

## **CORPORATE RESOURCES AND HEALTH**

A record of decisions made by the Executive Member with responsibility for Corporate Resources and Health on:-

**TUESDAY, 23<sup>rd</sup> FEBRUARY, 2010**

following consideration of the matters detailed below in the presence of:-

Councillor Mrs Thomas	Executive Member for Corporate Resources and Health
Councillor Shaw	Major Opposition Spokesperson
Councillor Hayes	Minor Opposition Spokesperson
Mrs M. Stoney	Assistant Director Legal Services
Ms S. Johnson	Deputy Director Corporate Resources
Mr J. Rowlands	Assistant Director Customer Services
Mr M. Connor	Policy Accountant
Mr A. Gardner	Chief Accountant
Mrs A. Fitton	Superintendent Registrar
Mr. A. Jennings	Democratic Services Manager

### **48. MONITORING OF EXECUTIVE MEMBER DECISIONS**

The Director of Chief Executive's Department submitted a report which monitored the progress of decisions within the portfolio of the Executive Member Corporate Resources and Health.

**The Executive Member NOTED the report.**

#### **49. NATIONALITY CHECKING SERVICES – REVIEW OF FEES AND CHARGES**

The Director of Chief Executive's Department submitted a report that sought the Executive Member's approval for an increase in the charges made for the provision of the Nationality Checking Service.

The fee structure for services provided under the Nationality Checking Service provided by the Registration Service had not been reviewed since 2006 and had fallen behind the average charged by AGMA authorities.

The proposed fee structure was as follows with the existing fees shown in brackets:-

- |  |                       |
|--|-----------------------|
| • Single adult application                     | £50 (£40)             |
| • Husband and wife (applying together)         | £70 (£55)             |
| • Husband, wife and up to 2 children           | £80 (£65)             |
| • Additional children (on parents application) | £25 (per child) (£20) |
| • Child (under 18) applying separately         | £25 (£20)             |

**The Executive Member APPROVED the revised fee structure as detailed in the report and requested that an examination be undertaken to keep such fees in line with inflation and to adjust accordingly.**

#### **50. AGGREGATE FINANCIAL MONITOR THIRD QUARTER 2009/10**

The Director of Corporate Resources submitted a report that detailed the third quarter financial monitoring report for 2009/10.

The report considered the following:-

- General Fund Revenue Monitoring
- Aggregate Capital Monitoring
- Monitoring of the capital Prudential Guidelines

Overall there was a decrease in revenue balances of £1,600,000 compared with the half year report to Executive on 7<sup>th</sup> December, 2009. This reflected the likely impact of income reductions in the current year and potential corporate support for additional costs arising from recent bad weather. Budgets for Pay and Grading changes had now been allocated to services.

Projected Capital Expenditure had decreased by £4,134,000 which was largely made up scheme slippage to 2010/11; expenditure at the projected level could be fully funded.

Monitoring of Capital Prudential Indicators showed that no indicators were beyond those approved by Council. A revised limit for General Fund capital expenditure was included in the Capital Programme report to Council on 24<sup>th</sup> February to reflect the projected level of expenditure at the half year stage.

**The Executive Member NOTED the report.**

## **51. TREASURY MANAGEMENT THIRD QUARTER MONITORING REPORT 2009/10**

The Director of Corporate Resources submitted a report that provided the Executive Member with an update of the Treasury Management activities during the first three quarters of 2009/10.

It was reported that a further distribution would be announced shortly by Heritable Bank and that it was expected that this distribution would be received before the end of March, 2010.

**The Executive Member NOTED the report.**

## **52. CORPORATE PROPERTY SERVICES RESTRUCTURE PROPOSAL**

The Director of Corporate Resources submitted a report that set out the details of a proposed restructure of Corporate

Property Services to provide a clear focus upon strategic and operational property management and project delivery in support of the Council.

It was explained that property and its pro-active management in terms of strategic direction and operational delivery was a key factor in the majority of the Department's value for money projects/programmes along with the delivery of increased efficiency from the retained space. Consequently, Corporate Property Services needed to provide focus upon strategic integration, operational efficiency in project delivery and property/facilities management.

The current structure did not support the service in responding to these challenges in a coherent and focused manner and put at risk the section's ability to deliver value adding property solutions within the time frames that VFM programmes required to deliver the Council's savings targets.

It was felt that there was fragmentation and duplication of resources between sections and a lack of clear ownership for delivery of the strategic and operational programmes.

In order to respond to these challenges the new organisational structure aimed to provide focus and ownership for strategic planning and service delivery within defined management teams, whilst retaining the principles of programme management.

The new organisation structure aimed to focus upon the allocation of staff resources in a more logical and responsive nature than the current structure, with the objective to increase productivity from all sections to meet the increasing/changing challenges the Council was placing upon the Service and the property portfolio. This would not only provide increased focus on service delivery but also enhanced flexibility of resources, internal and external, and working practices within a framework of clear objective management.

Flexibility and increased efficiency would be achieved by retaining a small core structure and flexing resources to meet

changing workload demands by the use of external resources, i.e. consultants and contract project managers. This would result in sections developing a more programme management role which would allow added value analysis/management through increased customer relationship management and demand/solution challenge in property terms.

The proposal involved a reduction of 1 FTE post, after 2009/10 VFM saving of 2 vacant posts, from 67.5 FTE posts to 66.5 FTE posts. The current structure had 3 FTE posts covered by Agency Staff.

The proposals had been discussed with staff and Union representatives through a formal and Informal consultation process and it was anticipated that the new structure would be in place by March, 2010.

It was intended to undertake a post implementation review six months after full implementation and appointment to posts in the new structure, at which time any minor realignments could be considered by the Management team. This would also be based upon feedback from the staff via a follow up consultation process.

**The Executive Member DEFERRED the report to allow further discussions to be held between relevant council members/officers to deal with the issues now raised and that the Director of Corporate Resources be requested to arrange such meeting in the near future with a view to implementing the structure in line with the proposed timetable.**

