INTRODUCTION

- A presentation will be provided at the meeting setting out progress in developing a new ICT strategy for the Council.

2. BACKGROUND

- The Council's new Vision & Values (which will become part of a new Corporate Plan) and its Change Programme provide the background to the strategy:
 - Savings targets and requirements for more efficiencies
 - Changes to workplaces also associated with flexible and mobile working
 - Carbon reduction targets
 - Customer Services changes
 - Partnership working including emerging health commissioning roles
 - Community engagement and localism
 - Information transparency as increasingly advocated by Government
- The strategy is being drafted and the target is for it to be finalised this summer.
- The strategy does not deal with who provides the service but instead what should be provided and creates an approach, an architecture and way of working. It will also generate an investment plan.

3. SCOPE AND ISSUES

- The presentation will set out:
 - The aims of the strategy
 - Progress to date
 - Issues and choices
 - Examples of what will be different

- In developing the strategy a series of engagements are taking place:
 - Elected members including through this PDS meeting
 - Senior managers
 - Leaders of change programme strands
 - Neighbouring and similar Local Authorities
 - Independent ICT advisers
 - Local Government Delivery Council
 - The Council's existing ICT delivery partner

- Further details are enclosed in Appendix 1.

4. RECOMMENDATION

The panel will be asked to comment on the presentation and in particular the aims of the strategy as well as the progress to date.

Contact person	Angela Parratt – Head of Transformation – 01225 396576
Background papers	Council's new Vision and Values – Council Agenda 10 May 2012 Budget Report – Council Agenda – February 2012 (references to savings targets and also summary of the change programme)
Please contact the report author if you need to access this report in an alternative format	

Emerging ICT Strategy – Appendix 1

Context

The 2008 ICT Strategy is in the process of being updated.

How we want to use ICT to support service delivery means changing the ICT we have including what we use, how we provide it and how we support ICT. Some of these changes given our current position will be quite radical.

We need ICT to be portable, flexible, available and affordable and to be an enabler that helps services to innovate.

The key message is that the strategy will be business driven, not IT led.

Examples of what we are aiming for

- Ability to access any system from any desktop at any council office
- Same from any council mobile device
- All fieldworkers to have mobile devices
- Carbon and energy reductions
- Integration with health commissioning, easier and better collaboration
- Integration of health and social care delivery, the ability to share and exchange information easily, securely
- Less systems and a more simple architecture
- Easy to use and up to date systems
- Security and encryption that works for the business as well as meeting standards
- Portable and easy to use Members IT to enable working out and about
- Use of the council web to share knowledge
- Access to your desktop from home

Currently accessing applications is dependent upon having a fixed wire connection. This is as much to do with how we meet security requirements as it is to do with the state of our current IT estate. By moving away from this we can enable a different type and level of service delivery e.g.

- Case workers able to complete more assessments in a day / week – records can be accessed and updated on the spot with the client such as calculating benefit entitlements
- Creative work with children – media rich tablets and the various apps available in the market place would allow social workers to do concentrated work with children and families in their home, the social worker could also update the child's record whilst they were there

Where we are now

The strategy is being developed in consultation with services. There are also things from a management perspective that we know need to be done anyway e.g. help the organisation achieve its' £1m savings target on annual ICT spend, rationalise down the number of applications in use, improve governance and gatekeeping whilst at the same time develop and improve existing ICT capabilities, extract better value from and make better use of ICT investments made to date and exploit what we have got.

The missing piece of the strategy is to understand in enough detail how we expect Council service delivery models to evolve over the medium term. We need to clarify better the role ICT can play in supporting services and in this, ensure that any future investment in IT meets services objectives.

Angela Parratt Head of Transformation May 2012

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Bath & North East Somerset Council	
MEETING: RESOURCES PANEL	
MEETING DATE:	14th May 2012
TITLE:	WORKPLAN FOR 2012/13
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	

1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

2 RECOMMENDATION

- 2.1 The Panel is recommended to
 - (a) consider the range of items that could be part of their Workplan for 2011/12 and into 2012/13

3 FINANCIAL IMPLICATIONS

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

5 RISK MANAGEMENT

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

8 ADVICE SOUGHT

- 8.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Michaela Gay, Democratic Services Officer. Tel 01225 394411
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Resources Policy Development & Scrutiny Panel Workplanlast updated – 23rd April 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
1 August 2011	Overview Presentation	AP	AP	Presentation		
	Keynsham Regeneration and Workplaces Project	AP	TMcB	Presentation		
	Use of Consultants – set up working group	AP		Verbal report		
	Cabinet Member Update			Verbal report		
	Panel Workplan			Report		
12 September 2011	Universal Credit and new Council Tax Benefit System	AP	Ian Savigar	Presentation		
	Change Programme	AP	Angela Parrett	Presentation		
	Scheme for retired Councillors	AP	Vernon Hitchman	Report		
	Cabinet Member Update			Verbal update		
	Panel Workplan			Report		

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
21 November 2011 – note Keynsham Town Hall	Keynsham Town Centre Regeneration and Workplaces Project – Update (incorporating Cabinet Member Update)	AP				
	Medium Term Service and Resource Plans	AP		Report		
	Panel Workplan			Report		
16 th January 2012	Medium Term Plan – Issues from November Panel	AP		Report		
	Service Action Plans	AP		Report		
	Cabinet Member Update			Verbal Update		
	Panel Workplan			Report		
Budget Meeting						
6 th February 2012	Budget Report	AP				
26 th March 2012	Cabinet Member Update			Verbal Update		
	Property Board Operation and Direction of Travel	AP	Tom McBain			

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Elections workshop feedback		Donna Vercoe/Lauren Rushen			
	Use of Consultants Working Group feedback		Lauren Rushen			
	Council Website		J.Mercer	Presentation		
	Panel Workplan					
14 th May 2012	Carbon Reduction	AP				
	Retention of Business Rates	AP				
	Road Map (IT)	AP				
	Cabinet Member Update			Verbal Update		
	Panel Workplan					
16 th July 2012	Member Training					
	Structure for allocating all resources (not just financial)	AP				
	Community Asset Transfer – sub group					
	Cabinet Member Update					
	Panel Workplan					
10 th Sept 2012	Keynsham Town Centre Regeneration - Update	AP				
	Council Website – Update		J.Mercer			

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Cabinet Member Update					
	Panel Workplan					
12 th Nov 2012	Medium Term Plans					
21 st Jan 2013	Service Plans					
Items to be scheduled:						
	Corporate Complaints Policy and Procedures	AP	Graham Dove			
	Planning and Financing the Future – Regeneration	AP				