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MEETING	EXECUTIVE MEMBER FOR CORPORATE SERVICES AND ADVISORY PANEL
DATE	20 JANUARY 2009
PRESENT	COUNCILLORS MOORE (EXECUTIVE MEMBER), PIERCE (VICE-CHAIR), FIRTH, GUNNELL AND GALVIN (SUBSTITUTE)
APOLOGIES	COUNCILLOR HEALEY

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#### **34. 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. No interests were declared.

#### **35. MINUTES**

RESOLVED: That the minutes of the meeting held on 9 December 2008 be approved and signed by the Chair and Executive Member as a correct record.

#### **36. PUBLIC PARTICIPATION**

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

#### **37. FORWARD PLAN UPDATE**

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

Consideration was given to the items that were due to be considered at the EMAP meeting on 17 March 2009.

Members agreed that, having received the Resources Directorate Plan, they did not require copies of the service plans to be presented to them.

- RESOLVED: (i) That the arrangements for dealing with write-offs be delegated to the Head of Finance in consultation with the Executive Member.
- (ii) That, unless further items arose which required the consideration of the Advisory Panel, the meeting on 17 March 2009 be cancelled.

### 38. RESOURCES BUDGET PROPOSALS

Members received a report presenting the 2009/10 budget proposals for the Resources Directorate. The report included:

- The revenue budget for 2009/09 (Annex 1) to show the existing budgets
- The budget adjusted and rolled forward from 2008/09 into 2009/10
- The provisional allocation of pay and price increases for the portfolio
- Proposals for budget service pressure costs and savings options for the portfolio area (Annex 2)
- Fees and charges proposals (Annex 3)
- The existing approved capital programme (Annex 4)

As part of the consultation process, Members of EMAP were asked for their comments or alternative suggestions on the proposals shown in Annexes 2 and 3.

Consideration was given to the proposed budget allocation of £350k for the IT Development Plan. It was noted that the funding was based on a required budget level of £450k, as agreed by the Executive on 2 December 2008. However, since there was regularly slippage on this budget, a one-off credit of £100k was proposed to reflect this. Members queried whether it would be possible to further increase the credit in view of the previous level of slippage. Officers explained that changes had been made to the way in which schemes were planned and monitored in order to improve delivery and that major projects such as the planned upgrade to Citrix would need to be delivered. If the funding was reduced even further there would be concerns as to whether it would be possible to implement the plan effectively.

Clarification was sought as to the basis on which the figure for pay inflation had been set at 2.25%. Officers explained that the negotiations for the 2009/10 settlement had not yet started but that a survey of unitary authorities had indicated that the majority were estimating awards of between 2%-2.5%.

Clarification was sought as to why the Capital Budget – 2008/09 to 2010/11 included funding allocated to the Admin Accommodation project when this was a turnkey scheme. Officers explained that the expenditure profile for the project would need to be revisited but that there were different models of turnkey schemes.

Members of the Labour Group reserved their position for Budget Council.

#### Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the budget proposals were in line with the Council's priorities.

- (ii) That the budget proposals for savings and growth contained within the report be noted and referred to the Budget Executive on 16 February 2009 for consideration together with Members' comments.
- (iii) That the budget proposals for the revenue budget contained within the report be noted and referred to the Budget Executive for consideration together with Members' comments.
- (iv) That the budget proposals for the Resources Directorate for 2009/10 contained in the report and including:
  - 2009/10 Base Budget as set out in paragraph 7 of the report
  - Savings proposals as set out in Annex 2 of the report
  - Fees and charges as set out in Annex 3 of the reportbe noted and referred to the Budget Executive for consideration together with Members' comments.

#### Decision of the Executive Member

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

REASON: As part of the consultation for the 2009/10 budget setting process.

### **39. RESOURCES DIRECTORATE PLAN**

Members received a report setting out the Resources Directorate Plan for 2009-2010. The Plan set out the main priorities for the Directorate, including key milestones and timescales.

Officers gave an overview of the restructuring of the Directorate and the revised areas of responsibility.

Consideration was given to the Directorate Priorities as outlined in the report.

Officers were asked about the impact that the implementation of job evaluation had had on the Directorate. They stated that there had been a significant impact in some areas of the Directorate and that this may have implications in terms of recruitment and retention of staff. The appeals process was underway.

Members sought assurances that staff appraisals were being carried out within the Directorate and that appropriate support and development opportunities were in place for all staff, including frontline staff as well as those who carried out managerial roles. Officers confirmed that the Directorate was fully committed to carrying out Personal Development Reviews and meeting the development needs of staff. An important part of the training provision was delivered in-house and was tailored to meet the specific needs of staff. It was also recognised that there was a need to ensure that managers had appropriate managerial as well as technical skills in order to lead on the proposed changes in the Directorate. The

Head of Human Resources was currently looking at issues in respect of workforce development, including the induction of new staff and the way in which Personal Development Reviews were being carried out within the Council.

Clarification was sought as to the figures regarding the Corporate Efficiency Programme. Officers stated the intention was to deliver £15m of efficiency gains in the next three years. It was anticipated that savings of £3m would be achieved in the first year and that this figure would increase as the programme developed.

#### Advice of the Advisory Panel

That the Executive Member be advised:

- (i) That the Resources Directorate Plan for 2009-2010 be approved.
- (ii) That thanks be recorded to Director of Resources for producing the plan and for the work that he and the Assistant Directors were carrying out in leading on the developments within the Directorate.

#### Decision of the Executive Member

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

REASON: To provide strategic direction for the Directorate and to act as a consolidated reference point for Service Managers.

Councillor R Moore  
Executive Member for Corporate Services

Councillor R Pierce, Vice-Chair in the Chair

[The meeting started at 5.30 pm and finished at 6.35 pm].