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MEETING	EXECUTIVE MEMBER FOR CORPORATE SERVICES AND ADVISORY PANEL
DATE	11 DECEMBER 2007
PRESENT	COUNCILLORS HEALEY (CHAIR), JAMIESON-BALL (EXECUTIVE MEMBER), LOOKER, PIERCE AND R WATSON

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## **PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS**

### **41. DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

None were declared.

### **42. MINUTES**

RESOLVED: That the minutes of the last meeting held on 30 October 2007 be approved and signed as a correct record.

### **43. PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak under the Council's Public Participation scheme.

### **44. FORWARD PLAN UPDATE**

Members received an update on the Resources Directorate items which were listed on the Forward Plan.

It was reported that the January EMAP meeting would be important as it would be considering the service plans and departmental strategy. Members highlighted that a report was due back around March on the Shared Service Initiative for Audit and Fraud Services.

#### Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the update on the Forward Plan be noted.

### Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To inform the Executive Member of the update of the Forward Plan.

#### **45. RESOURCES DIRECTORATE, MONITOR 2 PERFORMANCE AND FINANCE REPORT, 2007/08**

Members considered a report which combined performance and financial information for the Directorate of Resources for Monitor 2, 2007/08. The performance element covered key and Council Plan indicators and projects, and the financial aspect dealt with capital, revenue and Treasury Management variances.

A financial underspend of almost £0.5m was projected after allowing for carrying forward unspent monies on the first phase of [Easy@York](#) into the 2nd phase. This underspend was partly due to slippage in IT projects, but also was substantially due to improvements made in Revenues and Benefits, where significant additional income had been generated by reducing subsidy losses, increasing benefit overpayment recovery and other administrative improvements.

Annex 2, which was marked to follow on the agenda, was circulated at the meeting. It was reported that as there was an underspend, there was an opportunity to purchase some new green IT equipment prior to the move to Hungate which would be more efficient and energy saving. Members requested a report to the January EMAP meeting on the costs and benefits, including carbon efficiency saving projections, of green IT equipment, what options were available to them, and how it fitted into the wider procurement of equipment for Hungate.

Members congratulated staff on the improving performance, especially in the Benefits Service and call handling in the York Contact Centre.

### Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the current financial situation be noted;
- (ii) That the performance, achievements and comments be noted;
- (iii) That the adjustments to the capital programme be approved subject to approval by the Executive<sup>1</sup>;
- (iv) That the FMS carry forward request of £99k be approved to go forward to Executive<sup>2</sup>;
- (v) That the virement for enterprise licenses (para 72b) be approved to go forward to the Executive<sup>3</sup>;
- (vi) That a report on the purchase of 'green' IT equipment and software (para 72c) be brought to the January EMAP meeting<sup>4</sup>;
- (vii) That Peter Steed and James Drury be thanked for their work during their time with the Council.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: In accordance with budgetary and performance monitoring procedures.

Action Required

1 To refer to the Executive for approval as part of the Corporate Finance & Performance Monitoring Report	SA
2 To refer to the Executive for approval as part of the Corporate Finance & Performance Monitoring Report	SA
3 To refer to the Executive for approval as part of the Corporate Finance & Performance Monitoring Report	SA
4 To request a report on Green IT Equipment and Software and add to the Forward Plan	SA

**46. REGISTER OFFICE - APPROVED PREMISE MARRIAGE AND REGISTER OFFICE FEES FOR 2008/9, PROPER OFFICER AND EMPLOYMENT STATUS, AND UPDATE ON SERVICE AND PROJECTS**

Members considered a report which sought approval for the suggested increase in fees for marriage ceremonies conducted at the Register Officer and at Approved Premises in the City of York from 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009, and the process involved. It also sought approval to adopt a change to charges for certificate supply, based on service quality, and fees charged by competing authorities. It updated Members on the change in employment status of some Members of the Registration Service, and the current services and projects that York Registration and Celebratory Services offer and were embarked upon, and sought a recommendation to Full Council to transfer Proper Officer responsibility from the Head of Public Services to the Director of Resources.

It was recommended that the marriage ceremony fees were restructured to charge higher rates for weekends and Bank holidays when the cost of providing the service was higher, and not increasing fees during the week, whilst maintaining the availability of ceremonies at the national fee. The revised fees had taken into account the increased fees in the surrounding areas, and therefore the proposed fee structure for 2008/09 was:

- Bootham Suite Large Room Mon/Thurs £150 (currently £150) No change
- Bootham Suite Large Room Fri / Sat £200 (currently £150)
- Bootham Suite small room Mon/Thurs £75 (currently £43.50 national fee)
- Bootham Suite small room Fri/Sat £100 (currently £43.50 – national fee)
- Approved Premises Mon/ Thurs £375 (currently £375)
- Approved Premises Fri and Sat £425 (currently £375)

- Sunday / Bank Holidays £475 (currently £425)
- Fee for approving a venue for marriages £2000 for 3 year licence (currently £1,750)
- Statutory Register Office Ceremony – Registrar’s office (national fee - £43.50 – no change)

It was also recommended that a certificate fee structure be developed reflecting the speed of service, the method of payment, and special requests for pre-ordering and alternative postal services. The proposed fee structure for 2008/9 was:

- Certificate provided while you wait (within 1 hour) £8 – total charge £15.00
- Certificate provided after 1 hour, but on same day, or posted same day first class £5 – total charge £12.00
- Certificate provided from phone/electronic information £5 – total charge £12.00
- Certificate requiring same/next day delivery postal service £15 – total charge £22.00
- Certificate sent out within 10 days - £7.00

Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the proposed fees (see paragraphs 9 and 12) be approved to be charged in order to maintain the drive to make the service cost effective, still offering value for money and choice to the citizens of York for a superior service, whilst remaining competitive compared to neighbouring Register Offices. National charges would also still apply<sup>1</sup>;
- (ii) That the change in employment status of five members of staff be noted.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To increase income, whilst retaining customer choice, to achieve a self financing service.

*(See also Part B minute)*

Action Required

1 To implement the proposed fees in paragraphs 9 and 12 SA

**47. CORPORATE PROCUREMENT TEAM MID-TERM MONITOR 2007/08**

Members considered a report which informed Members of the work and progress of the Corporate Procurement Team to date in 2007/08.

Council approved the new Corporate Procurement Strategy and medium term action plan in June 2007. The medium term action plan comprised 63 core actions to be taken over the next 3 years in order to achieve improvement as set out in strategy's continuums. Appendix B of this report set out progress to date against these. In summary work was now in progress on 20 actions and a further 43 were not yet scheduled. The key progress in the last 6 months included:

- adoption of a corporate procurement strategy, policy and medium term action plan;
- publication of a complementary procurement manual;
- phase 1 of Supplier Contract Management System (SCMS) project plan including officer training completed in preparation for full live contract register from 1 April 2008
- implementation of three major new corporate framework contracts for – Legal, Property and Agency Staff.

Members highlighted that a more strategic approach was needed to procurement and that a future issue for procurement would be embedding it in the wider organisation, which would require a training and communication programme.

#### Advice of the Advisory Panel

That the Executive Member be advised:

That the contents of this report and the progress made by the Corporate Procurement Team to date be noted.

#### Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To advise Members of the progress made to date in delivering an effective and efficient procurement service to the Council.

### **48. TREASURY MANAGEMENT SECOND MONITOR REPORT & REVIEW OF PRUDENTIAL INDICATORS**

Members considered a report which updated the Executive Member and Advisory Panel on the Treasury Management performance for the period 1 April to 31 October 2007 compared against the budget presented to Council on 21 February 2007.

Treasury Management activity was contained within the Corporate Budget and had a current approved budget of £7,407k. The projected outturn was £5,651k resulting in an estimated under spend of £1,756k.

#### Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the performance of the Treasury Management Activity be noted;
- (ii) That the projected underspend of £1.756m be noted;
- (iii) That the movements in the Prudential Indicators be noted.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To ensure the continued performance of the Council's Treasury Management function.

**PART B - MATTERS REFERRED TO COUNCIL**

**49. REGISTER OFFICE - APPROVED PREMISE MARRIAGE AND REGISTER OFFICE FEES FOR 2008/9, PROPER OFFICER AND EMPLOYMENT STATUS, AND UPDATE ON SERVICE AND PROJECTS**

Members considered a report which sought approval for the suggested increase in fees for marriage ceremonies conducted at the Register Officer and at Approved Premises in the City of York from 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009, and the process involved. It also sought approval to adopt a change to charges for certificate supply, based on service quality, and fees charged by competing authorities. It updated Members on the change in employment status of some Members of the Registration Service, and the current services and projects that York Registration and Celebratory Services offer and were embarked upon, and sought a recommendation to Full Council to transfer Proper Officer responsibility from the Head of Public Services to the Director of Resources.

Proper Officers for Registration were introduced by the Local Government Act 1972. In the City of York Council the Proper Officer for Registration was part of the responsibility of the Head of Public Services. As the current postholder was leaving the Council at the end of December, the Council needed to ensure that this duty was covered by another officer. A new Head of Public Services would not be in post by the of December and therefore the duty and title should be assigned to the Director of Resources to ensure the duty was discharged.

Advice of the Advisory Panel

That the Executive Member be advised:

That the transfer of Proper Officer responsibility from the Head of Public Services to the Director of Finance be recommended to Full Council in accordance with the Council's constitution.

Decision of the Executive Member

That the advice of the Advisory Panel be accepted and endorsed.

RECOMMENDED: That the transfer of Proper Officer responsibility from the Head of Public Services to the Director of Finance be approved in accordance with the Council's constitution.

REASON: To increase income, whilst retaining customer choice, to achieve a self financing service.

*(See Part A minute as well)*

Action Required

1 To refer to full Council for approval on 24 January 2008 GR

Cllr Healey, Chair

[The meeting started at 5.30 pm and finished at 7.00 pm].

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