

Democratic Services

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Date: 6 July 2012

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

Councillor John Bull
Councillor Manda Rigby
Councillor Colin Barrett
Councillor Paul Myers
Councillor Charles Gerrish
Councillor Barry Macrae
Councillor Nigel Roberts
Councillor David Bellotti

Chief Executive and other appropriate officers
Press and Public

Dear Member

Resources Policy Development and Scrutiny Panel: Monday, 16th July, 2012

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 16th July, 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, 16th July, 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 PREVIOUS MEETING - 14TH MAY 2012 (Pages 5 - 12)

Please find attached the minutes of previous meeting held on 14th May 2012 to be approved by the Panel as a correct record and signed by the Chair.

8. APPROACH TO ALLOCATION OF RESOURCES - BRIEFING NOTE (Pages 13 - 18)

Briefing note attached on the 'Approach to Allocation of Resources'.

9. COMMUNITY ASSET TRANSFER - PRESENTATION (Pages 19 - 34)

There will be a short presentation at the meeting. The presentation is attached.

10. UNIVERSAL CREDIT - UPDATE

There is no report attached. This will be a verbal update.

11. CABINET MEMBER UPDATE

There will be a verbal update from the Cabinet Member for Community Resources – Councillor David Bellotti.

12. PANEL WORKPLAN (Pages 35 - 42)

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, 14th May, 2012

Present:- Councillors John Bull (Chair), Manda Rigby (Vice-Chair), Colin Barrett, Charles Gerrish, Chris Watt, Nigel Roberts and Geoff Ward

Also in attendance: Michaela Gay (Senior Democratic Services Officer), Angela Parratt (Head of Transformation), Andrew Pate (Strategic Director, Resources), Tim Richens (Divisional Director, Finance), David Trethewey (Divisional Director , Policy & Partnerships), Micaela Basford (Corporate Sustainability Officer) and Jane Wildblood (Corporate Sustainability Manager)

1 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

2 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Councillor Geoff Ward declared a personal, non-prejudicial interest in item 10 (Retention of Business Rates) as the owner of a building in Batheaston.

Councillors John Bull and Charles Gerrish declared a personal, non-prejudicial interest in item 9 (Carbon Management) as shareholders in Bath and West Community Energy Company.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

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

There were none.

7 MINUTES OF THE PREVIOUS MEETING - 26TH MARCH 2012

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

Minute 62, page 31, end of paragraph 6 – “including information contained in the agendas” to replace “including the agendas for the Development Board and Property Board”.

There was some discussion around how the information regarding Property could be communicated to the Panel. It was noted that the Cabinet Member would share non-confidential items with the Panel as part of the ‘Cabinet Member Update’ item. It was also noted that Development Board information is reported to the Housing and Major Projects Policy Development and Scrutiny Panel.

8 CABINET MEMBER UPDATE

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

KEYNSHAM REGENERATION - CPO

- He explained that, with regard to Keynsham Town Centre Regeneration, a CPO (Compulsory Purchase Order) had been agreed by the Cabinet at its meeting on 9th May 2012. In response to a question from Councillor Gerrish, Councillor Bellotti explained that negotiations with the fire brigade were taking place at officer level and that there were other sites that they may decide to utilize.

WORKPLACES PROJECT

- Councillor Bellotti updated the Panel on the Workplaces Project – he explained that Trimbridge House and Plymouth House had now been vacated and that plans were on target for Northgate House and Palace Yard Mews. He updated the Panel on the plans for the Guildhall – 30 planned workers had been increased to 100. He explained that half an office block in Keynsham had deleted to make way for parking and other development.

Councillor Gerrish asked about the working environment in the Guildhall such as the heating issues. Councillor Bellotti assured the Panel that working conditions in the building would be improved.

Councillor Gerrish asked about funding, Councillor Bellotti explained that money had in part been saved by deleting half an office block. He explained that the workplaces project was on budget.

Councillor Ward asked if ICT developments had been built in to the plans for future workplaces. Councillor Bellotti explained that it was and he had asked both officers and partners to evidence their office needs. He explained that the business hub is being provided in the Guildhall to enable private sector initiatives and support economic development using new ways of working. He

explained that a lot of Council office accommodation is old and not fit for purpose and the programme was addressing this.

Councillor Barrett asked about the Bath Sports Centre office accommodation in the basement which has poor ventilation, Councillor Bellotti explained that Councillor Dave Dixon had the Aquaterra contract in his portfolio and he would pass this comment on to him.

Councillor Barrett asked if there were proposals for a Casino in the Guildhall, the Cabinet Member and Strategic Director for Resources explained that there were no proposals at this time.

ONE STOP SHOP

- Councillor Bellotti explained that the One Stop Shop in Manvers Street opened next week. He described the facilities that would be available. He explained that there would be a celebratory event to which Members would be invited later in the month.
- Councillor Bellotti referred to the Consultants Working Group Report and thanked the members of the working group for their work on this. He explained that he accepted the first major recommendation that future use of consultants should be shown in Service Action Plans. He stated that he was happy for the Staff Survey to be looked at. He explained that the recommendations that were relevant to the Corporate Audit Committee had been referred to them with his recommendation for approval. He explained that he would be considering the other recommendations. He stated that, regarding working with other authorities on procurement, there were other issues he would want to consider such as prioritising local businesses as part of these considerations. He explained that he would be happy to share his thinking on this.

Councillor Ward asked that work experience placements and internships be considered along with apprenticeships.

Councillor Bull asked when there would be a conclusion on the procurement criteria. Councillor Bellotti stated that this should be completed by the turn of the year, he explained that there is a lot of analysis to be done and that there was already some good practice in place.

9 CARBON MANAGEMENT

The Panel received a presentation from Jane Wildblood – Corporate Sustainability Manager and Micaela Basford – Corporate Sustainability Officer which covered the following:

- Council role in delivering national carbon reduction targets
- BANES CO2 emissions in context
- Health and Wellbeing Impacts
- Twin track carbon reduction strategy

- BANES CO2 emissions 2009
- Environmental Sustainability Partnership Strategy and Action Plan
- Break down of BANES carbon emissions
- Progress against target to date
- Key factors affecting emissions
- Cost of energy
- Key Trends
- Reduction in progress
- West of England Low Carbon Initiative, Total Place
- Issues identified by Divisional Directors
- Example of 30% approach – Schools

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

In response to a question from Councillor Bull, the officer explained that the department had worked with academies on the issue of Carbon Management.

Councillor Bull asked if all the capital set aside had been spent. The officer explained that not all the 'invest to save' money had been spent as it depended on projects coming forward. An example of one such project was the driver fuel efficient training.

Councillor Bull asked if street light switch offs had been investigated. The officer explained that they had investigated turning off street lights for certain periods of time but that now most were being converted to LED.

Councillor Rigby asked if the high proportion of listed buildings in the area added to the emissions of the authority. The officer stated that this is a factor and explained that the Council works closely with Bath Preservations Trust.

Councillor Gerrish asked about use of the transshipment depot. The Cabinet Member stated that he would look in to this.

Councillor Ward explained that there were ways to get quick wins in educating the right people and maybe monitoring managers on carbon management. He stated that there was learning to be done on the true energy costs of things.

Councillor Barrett asked about the use of the hot springs. The officer explained that there had been a study into this and the springs are used for part of the heating for the Pump Room but that maintenance of the pipes involved high costs. The officer explained that there was a European Bid regarding under floor heating at the Abbey, which would be an effective use of the waste heat from the springs.

Councillor Roberts asked that figures are brought back to the Panel in September showing the latest position on the achievement of Council carbon reduction targets and that if the trends are going in the wrong direction, the Cabinet Member be invited to explain the plan to turn this around.

The Chair thanked officers for the presentation.

10 RETENTION OF BUSINESS RATES

The Panel received a presentation from Tim Richens – Divisional Director for Finance which covered the following points:

- What is the Resource Review?
- Localisation of Business Rates – How will it work?
- Business Rates Retention
- Growth and the Government Tariff
- BANES Council – NNDR Contributions to the National Pool 2006/07 – 2009/10
- Projected Business Rates Growth – 10years 2013/14 to 2022/23
- Formula Grant and the Baseline
- The Risks
- Timetable

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

Councillor Roberts asked if something positive could be done such as investing in infrastructure; increasing business rates or enhancing sites with potential in the local plan. The Strategic Director explained that there were some revolving funds backed by Government to support this such as Growing Places and opportunities were being looked at, albeit the funds had to be paid back. He agreed on the need for the Council to consider prioritising business rate growth.

Councillor Watt spoke about opportunities for businesses to locate in Keynsham and the Somer Valley.

Councillor Ward asked about the effects of the ICT revolution and stated that maybe there would not be the need for so much shop space. The Cabinet Member added that online shopping was growing and it is an issue as a lot of capital is tied up in retail.

The Cabinet Member stated that there was a risk that after a general election, the rules on business rates would change so it was hard to plan too far ahead. He explained that he felt that borrowing for development is not something that should happen in the public sector.

Councillor Watt said that he was disappointed that the new administration was using the new homes bonus to support revenue spending yet in his view this should be used for investment in infrastructure.

11 EMERGING INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY

The Panel received a presentation from Angela Parratt – Head of Transformation which covered the following:

- Strategy challenges

- Progress to date
- How we are developing the strategy
- What are we aiming for
- Request for Panel input

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

Councillor Roberts stated that a key aspect of IT was around training and whether staff knew how to use equipment. He added that it was important to assess whether we are getting enough benefit from IT upgrades. He stated that an increase in staff productivity can be achieved with IT. The officer explained that she is looking at differentiating training needs.

Councillor Watt stated that we held a lot of data which should all be made available. There was some discussion around the benefits of developing applications in house in order that appropriate domain knowledge is not lost. The officer explained that a new customer management system is being brought in and domain knowledge is being led by staff but external expertise is bought in to do the configuration. She added that she would discuss the suggestion about publishing more data with colleagues. Councillor Roberts explained some advantages for getting software written externally, for example an in-house person may leave and there would be a knowledge gap.

Councillor Bull summarized the Panel's views with the following general points on ICT Strategy:

- Simplification
- Flexibility
- Applications – implementations led by people with domain knowledge
- Differentiating training
- Data publication

The Chair asked that the ITC Strategy be brought back to the Panel within one year.

12 PANEL FUTURE WORKPLAN

The Panel noted the future workplan with the following additions:

Items to be scheduled:

- Procurement
- Recruitment/retention/stress rates

September 2012

- Carbon Management Update

May 2013

- ICT Strategy

The meeting ended at 8.45 am

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	16 July 2012
TITLE:	Approach to Allocation of Resources - Briefing Note
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Budget Jigsaw	

1 THE ISSUE

1.1 The Panel is asked to consider how resources are planned and allocated to see if there are some simplifications or improvements that can be achieved to the overall approach. This report has been requested by the Panel, and the request was for information which went beyond just the allocation of financial resources.

2 RECOMMENDATION

The Panel is asked to:

- 2.1 Note the report
- 2.2 Comment on ways in which to improve or simplify resource allocation

2 FINANCIAL IMPLICATIONS

2.3 There are no direct financial implications of this report but significant changes to how resources are allocated, which would require Cabinet or potentially Council approval, could have a fundamental impact.

3 THE REPORT

- 3.1 There are several dimensions to resource allocation
 - Approval of budget framework by Council each February
 - Council Tax setting
 - Tax Base
 - Reserves Policy

- Robustness of estimates
- Medium Term & Service Action Plans
- Some aspects are done for us:
 - Government resource allocation which in future will include retention of 50% of business rates growth as well as new homes bonus
 - Allocation of resources for running schools and other ring fenced Government grants, albeit the number of these is rapidly diminishing
 - Planning fees and some other charges for statutory services or for access to information
- Some are delegated to officers, provided guidelines are followed:
 - Minor fees and charges which are generally increased in line with inflation
 - Adjustment to budgets in line with the budget management scheme where they are relatively minor and in keeping with the budget framework and service action plan objectives
- The Medium Term Plans and Service Action Plans are meant to capture not just the finances but also:
 - Relevant background such as the changing shape of the service to accord with changes in local policy including the corporate plan and sustainable community strategy, new Government rules and regulations, recent performance and of course budget constraints.
 - The Medium Term Plans take a 3 years view and are completed in November and submitted to PDS Panels prior to Cabinet and Council sign off.
 - The Service Action Plans look at the next 12 months and presently are also presented to PDs Panels before sign off.
 - The Plans consider resources in term of finances and people (staff), consider equalities and legal issues, but tend not to focus on carbon usage or property usage. How community and Council resources can be combined is also given relatively little attention although work with other partners such as in the NHS and Police does tend to feature.
 - The needs and prioritisation in the Corporate Plan (next Cabinet meeting agenda) and the Joint Strategic Needs Assessment (JSNA and recent Health & Wellbeing Board paper) are also key.
- The capital programme is presented to full Council but as it is formed there is a detail Project Initiation Documentation (PID) Process that checks schemes have considered:
 - Life time costs and therefore on-going revenue implications

- Carbon impact
 - Governance and policy requirements
- The Council's change programme is about protecting priority outcomes whilst driving forward efficiencies and better working practices. A summary of the latest position will be handed out at the meeting. Crucially this helps protect and better deliver front line services, partly by driving efficiencies in those services and back office services, but also by improving partnership working and customer focus as the Council changes partly in response to external pressures.
 - The Council has a Carbon Reduction Plan with an approach to invest-to-save linked to these schemes where a business plan shows returns in the medium term – 3 to 5 years.
 - Workforce plans are part of the Service Action Plans and there is also a workforce strategy. Skills, new or reducing workload, changing policies, new practices including partnership working, community engagement, commissioning all play their part.
 - The Council has an asset management plan, a workplaces programme, an approach to the commercial estate. These are all reflected in the Service Action Plans but changes to planned use of assets is perhaps not as linked to changes in services as it could be. The workplaces programme is national leading or best practice.
 - Reserves are used to help even the flow of expenditure between years, to cope with contingencies and to support invest to save including through the change programme.
 - Community rights are being introduced this year to challenge patterns of service provision including the right to bid to run services (the Council does not have to accept the bid), similarly to bid for property or protect property (not just Council property).
 - Transparency requirements are developing the whole time with Government announcements emerging this week. The Council publishes invoices over £500, discloses detailed employee information in its accounts.
 - The Audit Committee reviews effectiveness of audit arrangements as well as treasury management, stewardship, governance and keeps in mind fiduciary duties.
 - This panel reviews and suggests in relation to the use and management of resources including through the budget setting process.
 - There is a complex pattern of changes affecting the Council this year and these are summarised in the budget jigsaw at Appendix 1.

- **RISK MANAGEMENT**

- This is also a factor in resource allocation although this report has no direct risk implications.

- **EQUALITIES**

- This is also a factor in resource allocation although this report has no direct equalities implications.

- **CONSULTATION**

- The resource allocation process has its own extensive consultation approach.

- **ISSUES TO CONSIDER IN REACHING THE DECISION**

- *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

- **ADVICE SOUGHT**

- 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	<i>Andrew Pate</i>
Background papers	<i>Medium Term Plans and Budget 2011/12; Change Programme summary – to be provided at the meeting.</i>
Please contact the report author if you need to access this report in an alternative format	

Briefing Paper to PDS Panel

Outline approach to current Medium Term Service and Resource Planning

1) Financial Planning Budget Jigsaw approach

THE FINANCIAL PLANNING JIGSAW									
	1		2		3		4		
	Demographic Pressures Adult Social Care		Demographic Pressures Childrens Social Care		Role of the LEA / Academies		Contractual and Inflationary Cost increases		
5	Shared and Community Use Assets		Management Structures		Change Programme		Loss of Specific Grants		9
10	Council Tax Benefit Localisation		11 Council Tax Discounts (Empty Properties and 2nd Homes)		12 Service Prioritisation		13 Development Agenda Cost and Returns (PAFF)		14
15	Previous Year One Offs / Variances etc.		16 Council Tax Level		17 Capital		18 New / Emerging Initiatives		19

The process involves review a number of key issues including:

- Value for Money
- Current and previous budget savings
- Statutory or discretionary requirements
- Options for alternative service delivery mechanism
- Impacts of Service reductions

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Community Assets

David Trethewey

**Divisional Director, Policy and
Partnerships**

What we are going to cover?

- Why this is important
- What we mean by community assets
- The Changing environment
- Some examples of new approaches
- What do we have in B&NES
- Taking this forward in B&NES

Why this is important?

- Public sector resources reducing and need to find new ways of working
- Community development comes from within communities
- Each community is different
- Aim to mobilise the assets within a community to meet their needs and aspirations
- Give communities more control

What do we mean by Community Assets?

- Physical Assets
 - Land, buildings, space, money
- Individuals:
 - Residents of the community - experience, skills and knowledge, connections
- Organisations
 - Groups of people, club, Institutions, Public services, private business, schools, GP surgeries

Changing Context

- Legislative changes
 - Localism Act:
 - Community Right to Bid, Challenge, Build
- External pressures
 - Financial context
 - Demographic change
- Changed expectations
 - Communities expect positive engagement on local issues

Community Right to Bid

- LA maintains list of land assets nominated by the community
- Current use of the building/land must further the social wellbeing or interests
- Voluntary or community bodies with a local connection able to request something be placed on the register
- Listing requires notice when being sold and timescales to enable community to bid
- Not yet enacted

Community Right to Challenge

- Gives voluntary and community groups, social enterprises, charities, parish councils and relevant local authority staff the right to submit an expression of interest to take over running of a local authority service
- If the Expression is accepted, the Council must undertake a procurement exercise for that service.

Community Right To Build

- Part of new approach to Neighbourhood Planning
- Designed to allow a particular scheme (new affordable housing or community facilities) to go forward so long as there is local support
- The local community would need to identify the land and other resources needed for the project
- The idea also is that the benefits of the development will be retained by the community

Examples in Bath & North East Somerset

- *Community@67*- re-using a shop and host to a range of projects in Keynsham
- *Bath City Farm*- lottery funding allow it to expand its work with volunteers
- *The new Library at Paulton*- acting as “The Hub” for community activity in the village
- *Bath Central Library*- also hosting the Volunteer Centre
- *New One-Stop Shop*- including services from Curo, CAB and other partners
- *Somer Valley FM Radio*- helping train young people and reach the wider community

The Wiltshire Example

- Council supports principle of the transfer of community assets to empower and strengthen local communities.
- Believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.

Community Campuses

A new or existing building in a community area where people can access local services.

Will be developed through input from local people to ensure each campus is as individual as the community it serves

Current discussions

Current discussions are taking place with:

- Peasedown St John Parish Council
- Midsomer Norton Town Council
- Paulton Parish Council
- Various community and voluntary organisations

What assets do we have in B&NES?

The annual cost of running 90 Council Community Assets identified so far is over £7m. Includes:

- 15 Community Centres
- 6 Youth Centres
- 22 Children's Centres
- 8 Libraries
- 4 Museums and Galleries
- 15 Parks and open spaces

Further Assets

- Other non-Council Community Assets
 - 31 GP surgeries and clinics
 - 57 Church, public and village halls
 - 113 Places of Worship
 - And more?

Taking this forward in B&NES

- Consider programme of transfer to local councils and/or voluntary groups
- Look at what support is needed in making best use of community assets
- Consider alternative models, Community Hubs
- Test out “appetite” for asset transfer
- Working with local councils and local people
Identify facilities that are key local priorities
- Unlock potential investment through changes in lease arrangements etc.
- Develop new ways of working

Key Issues

- Cost savings and reduce dependency on public funding
- Develop innovative ways of delivering community based services
- Potential for area-based approach
- Increased opportunities to attract external funding
- Need to assess support for community groups to ensure long-run viability

Potential roles for the Panel

- Identifying good practice
- Informing and shaping Policy Development- as work progresses
- Regular updates
- Monitoring and evaluation- checking back on outcomes
- Build links with other Panels' work

Bath & North East Somerset Council	
MEETING: RESOURCES PANEL	
MEETING DATE:	16th July 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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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	Approach to Allocation of Resources – Briefing note	AP		Briefing note		
	Community Asset Transfer – sub group	AP		Presentation		
	Cabinet Member Update			Verbal Update		
	Panel Workplan			Report		
10 th Sept 2012 Likely to	Keynsham Town Centre Regeneration - Update	AP				

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
move to 17th Sept – Keynsham Venue						
	Council Website – Update	AP	J.Mercer			
	Member Training	AP	V Hitchman			
	Carbon Management Update	AP	J Wildblood			
	Cabinet Member Update			Verbal Update		
	Panel Workplan			Report		
12 th Nov 2012	Medium Term Plans					
21 st Jan 2013	Service Action Plans					
Items to be scheduled:						
	Corporate Complaints Policy and Procedures	AP	Graham Dove			
	Planning and Financing the Future – Regeneration	AP				
	Procurement					