

CENTRAL SERVICES PERFORMANCE IMPROVEMENT COMMITTEE**14 July 2003**Attendance:

Councillors:

Mitchell (Chairman) (P)

Bailey (P)
Carter (P)
Clohosey (P)
Davies (P)
Hoare (P)Hollingbery (P)
Hutton (P)
Lipscomb
Nunn (P)
VerneyOthers in Attendance:Councillor Nelmes (Portfolio Holder for Performance Management)
Councillor Learney (Portfolio Holder for Finance and Resources)

1. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That Councillor Hoare be appointed Vice-Chairman for the 2003/04 Municipal Year.

2. TIME OF FUTURE MEETINGS

RESOLVED:

That future meetings of the Committee commence at 6.30pm for the 2003/04 Municipal Year.

3. MINUTES

RESOLVED:

That the minutes of the previous meeting of the Committee held on 20 March 2003 (numbered 986 – 996) be approved and adopted.

4. PUBLIC PARTICIPATION

No questions were asked or statements made.

5. **PROCEDURES FOR THE PRINCIPAL SCRUTINY COMMITTEE AND THE PERFORMANCE IMPROVEMENT COMMITTEES**

(Report PS80 refers)

RESOLVED:

That the report be noted.

6. **OVERVIEW AND SCRUTINY WORK PLAN 2003/2004**

(Report PS86 refers)

RESOLVED:

That the report be noted.

7. **CHIEF EXECUTIVE'S DEPARTMENT – PERFORMANCE MONITORING**

(Report CEN31 refers)

In considering the above report, a Member asked about the significant underspend on the Best Value budget, and the roll forward of funds into the Local Strategic Partnership (LSP) for administrative support. In response, the Chief Executive explained that there had been some carry forward of funds from the Best Value budget from the previous year. He agreed that the budget would be reviewed to arrive at a more realistic amount after the Comprehensive Performance Assessment (CPA) inspection. He continued that the LSP had been formed in February 2003 and it was anticipated that it may take 12-18 months for a confident body to be established. However, he agreed that other Partners should be encouraged to contribute towards resources.

In response to questions from Members, the Chief Executive advised that a Complaints Officer was now in post, who was producing a formal corporate policy for the monitoring of all complaints. An annual monitoring report would be brought to this Committee.

RESOLVED:

1 That the performance monitoring report be noted.

2 That the Committee refers progress against key corporate priorities (Appendix 1) to Cabinet, with a recommendation that, in future, these reports be made direct to Cabinet in the first instance, as well as being referred to this Committee.

3 That Cabinet be recommended to approve the roll forward sums shown in paragraph 4.2.

4 That the attention of Cabinet be drawn to the regular underspends that have occurred on the Best Value budget and the need to set a more realistic budget in future, taking account of any requirements arising from the CPA inspection.

8. **CITY SECRETARY & SOLICITOR'S DEPARTMENT - SUMMARY OF ACTUAL EXPENDITURE 2002/2003**

(Report CEN28 refers)

In considering the above report, a Member enquired whether the installation of sound equipment in the Walton Room, Guildhall, would be extended to include other meeting rooms in the future.

In response, the City Secretary and Solicitor advised that the preliminary budget looked mainly at the Walton Room, as this was the room principally used for committee meetings, and expected installation to take place in the Autumn. Some of the equipment would be fitted permanently in the Walton Room to minimise room set up costs. However additional sound equipment could be hired from an external supplier for other rooms if necessary.

Another Member enquired whether the Members Allowances budget could be reduced to take into account unclaimed allowances. The Chief Executive agreed that this could be looked at, although it was possible that the budget may need to be increased suddenly should more Members than anticipated take up their allowance.

RESOLVED:

1. That Cabinet be requested to approve an additional carry forward of (£6,000) savings as set out below for the reasons outlined in the report:-

(£1,000) – Additional contribution towards sound equipment for Walton Room

(£5,000) – Additional contribution towards IT software – elections package

2. That the outturn figures for 2002/03 be noted.

9. **CITY SECRETARY & SOLICITOR'S DEPARTMENT PERFORMANCE MONITORING OUTTURN 2002/2003**

(Report CEN30 refers)

A Member asked why there had been an increase in the number of abandoned vehicles processed. The City Secretary and Solicitor advised that due to charges from Motor Salvage and Dismantling Operators to remove vehicles, this may have resulted in cars being abandoned in order to avoid such charges.

Another Member queried the figures for Member involvement at training courses and suggested that the figures may be misleading, as some training courses were for limited numbers or were repeats of previous courses. The City Secretary & Solicitor noted that it was a difficult performance indicator to measure, but the current approach at least gave a consistent measure of the extent of training being undertaken.

RESOLVED:

That the performance monitoring report be noted.

10. **FINANCE DEPARTMENT – SUMMARY OF ACTUAL EXPENDITURE 2002/2003**
(Report CEN25 refers)

RESOLVED:

That the outturn figures 2002/03 for the Finance Department be noted.

11. **FINANCE DEPARTMENT - PERFORMANCE MONITORING TO MARCH 2003**
(Report CEN26 refers)

The Chairman queried the amount of debt as outlined in appendices to the above report. The Director of Finance advised that a significant number of debts were currently being paid by instalments. She agreed to try to present the figures differently at the next meeting of this Committee, in order to show the debts not being paid by instalments.

RESOLVED:

That Cabinet approval be sought to write off one debt of £13,643.16 for a company in voluntary liquidation.

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 to March 2003 (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 and Estates Department Performance Monitoring and Outturn) (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 TO MARCH 2003**

(Report CEN26 refers)

Councillor Hollingbery declared a personal and prejudicial interest in this item as a trustee of the organisation referred to in the exempt report. He left the meeting during discussion of this item.

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

14. **COMMERCIAL PROPERTY ARREARS AND VOIDS AND ESTATES DEPARTMENT PERFORMANCE MONITORING AND OUTTURN**

(Report CEN29 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 9.20pm

