

**Democratic Services**

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Date: 20 September 2013

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

Councillor John Bull  
Councillor Roger Symonds  
Councillor Colin Barrett  
Councillor Paul Myers  
Councillor Charles Gerrish  
Councillor Barry Macrae  
Councillor Nigel Roberts

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Resources Policy Development and Scrutiny Panel: Monday, 30th September, 2013**

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 30th September, 2013** at **5.30 pm** in the Drawing Room, **Pump Rooms, 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, 30th September, 2013

at 5.30 pm in the Pump Rooms

### 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

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**,  
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

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 - 15TH JULY 2013 (Pages 7 - 12)

The minutes of the last meeting held on 15<sup>th</sup> July 2013 are attached for confirmation as a correct record.

8. WORKPLACES - OFFICE ACCOMMODATION BRIEFING (Pages 13 - 26)

There will be a presentation on this item, the presentation is attached. (Please note that this presentation also covers the next item – 'Staff Resources Organisational Development'.

9. STAFF RESOURCES - ORGANISATIONAL DEVELOPMENT AND STAFF SUPPORT

There will be a presentation on this item. Please see the presentation attached to the previous item (Workplaces) as it also covers this item.

10. WELFARE REFORM (Pages 27 - 60)

The Welfare Reform Update report is attached. An update has been made to page 11, paragraph 6.5.

11. REVIEW OF COUNCIL LETTINGS FOR USE OF ROOMS (Pages 61 - 72)

The report attached outlines the progress made in preparing a revised Corporate Hospitality Strategy for Bath's Historic Buildings to be included in the revised Heritage Services Business Plan 2014-2019.

12. PROPERTY - BUDGET SAVINGS REVIEW (Pages 73 - 76)

This report provides an update on the organisational change principles being undertaken within Property and Project Delivery to achieve the 13/14 and 14/15 savings targets.

13. CABINET MEMBER UPDATE

The Cabinet Member will give a verbal update to the panel on any relevant issues. Panel members may ask questions

14. PANEL WORKPLAN (Pages 77 - 80)

This report presents the latest workplan for the Panel (Appendix 1).

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

01225 394411.