

CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE**28 October 2003****Attendance:****Councillors:**

Mitchell (Chairman) (P)

Bailey (P)
Carter (P)
Clohosey (P)
Davies (P)
Hoare (P)Hollingbery (P)
Hutton (P)
Lipscomb (P)
Nunn (P)
Verney**Others in Attendance:**

Councillor Learney (Portfolio Holder for Finance and Resources)

1. PUBLIC PARTICIPATION

There were no questions asked or statements made.

2. MINUTES**RESOLVED:**

That the minutes of the previous meeting of the Committee held on 14 July 2003 (numbered 230 – 243) be approved and adopted.

3. SCRUTINY WORK PROGRAMME

The Committee considered the Scrutiny Work Programme as set out in the agenda.

RESOLVED:

That the Committee's Scrutiny Work Programme be noted.

**4. CHIEF EXECUTIVE'S PERFORMANCE MONITORING
(Report CEN35 refers)**

Members noted that the progress of the Community Development Best Value Review was behind schedule and some Members questioned the necessity of continuing work on this Review. The City Secretary and Solicitor confirmed that the Review Team considered that sufficient work had been undertaken for it to be beneficial to complete the Review report.

Members queried the role of the Carbon Trust on climate change. It was agreed that details be circulated to Members.

Members were concerned that there was no representative from the Department to answer questions on the report and requested that in future, a relevant officer should attend the Performance Improvement Committees.

RESOLVED:

That the report be noted.

5. **CHIEF EXECUTIVE'S DEPARTMENT BUDGET 2004/5**
(Report CEN34 refers)

Arising from the discussion on the proposals for growth items, it was agreed to prioritise in order of importance as follows: Customer Care Post, Scrutiny Support Post, half post to develop Local Strategic Partnership.

Although some Members had questioned the purpose of the Customer Care Post, the Director of Finance explained that it had been included in the report before its business case had been made so that Cabinet could consider the item in the budget process. Members also noted that improved customer care had been identified as one of the Council's key priorities. With regard to the Scrutiny Support Officer, Members commented that the need could be considered as a part time post rather than a full-time position.

From the discussion on the proposals for savings, the Committee supported the savings outlined in the report and requested that the Chief Executive consider additional savings from the environmental, market research and CCTV budgets.

RESOLVED:

1. That it be recommended to Cabinet that revenue growth bids of £75,000 and savings of £30,000, as detailed in paragraph 3, be approved subject to the order of priority noted above and the Committee's recommendation that the need for scrutiny support could be met by a part-time, rather than full-time position.

2. That the Chief Executive be invited to consider further additional savings from the environmental, market research and CCTV budgets and report to the next meeting of this Committee.

3. That the proposals for fees and charges detailed in paragraph 4 of the report be recommended to Cabinet for approval.

4. **DEVELOPMENT SERVICES (ESTATES) DEPARTMENT BUDGET 2004/5**
(Report CEN37 refers)

RESOLVED:

1. That it be recommended to Cabinet that the revenue savings of £20,000, as detailed in section 3 be approved.

2. That it be recommended to Cabinet that the fees and charges as detailed in section 5 be approved.

3. That the balances and forward programmes for reserves detailed in section 6 be noted.

5. **ESTATES BUDGET AND PERFORMANCE MONITORING REPORT**
(Report CEN38 refers)

RESOLVED:

1. That the budget monitoring against the Service and Subjective Summaries for April to September 2003/4, together with the variances be noted.
2. That progress against the business plan actions for April to September 2003/4 be noted.

6. **2003 ASSET MANAGEMENT PLAN**
(Report CEN40 refers)

The Chief Estates Officer reported on the capital requirements for the future repairs and maintenance on the Council's operational property. He explained that, regardless of its long-term future, an expenditure provision of £20,000 over the next four years was necessary for the City Offices. It was also noted that an extra £110,000 would be required this financial year for works to correct the basement water-logging problems at Avalon House.

With regard to the expenditure of £29,000 on the River Park Leisure Centre, the Chief Estates Officer stated that this work would be completed during the Christmas shutdown period and would centre on the repairs to the pool filters, roof, decoration and electrical plant.

Members discussed Appendix 1, and it was agreed that future reports should include comparisons with previous years and the performance of other local authorities.

RESOLVED:

1. That the 2003 Asset Management Plan be approved.
2. That subject to Principal Scrutiny Committee not exercising its power of call-in Cabinet be recommended to approve a supplementary estimate to bring forward £29,000 of expenditure from the 2004-5 capital programme allocation of £750,000 for works to the River Park Leisure Centre, so that the work can be undertaken in the Christmas 2003 shut down period.
3. That subject to Principal Scrutiny Committee not exercising its power of call-in, Cabinet and Council be requested to approve a supplementary estimate of £110,000 for the basement works at Avalon House for this financial year.
4. That it be recommended to Cabinet that the inclusion of a further £20,000 per annum from 2004/05 to 2007/08 in the draft capital programme for the maintenance of the Colebrook Street City Offices be approved.

7. **FINANCE DEPARTMENT BUDGET 2004/5**
(Report CEN32 refers)

The Committee discussed the proposals for savings in the report and prioritised in order of importance as follows: building maintenance, additional office accommodation, customer service unit.

In response to questions, the Chief Estates Officer explained that he was investigating the possibility of the Building Control and Community Services Departments re-locating to Althestan House. He also stated that the Council continued to monitor the progress of the homeworking and hot-desking trials in the Chief Executives and Personnel Departments.

During the discussion on reserves, the Director of Finance commented that in the long-term the Insurance and Winchester Town Reserves were likely to be reduced over the next few years.

RESOLVED:

1. That it be recommended to Cabinet that the revenue growth bids of £267,000 (first year costs) and capital growth bids of £260,000 (in 2004/5), as detailed in section 2, be approved subject to the order of priority noted above.
2. That the proposals for fees and charges detailed in section 3 be supported.
3. That the balances and forward programmes for reserves detailed in section 4 be approved.

8. FINANCE DEPARTMENT – PERFORMANCE MONITORING TO SEPTEMBER 2003 – LESS EXEMPT APPENDIX
(Report CEN33 refers)

The Director of Finance explained that the performance of the Benefits and Taxation Services had generally been very good and in response to questions, commented that the new Pensions Credits scheme may effect the Team's workload.

Following Members' comments, the Director explained that the BVPI targets set for future years were the upper quartile targets and agreed that they would be identified clearly in future reports.

RESOLVED:

That the current position regarding one significant debtor (considered under exempt business and as detailed in the exempt minute) and the action taken by the Director of Finance be noted.

9. CITY SECRETARY AND SOLICITOR'S DEPARTMENT BUDGET 2004/5
(Report CEN36 refers)

RESOLVED:

1. That it be recommended to Cabinet that the revenue growth bids of £6,000 (full year costs) and provisional revenue savings of (£156,000) as detailed in section 2, be approved and that the current uncertainty about the future licensing income be noted.
2. That it be recommended to Cabinet that the fees and charges as detailed in section 3 be approved and that it be noted that the actual proposals be brought forward in the next budget report.
3. That the base employees budget for Member Services be reduced by (£8,000) in 2003/4.

4. That the balances and forward programme for the Land Charges Reserve detailed in Section 4 be noted.

10. **CITY SECRETARY AND SOLICITOR'S DEPARTMENT – PERFORMANCE MONITORING**

(Report CEN41 refers)

RESOLVED:

That the report be noted.

11. **EXEMPT BUSINESS**

RESOLVED:

That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
##	Finance Department - Performance Monitoring (Exempt Appendix)) Information relating to any) particular applicant for, or) recipient or former recipient of) any financial assistance by the) authority. (Para 5 to Schedule) 12a refers).)) Information relating to the) financial or business affairs of) any particular person (other than) the authority). (Para 7 to) Schedule 12a refers).
##	Commercial Property Arrears and Voids) Information relating to the) financial or business affairs of) any particular person (other than) the authority). (Para 7 to) Schedule 12a refers).)) Any terms proposed or to be) proposed by or to the authority) in the course of negotiations for) a contract for the acquisition or) disposal of property or the) supply of goods or services.) (Para 9 to Schedule 12a refers).

12. **FINANCE DEPARTMENT - PERFORMANCE MONITORING TO SEPTEMBER 2003 – EXEMPT APPENDIX**
(Report CEN33 refers)

Councillor Hollingbery declared a personal, but not prejudicial, interest in this item as a former trustee of the organisation referred to in the exempt report. He spoke and voted thereon.

The Committee considered an exempt appendix to the above report, which explained the financial position and possible options (detail in exempt minute).

13. **COMMERCIAL PROPERTY ARREARS AND VOIDS**
(Report CEN39 refers)

The Committee considered a report that gave details of commercial property arrears and voids (detail in exempt minute).

The meeting commenced at 6.30pm and concluded at 9.25pm

