

CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE**25 October 2004**Attendance:

Councillors:

Mitchell (Chairman) (P)

de Peyer (P)
Clohosey (P)
Hoare (P)
Hollingbery
Hutton (P)Lipscomb (P)
Nelmes
Pearce (P)
Verney (P)
WattsOthers in Attendance who addressed the meeting:

Councillor Learney (Portfolio Holder for Finance and Resources)

1. APOLOGIES

Apologies were received from Councillors Hollingbery, Nelmes and Deputy Member Mather.

2. PUBLIC PARTICIPATION

There were no questions asked or statements made.

3. SUSTAINABILITY STRATEGY – CONSULTATION DRAFT

(Report CAS29 refers)

The Director of Health and Housing introduced the report and informed Members of the debates held at the other Performance Improvement Committees on this issue.

Following debate, Members congratulated officers on what they considered to be a well written and comprehensive report.

RESOLVED:

That the report be recommended to Cabinet for approval.

4. CHIEF EXECUTIVE'S DEPARTMENT BUDGET 2005/06

(Report CEN72 refers)

During the debate, the Chief Executive agreed to forward to Members information setting out the titles and job descriptions of the Department following recent changes to its structure.

The Committee discussed the proposals for the growth bids for emergency planning and procurement. With regard to the £20,000 bid for emergency planning, the Chief Executive clarified that this was an estimate of the City Council's contribution towards the County's new joint working arrangements. However, Members noted that until the Civil Contingencies Bill (which set up these new arrangements) was passed, it was difficult to predict how much of this cost, if any, would met by central Government.

With regard to the proposed joint working with Eastleigh Borough Council to appoint a procurement officer (growth bid of £17,500), Members noted that Eastleigh had been chosen because, as at Winchester, the IDeA (the Improvement and Development Agency) had identified opportunities for the Council to improve its approach to procurement. Eastleigh's geographical location as a neighbouring authority was also an advantage. It was anticipated that this joint working would generate a better selection of candidates. Whilst agreeing with Members' view that the post should at the least be cost neutral, the Chief Executive advised of the difficulties of demonstrating all the savings the new post should bring.

Members noted that the whole Committee would consider prioritising services within Departments at their next meeting, with a view to create savings for the 2006/07 budget and that the reports would also set out the consequences of the proposed savings.

RESOLVED:

That it be recommended to Cabinet that, in principle, the revenue growth bids of £37,500 (first year cost), together with savings and income proposals as detailed in section 2 of the report be agreed.

5. **FINANCE DEPARTMENT BUDGET 2005/06**
(Report CEN67 refers)

Following debate, it was agreed that the Department's fees and charges should be reviewed annually and that any changes should take effect each April. In response to Members' comments, Councillor Learney (as Portfolio Holder for Finance and Resources) explained that the level of fees and charges across the Council should be reviewed on their own merits and take account of factors such as inflation and any statutory requirements, the elasticity of the market, and its effects on customers.

RESOLVED:

That it be recommended to Cabinet that:

1. The Revenue growth bids of £70,000 (first year cost), together with savings of £15,000 (from 2006/07) as detailed in sections 3-5 of the report, be approved.
2. That the proposals for fees and charges be approved, as set out in section 6 of the report, and that the fees and charges be reviewed annually to have effect from every April.
3. That the balances and projections for reserves, as detailed in section 7 of the report, be approved.

6. **CITY SECRETARY AND SOLICITOR'S DEPARTMENT BUDGET 2005/06**
(Report CEN69 refers)

The Committee discussed the proposals to reduce the number of Committee reports that were printed and posted to Members and, whilst a preference for paper copies was expressed, Members noted any reduction would be introduced gradually after consultation with Group Leaders.

The Committee also debated the proposal to have no inflation increases on Members' Allowances for 2005/06 and after a vote, this was agreed. In response to Members' concerns, the City Secretary and Solicitor confirmed that Members' Allowances would be reviewed by an independent remuneration panel at least every four years and the

Committee agreed that the decision whether to use the inflation index for the allowances should be reviewed by Members on an annual basis.

RESOLVED:

That it be recommended to Cabinet that:

1. The Revenue growth bids (£36,000 in 2005/06 and 2006/07 and £21,000 in 2007/08) for staffing support be approved from the Land Charges Computerisation Reserve to allow the project to commence.
2. The savings as identified in section 3 of the report be approved, subject to an annual review of the use of the inflation index for Members' Allowances.
3. The proposals for fees and charges as detailed in section 4 of the report be approved.
4. The balances and projections for the Land Charges Computerisation Reserve, as detailed in Appendix A of the report, be noted.

7. **ESTATES SERVICE, DEVELOPMENT SERVICES DEPARTMENT – BUDGET MONITORING AND PERFORMANCE MANAGEMENT – 1 APRIL 2004 TO 30 SEPTEMBER 2004 AND ESTATES SERVICE DEPARTMENT BUDGET 2004/05.**

(Report CEN70 refers)

The Committee discussed the proposed review of the property held by the Council and the Chief Estates Officer also clarified that the capital growth bid in the report recognised the need for a Facilities Manager to work on issues relating to the existing offices, the possible new offices, and that help would be required to oversee the client side of the Broadway/Friarsgate re-development.

RESOLVED:

1. That the budget monitoring figures and variances for the second quarter 2004/05 for Estates, Development be noted.
2. That the progress against the key priority business plan actions for the second quarter 2004/05 for Estates, Development Services Department be noted.
3. That it be recommended to Cabinet that the capital growth bid of £75,000 (per annum, for three years) as detailed in section 4 of the report, be approved.

8. **CHIEF EXECUTIVE'S DEPARTMENT – HALF YEAR PERFORMANCE MONITORING**

(Report CEN73 refers)

During its consideration of the report, the Committee expressed its concern that targets for responding to complaints had not been met and agreed to investigate these and other performance issues in greater detail when considering the third quarter monitoring report in January 2005.

Following Members' comments, the Chief Executive agreed to clarify the statistics in regard to responding to telephone calls.

RESOLVED:

That the report be noted.

9. **FINANCE DEPARTMENT – PERFORMANCE MONITORING 2004/05 (LESS EXEMPT APPENDIX E)**

RESOLVED:

That the report be noted.

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

(Report CEN68 refers)

RESOLVED:

That the report be noted.

11. **SCRUTINY WORK PROGRAMME**

(Report PS144 refers)

RESOLVED:

That the report be noted.

12. **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 Appendix E) 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).
)

13. **FINANCE DEPARTMENT – PERFORMANCE MONITORING 2004/05 – APPENDIX E**
(Report CEN66 refers)

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

14. **COMMERCIAL PROPERTY ARREARS AND VOIDS**
(Report CEN71 refers)

The Committee considered an exempt report that set out commercial property arrears and voids.

RESOLVED:

That the report be noted.

The meeting commenced at 6.30pm and concluded at 10.00pm

Chairman