

CABINET MEMBER FOR SUSTAINABILITY AND INNOVATION

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Monday, 8 September 2008

Time: 11.30 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 21st July, 2008 (Pages 1 - 4)
To consider the minutes of the previous meeting and update any matters arising
5. RBT Performance July, 2008 (Pages 5 - 12)
- report of Mark Gannon, Transformation and Strategic Partnerships Manager
6. Rotherham Show Planning Meeting (Pages 13 - 15)
- notes of meeting held on 10th July, 2008
7. Procurement Panel (Pages 16 - 23)
- minutes of meetings held on 21st July, 2008
8. Liaison with RBT
To consider any questions received from Elected Members

CABINET MEMBER FOR SUSTAINABILITY AND INNOVATION
Monday, 21st July, 2008

Present:- Councillor Wyatt (in the Chair); Councillor Hodgkiss.

An apology for absence was received from Councillor Sharman.

11. MINUTES OF THE PREVIOUS MEETING HELD ON 9TH JUNE, 2008

Consideration was given to the minutes of the previous meeting held on 9th June, 2008.

Resolved:- That the minutes of the meeting held on 9th June, 2006, be approved as a correct record.

12. RBT - PERFORMANCE UPDATE

Sarah McCall, Performance Officer, presented the submitted report which summaries RBT's performance against contractual measures and key service delivery issues for May, 2008, across the areas of Customer Access, Human Resources and Payroll, ICT, Procurement and Revenues and Benefits.

Key points for this period included:-

- All Customer Access measures achieved their contractual targets
- Impact of the recent launch of the ROCC Housing Repairs system
- Recruitment for the Maltby Joint Service Centre
- The Customer Service Centre had received "Highly Commended" status in the National Customer Service Centre Awards for the outstanding work they undertook during 207/8
- Tell Us Once leaflets had been amended to reflect the enhanced child benefit application service.
- The affect of job evaluation on payroll accuracy had been anticipated and formed the basis of a request for a suspension of operational measure HRO2
- Draft Dignity at Work Policy and revised draft Grievance Procedure circulated to Trade Unions for comment.
- All ICT measures achieved according to their current contractual targets
- A number of contractual measures failed in the Procurement Service

A discussion ensued and the following issues were raised and clarified:-

- Under normal circumstances RBT would not have agreed to a new process with took longer on the telephone but 2010 had been keen to launch the ROCC system due to the impending inspection. It was taking a telephone call an average 45 seconds longer

- RBT had had a relaxation of targets in April and May in respect of Customer Access measures and was in the process of resubmitting 1 for June. When available this would be considered by the Client Team
- From the end of June Rotherham would be part of a pre-pathfinder which would develop Tell Us Once further to including bereavement services
- All contractual targets had been achieved in payroll although performance during May had been affected by the implementation of job evaluation phase 2
- RBT website due to go live at the end of August, 2008
- RBT were disputing the failing of procurement measures and were seeking a relaxation of targets; additional information was to be provided to the Client Team for consideration

Resolved:- (1) That RBT's performance against contractual measures and key service delivery issues for May, 2008, be noted.

(2) That the Cabinet Member be kept informed of the progress of the relaxation CR submitted by RBT to the Strategic Partnerships Manager.

13. ROTHERCARD UPDATE

The Customer Services Client Manager presented a progress report of the Rothercard Scheme provided by the Revenues and Benefits Service of RBT and the implications if the scheme was extended to include higher education students.

Since its original launch in 1993, the criteria had been extended in 1999 to include a range of disability benefits which only qualified the disabled individual for a card and 16-19 year olds in full-time education. There was a further extension in November, 2002, to include the over 60s, Looked After Children and Refugees/Asylum Seekers.

There could be a wider impact to the Authority if applications from higher education students were accepted than just an increase in the cost of administering the issuing of cards. It was difficult to quantify the effect it would have on the scheme as usage statistics were not collected for this particular age group. There was also the cross-boundary agreement with Sheffield, Doncaster and Barnsley giving access to each others leisure facilities resulting in the potential for large numbers to use the facilities in any of the cross-boundary towns.

Any change might represent a variation to the Leisure PFI contract as it was not part of the original agreement.

Discussion ensued on the matter. It was not known if the 3 neighbouring authorities offered similar discounts

Resolved:- That the report be deferred for a further report based on the

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practice of other authorities and discussion with DC Leisure as to whether there were such schemes in other centres which they operated on behalf of other authorities.

(Councillor Wyatt declared a personal interest in this item)

14. PROCUREMENT PANEL

Consideration was given to the minutes of the Procurement Panel meeting held on 9th June, 2008.

Resolved:- That the contents of the minutes be noted.

15. LIAISON WITH RBT

There were no Member issues to report.

16. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs indicated below of Part I of Schedule 12A to the Local Government Act 1972.

17. COUNCIL TAX ACTION PLAN

In accordance with Minute No. 27 of 10th September, 2007, a progress report was submitted on progress against implementation of the Council Tax Collection Action Plan.

Details of the 22 individual actions included in the Action Plan and the progress made in respect of each of them were submitted at Appendix 1. 20 of the 22 were now either complete or ongoing with 2 still in the course of development.

In 2007/08 Rotherham had collected 97.1% of the Council Tax due, a 0.1% increase compared to 2006/07. The national average 'in year' collection rate for Metropolitan District Councils during 2007/08 was 95.6%.

Resolved:- (1) That the performance information provided, the progress made in implementing the Council Tax Action Plan be noted.

(2) That the arrangements for the bailiffs' work during December, 2008, shall be the same as in 2007.

(3) That the report be referred to the Deputy Leader's Delegated Powers meeting for information.

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

18. NNDR (BUSINESS RATES) ACTION PLAN

The Revenues and Benefits Client Manager reported that during 2007/08 Rotherham had collected 98.6% of the total Business rates due, a 0.3% fall in performance compared to 2006/07.

Whilst the June 2007 flooding of many local businesses had not assisted the situation, the drop in collection rates allied to the likely negative impact of recent legislative changes in respect of empty business premises had necessitated a review of collection and recovery processes. The action was set out in Appendix 1 submitted.

With effect from 1st April, 2008, property that had been empty for more than 3 months, or 6 months in the case of industrial premises, would no longer receive relief from paying rates and would be liable for the basic occupied business rate. There were currently approximately 900 empty business properties in Rotherham which would result in an increase in the total amount that required collection as well as an increase in the number of properties on which rates were now payable.

In order to improve performance and to establish a clear strategy, an action plan had been developed identifying measures that would hopefully improve the effectiveness of collection and recovery processes as well as offer some support to businesses that were struggling in the current economic climate.

Resolved:- (1) That the NNDR (Business Rates) Collection action plan be adopted with immediate effect.

(2) That an update be submitted in 6 months time.

(3) That this issue be raised at the next joint Cabinet and Chamber of Commerce meeting.

(4) That the report be referred to the Deputy Leader's Delegated Powers meeting for information.

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Sustainability and Innovation – Delegated Powers Meeting
2.	Date:	8th September 2008
3.	Title:	RBT Performance Report – July 2008
4.	Directorate:	Financial Services

5. Summary

This report summarises RBT's performance against contractual measures and key service delivery issues for July 2008 across the areas of Customer Access, Human Resources and Payroll, ICT, Procurement and Revenues and Benefits.

6. Recommendations

The Cabinet Member for Sustainability and Innovation is asked to:

- 1. Note RBT's performance against contractual measures and key service delivery issues for July 2008.**

7. Proposals and Details

7.1 Customer Access

7.1.1 Overall Performance

All Customer Access measures currently being measured were achieved according to their contractual targets in July.

7.1.2 Complaints

There were three complaints in relation to the RBT Customer Access service in July, 2 of which were upheld. In both instance, these were minor issue around accuracy. RBT have discussed both complaints with the members of staff concerned as well as the wider teams to ensure there are no similar re-occurrences.

7.1.3 Training and Development

The following shows the position at July in relation to customer service training and development of RBT staff:

	Revenues & Benefits:-
100% (24 staff)	Council Tax
100% (21 staff)	Recovery
100% (21 staff)	Housing Benefit/Council Tax Benefit (inc. Free School meals)
	Generic Contact Centre:-
87% (34 staff)	Jobsline
90% (35 staff)	General Enquiries
87% (34 staff)	Key Choices
75% (27 staff)	Repairs
64% (23 staff)	Surgery Connect
78% (28 staff)	Streetpride
82% (42 staff)	Reception Duties
63% (32 staff)	Planning
82% (42 staff)	General Enquiries
73% (37 staff)	Streetpride
98% (47 staff)	Council Tax
88% (42 staff)	Housing Benefit/Council Tax Benefit (inc. Free School meals)

Joint Service Centres

- Maltby – Go-live is now confirmed for 15th September. Everything is now in place to ensure go-live. The TSP Team is working with RBT and the Press Office to ensure that this is communicated to our customers. Leaflets are also planned to be circulated to customers at the Rotherham Show.
- Aston and Rawmarsh – Preliminary meetings are now taking place with all stakeholders to start capturing the requirements and ensure that progress can be made.

7.1.4 Cashiers

The working group established to explore extending payments options for customers (and chaired by the Transformation and Strategic Partnerships Manager) continues to look at developing a solution to take to CMT and then Members by the end of summer, following appropriate consultation with staff and customers. Representatives from 2010, RBT (including the Cashiers Service), the Council and Trade Unions have been working together on this project to ensure the best solution for all is achieved. A visit to Sheffield Homes was undertaken to see how they have tackled to issue.

7.1.5 CRM Integration

A proof of concept of the integration of CRM with the Revenues and Benefits system was demoed to key stakeholders and revised PID has been issued which is currently under discussion between the Council and RBT. Assuming RBT can respond to the Council's cost challenge on this project then commencement on this innovative solution should commence in early September.

7.1.6 Breathing Space

Following the submission of the first quarterly report to Rotherham Primary Care Trust (PCT) in relation to the Breathing Space Project delivered by the Money Advice and Welfare Rights service, an early indication from the PCT Breathing Space Service Redesign Lead is that they would the project to continue after 31 March 2009.

7.1.7 Council House Repairs System

Some progress is being made with scripting issues and workarounds although call duration is still higher than normal. RBT are continuing to try and resolve the issue.

7.2 Human Resources and Payroll

7.2.1 Overall Performance

All contractual targets were achieved during July.

7.2.2 *New Legislation*

Revised conditions of service affecting part time teachers have been published by the National Negotiating Body. Initial findings are that the changes may mainly affect how we describe the payments to casual supply teachers. Further detail is yet to be published. A meeting has been scheduled for late August to review the changes required to the HR system and future processes.

7.2.3 *Helpline*

The target for the percentage of calls retained and handled by the Helpline Team (i.e. dealt at first point of contact without referring to another team) is 80%. In July, the percentage achieved was 92.70%.

7.2.4 *RBT Transformation*

Two 2-page business cases have been submitted in relation to HR transformation projects. All proposed projects have been allocated a ranking and it is hoped the first project relating to timesheet capture will start later in the year.

A Business Analyst has been engaged to review the establishment change process with a view to streamlining this process and possible further automation. Large scale establishment re-structures are now becoming business as usual rather than periodic pieces of work and there is currently a backlog as the team work through what is essentially a time consuming, manual process. A demonstration has been arranged for September to view the software OrgPlus, a programme able to bolt on to the PSe software that may help reduce the manual input to establishment structures.

7.2.5 *Upcoming Software Updates*

The Chancellor has announced changes to personal tax codes and the upper tax thresholds relating to the removal of the 10% tax band at the beginning of the financial year. These changes will be effective from September 2008. This change will require a supplementary upgrade to the PSe software; this will be provided by our software supplier Northgate Arinso.

7.3 ICT

7.3.1 *Overall Performance*

There was one ICT Service performance measure which failed in July. The details are as follows:

ICTS1 (and ICT01) - % Availability of the Website

This is both a new strategic measure (with an annual target of 99%) and a monthly operational measure with a target of 99%. Performance in July was 96.86% with 26 individual instances of website downtime. RBT have investigated this and found that anti-virus software on the server was causing an issue. This has now been removed and replaced with an alternative system.

The TSP will work with RBT to ensure that this level of downtime is not replicated going forward given the strategic importance of the website as a customer access channel. We will also investigate how downtime on the website can be more proactively measured and managed by RBT, probably through the utilisation of alert tools, to ensure the RBT ICT service can be more responsive to future issues with downtime.

7.3.2 Desktop Refresh

Desktop Refresh is yet to return to normal levels. The Transformation and Strategic Partnerships (TSP) Team are pushing hard to ensure that this happens as soon as possible and RBT have responded by drafting a roll out plan and seeking to recruit appropriate numbers of staff to resource this.

7.3.3 ICT and Information Security

A meeting chaired by the Cabinet Member for Sustainability and Innovation took place with key Members and officers to look at moving forward on this area to ensure that the Council's policies and procedures are fit for purpose, particularly with an eye to the future requirements of the WorkSmart Programme.

7.3.4 Microsoft Enterprise Agreement

The TSP Team have secured renewal of the Microsoft Enterprise Agreement which fixes costs for Microsoft products for the next three years and saves the Council significant sums against buying the products outside of the Agreement. The Agreement also brings additional benefits such as access to e-learning.

7.4 Procurement

7.4.1 Overall Performance

All targets for the Procurement Service were achieved in July.

The backlog of transactions created by the upgrade of the ROCC system, which had some issues in implementation, has now been cleared and performance across affected measures seems to be recovering.

The impact of the ROCC upgrade on former BVPI8 has been reported to Members via the Procurement Panel.

7.4.2 Savings Performance

Procurement savings for the period to the end of June were £620,111. Procurement savings are currently ahead of the annual plan forecast by £124,000. The savings forecast is still currently a draft target as the annual plan has yet to be agreed. The Transformation and Strategic Partnerships Team have provided comments to RBT and are awaiting a swift response so the plan can be formally approved.

7.4.3 Addressable Spend Tracking

As part of the refreshed contractual arrangements, a new process for tracking addressable spend (i.e. the spend by the Council over which RBT are able to influence the price with suppliers to generate savings) has commenced. Tracking of addressable spend for 2008-09 began on 1st April and the first set of figures under the new process are included below. It should be noted that due to procurement savings data not being available until the middle of the following month, the figures in this report are for June. The July figures will be reported in August's performance figures.

Savings in month of June £	Savings year to date £	Addressable Spend in Month £	Addressable Spend to Date £
144,222	620,111	6.572m	24.038m

7.4.4 Training and Development

There are a number of points to note:

- CIPS exam results have now been released and 12 staff have passed a total of 14 exams.
- Eight members of staff have completed the mandatory Equality and Diversity course.
- Twelve members of staff have completed the next module of the CMI course which is aimed at improving management styles, customer focus and communication.
- SCMS training has been delivered by senior Procurement staff to Voluntary Action Rotherham.

7.4.5 Recruitment

Three new starters commenced working within the Procurement team in the month of July as result of team vacancies.

7.5 Revenues and Benefits

7.5.1 Overall Performance

All Revenues and Benefits measures (with the exception of one) are annual or quarterly measures, so there is no significant performance information to report for July although it is worth noting the current performance on Council Tax and NNDR Collection is marginally behind compared with the same time last year. The TSP team continues to work with RBT to monitor performance in these two areas and to take any relevant action to continually improve collection figures. The impact of people moving to 12 month direct debits (up from 9,486 to 12,908) and a reduction in the number of up-front payers (down to 0.6% from 0.83%) are contributing to the

lower collection rates in July compared to the same time last year. It is worth noting that an update of the Council Tax Action Plan and a new one for NNDR have been presented to Members. Work on them is ongoing.

7.5.2 Council Tax

Council Tax collection for July was 37.9% compared with 38.48% in July 2007(down 0.58%). This can be attributed to the reasons above, although it should be noted that there are some large guaranteed payments due to come through on the system in the next month which should contribute to bridging this gap.

The following table outlines current recovery information which shows that the number of summonses issued has increased considerably as at the same time last year.

Council Tax Collection – Recovery Procedures		
Documents Issued	At July 2008	At July 2007
Reminders	21,024	21,222
Summonses	10,682	6,795
Liability Orders	5,206	3,170

The days taken to complete a move in is now averaging at 12.4 days, below the target of 14 days.

The percentage of people now paying their Council Tax by direct debit is 66.74%, an improvement of 0.18% on last month.

7.5.3 NNDR

NNDR Collection for July was 41.13% compared with 41.65% in July 2007. It is worth remembering that the rules on vacant properties have changed from 1st April 2008 so there is now a liability for NNDR where this was never previously the case although it doesn't currently appear to be having the impact on collection rates that might have been expected. There is an improved and more robust recovery procedure now in place for NNDR compared to last year so this should help close the gap on the collection rate. The following table outlines current recovery information:

NNDR Collection – Recovery Procedures		
Documents Issued	At July 2008	At July 2007
Reminders	2,182	1,478
Summons	642	483
Liability Orders	334	185

8. Finance

None.

9. Risks and Uncertainties

The TSP Team work with RBT to proactively identify and manage risks to prevent negative impacts on performance that may affect our CPA rating or service delivery.

10. Policy and Performance Agenda Implications

The partnership is responsible for key areas of service delivery and therefore has a key role in the delivery of key national and local performance indicators. The partnership also supports the Council service areas in their service delivery.

11. Background Papers and Consultation

- RBT performance reports for July 2008.
- RBT arrow report for July 2008.

Contact Name :

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**ROTHERHAM METROPOLITAN BOROUGH COUNCIL
NOTES OF A ROTHERHAM SHOW PLANNING MEETING:
COMMUNICATIONS AND MARKETING GROUP**

Held on Thursday 10th July 2008, Meeting Room 1, Rotherham Town Hall

Present:

- Sue Ball, Head of Corporate Governance & Community Involvement, Rotherham NHS Foundation Trust
- Ken Clayton, Creative Media Services Manager, NHS Rotherham (formerly Rotherham PCT)
- Veronica De'Ath, Customer Services Development Manager, RBT
- Rachael Ellis, Marketing and Communications Manager, 2010 Rotherham Ltd
- Alison Hall, Renaissance Marketing Officer
- Elaine Hedge, Community Liaison Officer, Area Assemblies, Neighbourhoods and Adult Services
- Clark Herron, Communications Manager, EDS
- Michele Hill, Town Centre Safety Manager, EDS
- Tracy Holmes, Head of Corporate Communications and Marketing, CX
- Kate Moreman, Events Manager, EDS
- Adam Oxley, Communications, Engagement and Marketing Officer, South Yorkshire Police
- Steve Pearson, Communications Manager, CYPS
- Debby Robinson, Strategic HR Manager, CX
- Louise Robinson, Admin Officer, Neighbourhoods and Adult Services
- Fiona Topliss, Head of Communications, NHS Rotherham (formerly Rotherham PCT)
- Jayne Wild, Transformation and Strategic Partnerships, CX

Apologies:

- Cllr Ken Wyatt, Cabinet Member for Customer Service and Innovation (Chair)
- Maria Dixon, Membership Manager, Rotherham NHS Foundation Trust
- Tracy Godfrey-Davies, Marketing Assistant, Corporate Communications and Marketing, CX
- Marie Hayes, Events & Promotions Service Manager, EDS
- Graham Nicholson, Design and Print Manager, RBT
- Ray Globe, Communications Officer, CYPS

1. Welcome, Introductions and Apologies

Tracy Holmes welcomed colleagues to the meeting, explained that she would be chairing in Cllr Wyatt's absence, and invited introductions around the table. Apologies were noted.

2. **Notes of the Last Meeting Held 16th June**

These were agreed as a true record.

3. **Additional feedback from partner organisations and services regarding proposed approach**

Colleagues around the table were invited to expand on possible contributions to the "Services for Rotherham" partnership tent

Neighbourhoods and Adult Services: Meals on Wheels have service issues pending. A decision has not yet been taken as to whether they wish to participate this year. The Carers' Forum are considering a presentation on the performance area – Jeanette Mallinder will be the lead contact. Rothercare may be interested in taking space.

Tracy Holmes to contact Jeanette Mallinder.

Action: TH

2010 Rotherham Limited: Involvement in the partnership tent has now been confirmed. 2010 will be using their community van in place of their usual separate marquee. Envisage that their presence will be around partnerships with SY Police and RMBC, Decent Homes, possibly recycling but need to avoid confusion with RMBC input around that.

Area Assemblies: Planning an interactive game to highlight challenges of allocating funding and priorities. Visitors will be given £1600 in fake bank notes and asked to decide how they would spend it against key headings such as health, crime etc. Entries would then go into a prize draw.

NHS Foundation Trust: Scanner appeal, exercise bike; recruitment of new members to the Trust; BMI index measurement, waist measurements, blood pressure testing (in conjunction with the PCT).

Transformation and Strategic Partnerships: May wish to use the opportunity to carry out customer satisfaction surveys eg revs and bens. Possible promotion of new Joint Service Centres in Maltby/Aston.

RBT: Signposting, meet and greet service – to be confirmed.

Recruitment: Debby Robinson asked for recruitment contacts in partner organisations to see if they wished to be involved in promoting recruitment jointly at the Show – although discussed previously no interest had been shown so far. RMBC would be looking to promote the benefits of working for the Council, dispelling myths, explaining range of opportunities available. Display of appropriate images in this area would be important.

Town centre management: Opportunity to promote safety in the town centre - meet the town centre team – Police, PCSOs, wardens. Possible demonstration of town centre radio scheme, how fraudulent notes are identified and dealt with.

Renaissance: The model of the town centre will be the centrepiece of the tent. Dimensions need to be identified and how it will be transported to and from the Show, given there will be no overnight security in the tent.

CYPS: Focus on child safety and promoting the “missdorothy.com” website for young people aged 16 and under. SYP Children’s Officer to attend. Other possibilities include contribution by the Parent Partnership and the Locality Teams – challenge is to make it interactive. Windmill-making game to be used as an incentive to encourage families to visit all stands/displays.

South Yorkshire Police: Off-road prevention scheme (mini-motos bike dismantling scheme), Lifestyle project, tackling anti-social behaviour. Possible staged performances involving actors to highlight anti-social behaviour issues. May need to be some link to further Operation Impact. General Safer Neighbourhood Team promotion.

Ministry of Food: Tracy Holmes to raise issue of participation at forthcoming meeting between RMBC, PCT and Ministry of Food. Any involvement by MoF and Meals on Wheels would need to be dovetailed.

Action: TH

4. Performance Area Requirements

Tracy Holmes stated that it would important to identify any requirements for the performance area as soon as possible, so that the space could be put to alternative use if either there was no demand, or there were logistical problems.

5. Layout of tent, displays and activities and design concepts

Tracy Holmes said a representative of the Design Studio had been due to attend the meeting and report on design work so far. It was agreed that TH would circulate a template seeking information on each proposed contribution to the tent (whether by individual organisation or partnership approach). These should be returned by lead officers asap and used as the basis for discussions on space planning and production of graphics.

Action: TH/Lead officers

6. Any Other Business

Kate Moreman reminded members of the group that requirements for power supply in the tent should be confirmed by the end of July.

Access to the site would be available from 5.30am on both days. Access to the tent for set-up likely to be from dinnertime onwards on Friday 5th September.

7. Dates/Times/Venues for Future Meetings

Thursday 7th August 9.30am – Room 1 at the Town Hall

Thursday 28th August 11am – Room 1 at the Town Hall

Meeting Minutes

Meeting Title	Procurement Panel
Date	Monday 21st July, 2008
Start time	10.00 am
Venue	Committee Room 1, Rotherham Town Hall
Chair	Councillor Ken Wyatt

Attendees	Init	Programme Area
Ken Wyatt	KW	Councillor
Helen Leadley	HL	Procurement Client Manager
David Rhodes	DR	Environment & Development Services
Asim Munir	AM	Chief Executive's Section
Brian Barrett	BB	EDS Asset Management
Carol Adamson	CA	Chief Executive's Section
Peter Hunter	PH	RIDO Investment Team
Emma Fairclough	EF	RBT
Jon Surridge	JS	Environment and Development Services
Paul Ritchie	PR	Voluntary Action Rotherham
Sarah McCall	SM	Client Officer

Apologies	Init	Programme Area
Andy Hare	AH	Neighbourhoods and Adult Services
Myles Thompson	MT	Rotherham Chamber of Commerce
Sandra Greatorex	SG	Voluntary Action Rotherham
Lesley Dabel	LD	Voluntary Action Rotherham
Simon Bradley	SB	RBT - Procurement
Gerald Smith	GM	Councillor

Minutes		
Ref	Item or Action	Action Owner
55/08	Minutes of Previous Meeting The minutes of the previous meeting of the Procurement Panel, held on Monday, 9 th June 2008, were agreed as a correct record.	
56/08	Matters Arising (a) BVPI8 The meeting was informed that the Procurement Champion	

	<p>for the CEX's Directorate was Rob Parker and not Rob Houghton as previously reported.</p> <p>(b) BBR Action Plan Update</p> <p>With regard to training for Commissioning Officers, Paul Ritchie reported that a bid for NRF funding to support this work had been rejected. Therefore VAR no longer had the resources to continue to work on the Contract.</p> <p>(c) Update from Supporting People</p> <p>Paul Ritchie reported that, due to staffing issues in Supporting People, the meeting with Tim Gollins to discuss concerns about the Framework Agreement had not yet taken place. Janet Wheatley (VAR) was to write to Tim Gollins.</p> <p>Councillor Wyatt urged that this meeting be arranged as soon as possible.</p>	TG
57/08	<p>Consultation Presentation</p> <p>Asim Munir gave a presentation on the Partnership Consultation & Community Involvement (CCI) Framework.</p> <p>The Partnership CCI Framework had been set up in accordance with the Empowerment White Paper which set out a number of principles for how the public sector should involve the voluntary and community sector in consultation for community services.</p> <p>A recent development for further consideration by the Procurement Panel was the need to involve people in the delivery of service and procurement of services.</p> <p>The presentation set out:-</p> <ul style="list-style-type: none"> - Overview - Why do we need a Partnership CCI Framework? - The Partnership CCI Framework - Agreed Standards - Inclusiveness - Clarity of Purpose - Timing and Planning - Communicating, Consulting and Involving in appropriate ways - Feedback - Delivering change, improving outcomes - Capacity and Resources 	

	<ul style="list-style-type: none"> - CCI Toolkit - What's in the Toolkit? - Future Actions <p>At the close of the presentation, the following issues were covered:-</p> <ul style="list-style-type: none"> ○ Methods of reporting feedback following consultation – partnership newsletter and Council website ○ Interpretation and translation issues ○ Current lack of resources to deliver training or awareness of COMPACT <p>Agreed:- That the presentation on Partnership Consultation and Community Involvement (CCI) Framework be received.</p>	
58/08	<p>Equity and Diversity in Procurement</p> <p>Carol Adamson presented a summary report on current and changing requirements relating to procurement within equality legislation, which pointed out how the procurement function can promote equality and address some of the inequalities that exist.</p> <p>In addition, the report made recommendations for strengthening actions to achieve Equality Standard for Local Government (ESLG) Level 5 by December, 2008.</p> <p>Members present were asked to comment on the proposed equality policy self-assessment questionnaire, and to report any good examples of promoting equality in the procurement process, to be included in the Council's Equality Standard Level 5 evidence portfolio.</p> <p>The equality legislation framework, aimed at public sector bodies, continues to change rapidly. More information about the current laws and the proposed changes is included at Appendix 1.</p> <p>Commissioning and procurement functions are increasingly seen as key tools that public bodies can use to promote equality. This is in two ways:</p> <ul style="list-style-type: none"> ❖ To pass on obligations to contractors so that the Council still meets its equality duties where functions and services are delivered by contractors or partners ❖ To lead by example and use buying power to influence the private and voluntary and community sectors, to contribute to promoting equality for all Rotherham people. 	

	<p>The meeting discussed issues around the audit of partners/monitoring process.</p> <p>Agreed:- (1) That the developments in relation to the Council's obligations under equality legislation (paragraph 7.1 and Appendix 1) be noted.</p> <p>(2) That members of the Procurement Panel ensure compliance with ESLG Level 5 criteria (paragraphs 7.2 and 7.3a) and provide examples of good practice to their Directorate Equality Coordinator, for inclusion in the Directorate ESLG Level 5 portfolio.</p> <p>(3) That the proposed equality policy self-assessment questionnaire be used annually with contractors, to assist with promoting and monitoring equality at contract monitoring meetings (paragraph 7.3b and Appendix 2).</p>	All
59/08	<p>OFT Report</p> <p>Brian Barrett presented a paper which set out the current position with regard to the Office of Fair Trading – Statement of Objections regarding construction price fixing.</p> <p>On 17th April 2008 the Office of Fair Trading (OFT) issued a Statement of Objections in which it alleged that 112 construction companies listed 'engaged in bid rigging activities and in particular cover pricing' within the East Midlands and Yorkshire and Humberside regions. In addition, the Statement formally alleged that a minority of the construction companies had variously entered into one or more arrangements whereby it was agreed that the successful tenderer would pay an agreed sum of money to the unsuccessful tenderer.</p> <p>It must be clearly noted that these are allegations at this stage and not proven.</p> <p>Cover pricing is illegal and in breach of the Competition Act 1998. The alleged offences cover a period of approximately 2000 to 2004.</p> <p>Agreed:- That the contents of the report be noted.</p>	
60/08	<p>Procurement Strategy September 2008 – September 2011</p> <p>Helen Leadley presented RMBC's new Corporate Procurement Strategy September 2008 to September 2011</p>	

	<p>which is at draft stage.</p> <p>The draft document and powerpoint presentation set out what the Council means by procurement – its aims and objectives for procurement and how the Council will improve.</p> <p>The document is aligned with the Council’s Corporate Commissioning Framework which looks at how the Council can pull together all commissioning across the Council strategically, to ensure maximum gain from any efficiencies that may be generated.</p> <p>It was noted that 34 out of 40 actions have been completed from the current strategy’s action plan and that the remaining 6 actions would be carried forward to the new Procurement Strategy.</p> <p>Consultation of the draft strategy had commenced with the Voluntary and Community Sector, information from which would be fed back to a future meeting of this Panel in September, 2008.</p> <p>The presentation set out:-</p> <ul style="list-style-type: none"> - Why a New Strategy? - Achievements from the last strategy - RMBC Procurement - Context - Key Themes of New Strategy - Next Stages <p>Agreed:- (1) That the contents of RMBC’s Corporate Procurement Strategy September 2008-September 2011 be noted.</p> <p>(2) That members of the Procurement Panel feed back any comments for inclusion in the Procurement Strategy to Helen Leadley as soon as possible.</p>	All
61/08	<p>Procurement Strategy Action Plan Update</p> <p>Sarah McCall presented a report which drew the Panel’s attention to the actions which were either amber or red and provided an update on the work being undertaken to resolve each action. Particular reference was made to the following actions listed in the report submitted:-</p> <p><u>Action Plan for Achieving the Vision for Leadership, Management and Capacity</u></p>	

	<p>Of the 17 actions originally contained within this plan, 14 are now complete and 3 are status amber with work ongoing, each with 85% to 95% completion.</p> <p><u>Action Plan for Achieving the Vision for Partnering, Collaboration and Supplier Management</u></p> <p>Of the 5 actions originally contained within this action plan, 3 are complete, 1 is status amber with work ongoing and 1 action has been removed from the plan as this is being undertaken under other projects. The amber action is now 90% complete.</p> <p><u>Action Plan for Achieving the Vision for Systems that Allow Business to be done Electronically</u></p> <p>Of the 8 actions originally contained within this action plan, 7 are complete and 1 is status amber with work ongoing at 50% complete.</p> <p><u>Action Plan for Achieving the Vision for Stimulating markets and Achieving Community Benefits</u></p> <p>Of the 10 actions originally contained within this action plan, all 10 actions are now complete.</p> <p><u>Base Budget Review of Third Sector Funding</u></p> <p>Of the 19 actions within this action plan, 8 are complete, 11 have amber status. It is understood that a full update on this action plan was provided to the June Panel by the action plan owner.</p> <p>Agreed:- (1) That the information be noted.</p> <p>(2) That the actions to implement the Procurement Strategy be noted and the updated Action Plan be approved.</p>	
62/08	<p>Payment of Invoices within 30 days</p> <p>Sarah McCall presented a report on BVPI 8 measures – the payment of undisputed invoices within 30 days.</p> <p>Out turn performance for 2007/08 achieved 94% which demonstrated an improvement on 2006/07 performance which achieved 91%.</p> <p>Performance against BVPI8 is not as consistent as it should be and it has been recognised that the Council should act to</p>	

	<p>instil and embed good practice in this area and work is ongoing to this effect. Recent performance for the new financial year has achieved – April 95%.</p> <p>The meeting was informed of an anticipated decline in this area of work in future reporting of performance for May, June and July figures due to an IT issue of not being able to feed ROCC data into Cedar. This would also have a knock-on effect for the annual figure.</p> <p>Agreed:- That the current position in respect of BVPI8 be noted.</p>	
63/08	<p>Procurement Forward Plan</p> <p>Sarah McCall presented the submitted report on the Council's Forward Plan document for Procurement.</p> <p>Agreed:- That the Forward Plan of key decisions, as detailed in the report presented, be noted.</p>	
64/08	<p>Procurement LPis</p> <p>Sarah McCall submitted a report on the current situation with regard to Procurement Local Performance Indicators.</p> <p>The Council's Corporate Procurement Strategy contains an action to develop a set of local indicators in order to measure the Council's procurement function in terms of delivery of the Procurement Strategy and day-to-day management of the procurement function.</p> <p>The report set out details of the indicators developed to date, targets and performance for the first, second and third quarters of the current year.</p> <p>Of the 18 indicators, full details are attached at Appendix A.</p> <ul style="list-style-type: none"> • 2 are status green with performance above target • 5 are status amber with performance on target • 2 are still under development • 2 are for information/monitoring only without targets • 1 has reporting yet to commence • 5 are annual indicators with reporting due later in the year • 1 indicator has been superseded by changing legislation <p>The meeting discussed issues with regard to demolition project contracts and how much material is re-used. The first available statistics will be Quarter 2. One of the first tasks for the new Building Surveying Manager when</p>	

	appointed will be to look at Demolition projects under £300,000. Agreed:- That the current performance be noted.	
65/08	Feedback on Review of Terms of Reference Helen Leadley submitted a copy of the current Terms of Reference for the Procurement Panel. Agreed:- That comments on the current Terms of Reference be fed back to Helen Leadley in order for the information to be updated, in particular with regard to membership and job titles.	All
Next Meeting		
Date	Monday, 8 th September, 2008	
Time	10.00 a.m.	
Venue	Town Hall, Rotherham	

Dates of Future Meetings

The dates for future meetings of the Procurement Panel are agreed as follows:-

6th October 2008

3rd November 2008

1st December 2008

12th January, 2009

9th February, 2009

9th March, 2009

6th April, 2009

(All Mondays at 10.00 a.m. in the Town Hall)

All actions to be completed prior to the next meeting unless otherwise stated.