

Deputy Leader

**Venue: Town Hall, Moorgate
Street, Rotherham.
S60 2TH**

Date: Monday, 14 January 2013

Time: 9.30 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the Previous Meeting held on 17th December, 2012 (herewith) (Pages 1 - 3)
5. FastWEB Purchase (report herewith) (Pages 4 - 6)
6. Welfare Reform (Matt Gladstone, Director of Commissioning, Policy and Performance, to report)
7. Festive Food Fund (Matt Gladstone, Director of Commissioning, Policy and Performance, to report)
8. Census Data (Matt Gladstone, Director of Commissioning, Policy and Performance, to report)
9. Performance Clinics (Matt Gladstone, Director of Commissioning, Policy and Performance, to report)
10. Cabinet Reports (Directors to report).
11. Members' Issues (Directors to report).

12. Exclusion of the Press and Public.
The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006 – information relates to finance and business affairs).
13. CACI Office Base Maintenance and Support Contract (report herewith) (Pages 7 - 8)
14. Date and Time of the Next Meeting - Monday, 11th February, 2013 at 9.30 a.m.

**DEPUTY LEADER
17th December, 2012**

Present:- Councillor Akhtar (in the Chair) along with Councillor Gosling.

An apology for absence was received from Councillor Sims.

N46. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH NOVEMBER, 2012

Resolved:- That the minutes of the meeting held on 19th November, 2012 be approved as a correct record.

N47. ANNUAL REVIEW - INSURANCE AND RISK MANAGEMENT PERFORMANCE

Consideration was given to a report presented by Andrew Shaw, Insurance and Risk Manager, which referred to the numbers and costs of insurance claims made against the Council.

The Council continued to have a very good and improving record in most areas. Proactive risk management measures were helping to reduce the number of claims made against the Council and effective monitoring/inspection systems were enabling the Council to successfully defend many claims that were received.

The report highlighted areas where risk management action was helping to achieve the greatest savings in support of the Council's Medium Term Financial Strategy and also showed areas where opportunities may exist to improve performance and reduce costs further.

Discussion ensued on the Municipal Mutual Insurance Trigger Litigation and the notification that the company would have insufficient funds to meet its liabilities and confirming the Directors had placed it into liquidation. Any shortfall in funding experienced by the Company had to be met by the mutual members, including the Council. An Administrator had been appointed to deal with the Company's affairs and expected to give the Council an estimate of its potential liability in the near future. It was hoped the Insurance Fund can make a significant contribution towards any liability, thereby reducing any impact on the General Fund.

Reference was also made to the performance on claims with regards to school fires, which was very good and it was suggested that further work be undertaken to assess the premium subsidy from schools and whether this needed to be revised in light of changes with academy status.

Resolved:- [1] That the report be received and the generally good performance of the Council in managing its risks and minimising successful insurance claims against the Council be noted.

[2] That the current issues referred to in the report be noted.

(3) That further work be undertaken on the premium subsidy from schools with regards to school fires.

N48. CABINET REPORTS

The following information was provided:-

- (a) Stuart Booth, Director of Central Finance, confirmed that the Consultation Findings on the Council Tax Support Discount and Exemption was to be presented to the Cabinet on Wednesday, 19th December, 2012 with a view to agreement by full Council on the 30th January, 2013.
- (b) Matt Gladstone, Director of Commissioning, Policy and Performance, also confirmed a report was to be submitted to Cabinet in the New Year with regards to the future of Digital Region.
- (c) Further to Minute No. N40 of the meeting held on 19th November, 2012 Phil Howe, Director of Human Resources, confirmed the report on Public Health was still to be tabled detailing the proposals prior to transfer on the 1st April, 2013.

Resolved:- That the information be noted.

N49. MEMBERS' ISSUES

The following issues were raised:-

- (a) Richard Copley, Corporate ICT Manager, gave his assurance that the electronic equipment would be made available to all Cabinet Members and Members of the Planning Board today. A demonstration session was also planned immediately before the Planning Board on Thursday, 10th January, 2013.

It was also noted that good progress was being made on the "Good Reader" and this would be rolled out to Elected Members on the pilot scheme shortly.

Due to the need to respond to the technology market advances other electronic devices would also be trialled as part of the pilot.

- (b) Phil Howe, Director of Human Resources, gave an outline of the current position with regards to the national pay award, the discussions that had been taking place nationally and the decisions that would potentially have to be taken locally.
- (c) Janine Parkin, Strategic Commissioning Manager, gave an update on the current position with regards to Melton Court Nursing Home in Maltby, the involvement of CQC and the Council and the outcomes that may be expected on Thursday with regards to the Nursing Home's future.

Members wished to place on record their thanks and appreciation to officers on how the situation had been handled and to commend staff who had continued to provide a service to the elderly residents under very difficult times.

- (d) Matt Gladstone, Director of Commissioning, Policy and Performance, outlined the level of press interest in the recent fostering publicity and that actions were being undertaken to respond to issues highlighted.

N50. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act [as amended March, 2006 (information relates to finance and business affairs)].

N51. EXEMPTION FROM STANDING ORDERS - EDRMS

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which sought approval for exemption from Financial Standing Orders in re-procuring maintenance support for the corporate Electronic Data Records Management System, on the basis that there was only one supplier of this specific service.

The proposal has been considered and agreed by Legal and Financial Services and it was noted that the current maintenance charges had not increased and were funded from existing Directorate revenue budgets.

Resolved:- That the contract for the maintenance of the Electronic Data Records Management System be exempt from the provisions of Standing Order 47.6 (requirement to obtain three written quotations for work with a value of £20,000 or more but less than £50,000) and the contract be awarded to the current supplier.

N52. DATE AND TIME OF THE NEXT MEETING

Resolved:- That a further meeting be held on Monday, 14th January, 2013 at 9.30 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Deputy Leader, Delegated Powers
2.	Date:	14th January 2012
3.	Title:	FastWEB Purchase
4.	Directorate:	Resources

5. Summary

This report is seeking approval for exemption from Standing Orders in procuring the Civica FastWEB product to encourage more customer online self-service for planning enquiries, on the basis that this is the only practical option available for the Council.

The Directors of Finance and Legal and Democratic Services have been consulted and are in agreement with the proposal.

6. Recommendation

Approval be granted to award the contract for the supply of a customer online self-service for planning enquiries to Civica, through FastWEB, and that it be exempt from the provisions of Standing Order 47.6.3 (requirement to invite at least two oral or written quotations for contracts with an estimated value of £5,000 but less than £20,000)

7. Proposals and Details

The Council has had a long standing contract with Civica for the back office software for planning / building control applications and local land charges. Civica provide a range of software to the authority through their FastSuite of products (FastPlanning, FastControl and FastCharges).

In addition to the FastSuite of products, RMBC already uses a number of Civica products including FlareAPP (Environmental Health), Parking Management and the new Integrated Housing Management System (IHMS).

One of the stated aims of the RMBC ICT and Customer Access Strategies is to encourage online citizen self-service. The Council does already have a limited self-service planning tool which is delivered by the ROAM system (Rotherham's Online Application for Mapping). The functionality offered by ROAM is limited and it is difficult to use – this has resulted in customer complaints. Furthermore ROAM is based upon out-dated technology which will be decommissioned in 2013. We have a requirement, therefore, to implement a new online self-service tool. Also, by implementing a fully functioning online search tool for planning we will be able to direct more planning related FOI requests to this system and reduce the amount of officer time spent responding to FOIs.

Civica provide a range of online e-planning solutions. Their FastWEB product provides direct facilities on a local authority's website for searching, interrogating and commenting on current planning applications. The FastWEB application provides direct integration between the public website, and Civica's back office FastPlanning system.

As the back office is provided by and supported on a sole supplier basis, this means that Civica's FastWEB is the only product which we can use to make the backend systems fully searchable online.

As such an exemption is sought to Standing Order 47.6.3 (requirement to obtain at least three written quotations for contracts with an estimated value between £5k and £20k) under standing order 38 (exemptions).

8. Finance

The Capital budget which underpins the ICT Strategy includes an allowance of £740,000 to invest in technologies and integration which would enable citizen self-service.

It is proposed to use some of this capital allocation to fund the purchase and installation of the FastWEB system – this amounts to £11,495 of capital investment.

Annual support and maintenance costs for FastWEB are £1,368 from year 2 onwards. Ongoing costs will be met from existing revenue budgets within EDS.

9. Risks and Uncertainties

The usability of RMBC's current online planning information through ROAM is low. If we do not replace it with a more appropriate tool there is a risk that we will continue to receive complaints from customers and that we will invest nugatory time in responding to FOI requests when we could instead direct the requestor to FastWEB.

If we do not implement an online planning tool before the ROAM system is switched off there is a risk that we will no longer have any online planning data.

10. Policy and Performance Agenda Implications

As detailed elsewhere in this report.

11. Background Papers and Consultation

Consultation has taken place with colleagues in ICT and Procurement and with the Director of Internal Audit and Asset Management and Director of Planning & Regeneration.

The proposal to implement FastWEB has been approved by the Corporate ICT, Information Governance and Web Strategy Board (22/11/12).

Contact Names:

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