

BABERGH DISTRICT COUNCIL

FROM: Acting Head of Legal and Administrative Services

REPORT NUMBER **F7**

TO: COUNCIL

DATE OF MEETING 11th April 2006

TASK GROUPS AND PANELS – APPOINTMENT OF MEMBERS AND ANNUAL REPORTS

1. **SUMMARY**

To appoint members to serve on the Council's Task Groups/Panels, to note the progress on the work plans for 2005/06 (Appendix 1) and to approve the work plans for 2006/07 (Appendix 2).

2. **RECOMMENDATIONS**

2.1 That the following Task Groups/Panels continue for 2006/07 and that the Members outlined in Paragraph 4.2 be appointed to serve on them:-

- (a) Human Resources Panel (including substitutes for SJCC)
- (b) Pin Mill Task Group
- (c) Village of the Year Awards Panel
- (d) Housing Panel
- (e) Procurement Task Group

2.2 That the Cast Programme Board and E-Government Steering Group continue for 2006/07 and that consideration be given to appointing Members to serve on these groups.

2.3 That the progress of the Task Groups/Panels during 2005/06 as outlined in Appendix 1 be noted.

2.3 That the proposed work plans of the Task Groups/Panels for 2006/07 as set out in Appendix 2 be approved.

3. **FINANCIAL IMPLICATIONS**

3.1 None

4. **KEY INFORMATION**

4.1 The following Task Groups/Panels all consider that they should continue next year to enable the work outlined in their work plans to be progressed:-

- HR Panel
- Pin Mill Task Group
- Village of the Year Awards Panel
- Housing Panel
- Procurement Task Group

4.2 The Members currently serving on the bodies outlined in Paragraph 4.1 have expressed an interest to continue and these are:-

- (a) HR Panel – comprising five Members and to be politically representative wherever possible.

A C Bavington R W Thake
B L Lazenby H N Todd
D C Rose

- (b) Substitutes for Staff Joint Consultative Committee (SJCC): the HR Panel acts as the Employers side of the SJCC. Two Members also need to be appointed as substitutes for the SJCC.

C W Arthey N MacMaster

- (c) Pin Mill Task Group – comprising five Members.

B D Hurren D C Rose
P Jones L H Young
J A B Long

- (d) Village of the Year Awards Panel – comprising four members.

E F Bates J R A Sayers
J A B Long L H Young

- (e) Housing Panel – comprising five members.

S P Clarke W J Sadler
J A Jenkins S M Wigglesworth
N MacMaster

- (f) Procurement Task Group – comprising five members

Mr D G Grutchfield Dr M R Miller
Mr C J Hunt Mr H N Todd
Ms J A Jenkins

4.3 The Membership arrangements for the Cast Programme and E-Government Steering Group are to be the subject of consideration by the Political Leaders Group on 5 April. Their views will be reported to the meeting.

5. **APPENDICES AND BACKGROUND PAPERS REFERRED TO:**

- (a) Appendix 1 - Progress for 2005/06
(b) Appendix 2 - Proposed work plans for 2006/07

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HR PANEL**Chairman's Report on Progress – Year to March 2006**

Membership	<p>Councillors:- Tony Bavington, Brian Lazenby, David Rose, Rex Thake, Humphrey Todd</p> <p>Officers:- John Raine ,Head of Organisational Development Jeanette Bray, HR Manager Pat Rockall, Chief Executive Colin Matthews, Unison Representative Ruth Sadler, HR Officer</p>	
Date of First Meeting in 2005/06 Municipal Year: 2nd June 2005		
Functions of Task Group/Panel	Progress	
<p>1. <u>ORGANISATIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Oversee the development of the Council's Organisational Development Strategy in the light of the Change blueprint for Babergh. • Oversee the implementation of actions agreed within that strategy for 2005/06 • Introduce a Workforce Development Plan for the Authority 	<p>Organisational Development was identified as a stream of work within the CAST project. A full OD Plan has been developed and will be reported to the next meeting of the HR Panel on 18 April 2006</p>	
<p>2. <u>HR STRATEGY</u></p> <ul style="list-style-type: none"> • Review the HR Strategy to ensure that it continues to support the Council Vision and corporate objectives and determine whether any revisions should be recommended • Prepare an action plan with SMART targets • Monitor the implementation of the Action Plan. • To consider any HR related issues or policies prior to reporting to the Strategy Committee. • To consider and make recommendations on any Industrial Relations issues which arise. • To consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee. 	<p>-The HR Panel held two meetings during the year</p> <p>The Panel considered a number of reports that progressed the HR Action Plan including the Working From Home Policy adopted in January 2006</p> <p>The Panel also received several reports addressing and monitoring the employment issues arising within the CAST project and agreed implementation arrangements for the Single Status Agreement. The Panel also considered and led, on behalf of the Authority, a response to the National consultation on proposed changes to the Local Government Pension Scheme.</p>	

Functions of Task Group/Panel	Progress	
<p>3. <u>REVIEW CAR ALLOWANCES</u></p> <ul style="list-style-type: none"> In consultation with Unison to conduct a review of the arrangements for transport and travelling, and to recommend a sustainable package of proposals. 	<p>The HR Panel considered a report reviewing options for car allowances and agreed a timetable for a wider ranging review, progress on which will be reported at their next meeting in April 2006</p>	
<p>4. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> To meet the Staff Side at normal scheduled and special meetings of this body. 	<p>There have not been any meetings of the Committee</p>	

PIN MILL TASK GROUP

Chairman's Report on Progress – Year to March 2006

Membership	<p>Councillors: Bryn Hurren, Peter Jones, Len Young, James Long, David Rose</p> <p>Officers: Ryan Jones, Kathryn Saward, John Winders, Stewart Schleip, Jonas Grist, Neil Henry</p> <p>Representatives of: Chelmondiston Parish Council Pin Mill Society Pin Mill Sailing Club National Trust Ipswich Borough Council Environment Agency Associated British Ports Pin Mill Houseboat Owners Ward Member – Cllr. Penny Clarke SCC Member – Cllr. David Wood</p>	
Date of First Meeting in Municipal Year: 8 th April 2005		
Functions of Task Group/Panel	Progress	
Carry out any additional Enforcement Action required during the year for the removal or clearance of identified wrecks or other debris within the 'bay' area at Pin Mill	Applications for Certificates of Lawful Use (CLUED's) and Planning Permissions monitored	
Confirm and prioritise other works within the 'bay' area which would meet the aspirations of the interested parties (within the limits of available funding)	Full consultation undertaken with all users of the Hard (and other interested parties) to develop final proposals for improvements	
To fully support the 'Local Group' in the establishment of a trust (or other vehicle) to appropriately manage the foreshore at Pin Mill	Legal advice taken on the best 'vehicle' for managing the foreshore. Now proceeding with the establishment of a 'company limited by guarantee'	

VILLAGE OF THE YEAR AWARDS PANEL

Chairman's Report on Progress – Year to March 2006

Membership	Councillors:- Mrs E F Bates Mr J R A Sayers	Mr J A B Long Mr L H Young
	Officers:- Mr C A Matthews	
Date of First Meeting in 2005/06 Municipal Year: 24th June 2005		
Functions of Task Group/Panel		Progress
To judge the District round of the Village of the Year Awards in accordance with the criteria set by SALC.		Judging completed in June 2005 with Holton St.Mary being the winner of the “ Babergh Round”
The winner of the District round then represented Babergh in the County round organised by SALC.		Holton St.Mary won the Suffolk Village of the Year Award. Layham Parish Council was awarded the gavel for Parish Council of the Year.

HOUSING PANEL

Chairman's report on progress on completed work in 2005/06

Membership	<p>Councillors: - Penny Clarke Jenny Jenkins Neil MacMaster Wendy Sadler Sue Wigglesworth – Chairman of Panel</p> <p>External representatives:- Richard Searle – Tenants` Forum</p> <p>Officers: - Peter Brown – Principal Accountant Malcolm Firth – Head of Environmental Services Chris Foti – Head of Housing Ryan Jones – Head of Technical Services Neil Greig – Head of Planning Policy and Economic Development</p>	
Date of First Meeting in Municipal Year 2005/06: 12 May 2005		
Functions of the Panel	Plan	Committee timetable
To develop and update the Council's 2004-2009 Housing Strategy (including the Affordable Housing Programme), Homelessness Strategy and HRA Business Plan.	Completed task	Approved by BDC and Go-East.
To undertake the first phase of the Council's Sheltered Housing Schemes Review	Completed task	Strategy Committee: 28 April 2005

<p>The Council Housing Stock Options Appraisal</p>	<p>Appraisal completed</p>	<p>Approved by Strategy Committee on 9th February 2005 and Council on 24 February 2005.</p> <p>GO-East approved the appraisal's conclusions and granted formal `sign-off` in July 2005.</p>
<p>To oversee the work of the Anglia Estate Improvement Group.</p>	<p>Improvement Scheme completed</p>	<p>N/A</p>
<p>To consider the HRA Service Charges</p> <p>To determine the level of discount to be given to RSLs when selling council owned land for new housing in conjunction with the Head of Legal and Administrative Services</p> <p>To support and develop Babergh`s Tenant Participation Compact</p>	<p>On-going</p> <p>Ditto</p> <p>Ditto</p>	<p>Delegation to the Housing Panel</p> <p>Ditto</p> <p>Ditto</p>

PROCUREMENT TASK GROUP

Chairman's Report on Progress – Year to March 2006

Membership	<p>Councillors:- Humphrey Todd (Chairman) Jennie Jenkins Dr. Michael Miller Chris Hunt David Grutchfield</p> <p>Officers:- Barry Hunter, Head of Finance Tim Mutum, Head of Leisure & Community Services (Leisure Trust) Malcolm Firth, Head of Environmental Services (Waste contract) Ryan Jones, Head of Technical Services (Construction partnering)</p>	
Date of First Meeting in 2005/06 Municipal Year: 1 July 2006		
Functions of Task Group/Panel	Progress	
<p>To oversee the procurement process in relation to current and future major projects.</p> <p><u>Current projects:</u> The Leisure NPDO (Non-Profit Distributing Organisation)</p> <p><u>Likely future projects</u> (potential partnerships with other Suffolk Councils): Joint waste collection and street cleansing contract Grounds maintenance contract Building Control Development Control Internal Audit Legal Services</p> <p>To report on these major projects to the Strategy Committee as and when appropriate</p>	<p>The Task Group has considered various key aspects of the setting up of the Leisure Trust and has reported to the Strategy Committee on the Business Plan and funding requirements</p> <p>Initial consideration has been given to a potential joint waste collection contract with Mid Suffolk DC. More work on this and the Grounds Maintenance and Street Cleansing contracts will be needed in 2006/07. The Task Group has not been involved in the other areas although periodic updates have been provided by officers.</p> <p>In addition, progress on implementing partnering contracts for certain housing construction-related work, amongst the first in the Country, has been monitored.</p>	

To ensure clear plans are formulated for the implementation of an e-marketplace and other e-procurement systems

(Funding for the marketplace first year's licence fee being made available by the regional centre of excellence)

- **Countywide approach to an e-marketplace agreed but not an immediate priority for all District/Borough councils.**
- **E-procurement investment affected by CAST project investigations**

To report to the O&S Committees on progress on this workplan and on major issues relating to the continued implementation of the council's Procurement Strategy and Action Plan.

The Task Group has overseen these and the e-marketplace went 'live' in December 2005.

E-Government Steering Group and Strategy Committee approved e-procurement project, which will be implemented between April and June 2006. Aims and objectives agreed for project outcomes, including the extended use of Government Procurement Cards for low value purchases.

Progress has been made on a number of items in the original Action Plan and in meeting Government targets in the National Procurement Strategy for Local Government. A progress report on this and procurement savings achieved to date and estimated for the future was presented to the Strategy Committee in November 2005.

A revised Action Plan has been agreed following an IDeA fitness check in May 2005 and this is being progressed following the appointment of a Dedicated Procurement Officer; a shared partnership with St Edmundsbury BC and Forest Heath DC

E-GOVERNMENT STEERING GROUP

Chairman's Report on Progress – Year to March 2006

Membership	<p>Councillors:</p> <ul style="list-style-type: none"> • Duncan Read (Liberal Democrat) the Chairman of the E-Government Steering Group and the e-Government Champion • John Brand (Independent) • Michael Miller (Liberal Democrat) • John Hinton (Conservative) As of Jan 2006 • Peter Holbrook (Conservative) Up until Jan 2006 • Nick Irwin (Labour) <p>Officers:</p> <ul style="list-style-type: none"> • Pat Rockall (Chief Executive) • John Raine (Head of Organisational Development) • Carl Reeder (e-Services Manager) • Robert Lavell (ICT Manager) • Richard Watson (Head of Planning Control) • Bob Southgate (Head of Revenues and Benefits) • Christine Bromley (UNISON Representative) 	
Date of First Meeting in 2005/06 Municipal Year: 26 April 2005		
Functions of Task Group/Panel	Progress	
To oversee the e-Government programme to deliver the objectives determined by the Council.	<ul style="list-style-type: none"> • Spent 900,000 of e-Government Money to achieve e-Government Targets. Please see Appendix A for a list of E-Government Achievements. 	

Appendix A

E-government achievements

This is a simplified and summarised list of the e-government facilities that have been introduced, and how these have improved / will improve the service to our customers.

1. **The installation, or upgrading, of major computer systems** to enable staff and Councillors to provide services to customers more quickly and / or more comprehensively, and to provide the foundation for the delivery of electronic services to customers. These upgrades include:-
 - Major upgrades to our Benefit Claims, Council Tax, National Non-Domestic (Business) Rates and Housing systems to enable paper documents, such as benefit claim evidence, to be converted to electronic format and stored within a customer's account record.
 - The introduction of a Land Charges system to enable conveyancing searches to be handled more effectively, and to provide the foundation for such searches to be handled automatically in the future.
 - The consolidation of all of the land and property information within the Babergh district into one database to improve accuracy and management.
 - Improved computer facilities for staff, including access to PCs and office productivity software, to enable faster working and access to information.
 - The introduction of e-procurement initiatives to improve the efficiency of our procurement activity by automating the process.
 - The signing up to the national Planning Portal to enable planning applications to be submitted online in the future.

2. **Improvements to our website** to provide information, and transactional services so that customers can interact with us electronically if they so wish. This includes linkages to other public bodies within Suffolk, and provides various facilities, such as the ability to:-
 - Communicate with Babergh staff and Councillors via e-mail.
 - Pay bills online through a secure payment method. Four "high demand" services are currently available (Council Tax, Non-Domestic Rates, Rents and Sundry Debtor Invoices).
 - Receive advice on how to pay for council services (33 different services currently showing payment information).
 - Gain access to Committee agendas, minutes and reports.
 - Look up local community and business information.
 - Gain access to an A-Z of services, and use such services online, such as reporting abandoned vehicles, reporting refuse collection problems, applying for a bus pass etc.
 - Gain access to other Councils' websites from the Babergh web site, with direct links to specific services on those websites.
 - Download application forms for council services (in excess of 100 applications forms are currently available).
 - Book services, including coaching courses (2 services currently).
 - Gain access to information about Babergh services (250 approx.).
 - Calculate benefit entitlement and make an application for benefits.

- Gain access to transport information for the local area such as accidents and roadworks.
- Notify us of a change of address once only, and for us to ensure this information is passed to all Babergh departments that use that address and also to other agencies, such as schools, gas / water / electricity companies, TV licensing etc.
- Ask Freedom of Information questions.
- Find your Councillor's contact details, and access their web site, if they have one.
- View details of current planning applications online.

As a result of these extra features, the number of visits to the website has increased to more than 40,000 per month.

3. **The setting up of security and recovery facilities to protect our computer systems from disasters or external attack.** This has helped to ensure all systems are able to run without interruption supporting Babergh staff in providing services to customers.
4. **The creation of facilities to allow staff to work remotely,** reducing the need for travel, allowing visiting staff to collect information online during their visits to customers, and contributing to the more effective use of staff.
5. The creation of a consortium of Suffolk councils to enable cost saving measures to be realised through **joint procurement and collaboration on computer systems** and e-Government initiatives. Achievements have included:-
 - "OneSuffolk" community web site.
 - Joint purchasing of electronic forms software to provide easier interaction with customers over our various web sites.
 - Investigations into the use of "smartcards" to provide easier access to various services across the County, such as library books etc. Pilot being carried out with the South Suffolk Leisure trust.
 - Access to an "e-marketplace" providing the ability to compare prices for goods online, and consequently make cost savings in purchases.
6. An investigation into digital interactive TV service in conjunction with other Suffolk authorities to provide council information.
7. The provision of PCs in Babergh's Sheltered Housing Schemes.
8. The provision of a Public Access Computer in Main Reception of Babergh Council Offices to allow customers to access the Internet.
9. The Provision of an On Street Kiosk on the Market Hill in Sudbury.
10. The provision of enhanced facilities for Councillors to improve efficiency and effectiveness, including:-
 - PCs and telephone lines to Councillors' homes to enable electronic communication and access to information.
 - Wireless access to the Babergh network from within the Council Chamber to reduce the need to print documents.

HR PANEL

Proposed Work Plan 06/07

Membership	Councillors:- Tony Bavington, Brian Lazenby, David Rose, Rex Thake, Humphrey Todd Officers:- To be determined.	
Date of First Meeting in 2005/06 Municipal Year: 18 th April 2006		
Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
1. <u>ORGANISATIONAL DEVELOPMENT</u> <ul style="list-style-type: none">• Oversee the development of the Organisational Development Plan for the Authority.• Oversee the implementation of actions agreed within the OD Plan for 2006/07.	To be arranged as necessary throughout the year	As and when necessary
2. <u>HR STRATEGY</u> <ul style="list-style-type: none">• Review the HR Strategy to ensure that it continues to support the OD Plan, Council Vision and corporate objectives and determine whether any revisions should be recommended• Prepare an action plan with SMART targets• Monitor the implementation of the Action Plan.• Consider any HR related issues or policies prior to reporting to the Strategy Committee.• Consider and make recommendations on any Industrial Relations issues which arise• Consider any HR developments in response to changes in employment law.• Consult with staff, where necessary through the Staff Joint Consultative Committee, prior to making recommendations to the Strategy Committee.	To be arranged as necessary throughout the year	As and when necessary

Programme and Functions of Panel	Proposed Timescale for Consideration of Programme	Date of Report to Committee
<p>3. <u>REVIEW CAR ALLOWANCES</u></p> <ul style="list-style-type: none"> ▪ Consider the outcomes of the review into staff benefits specifically covering car allowances, transport and travelling and recommend a sustainable package of proposals, in consultation with Unison. 	<p>In time to contribute to the service and financial planning considerations</p>	<p>From 18th April 2006 meeting</p>
<p>4. <u>EMPLOYERS SIDE OF THE STAFF JOINT CONSULTATION COMMITTEE (Members)</u></p> <ul style="list-style-type: none"> • To meet the Staff Side at normal scheduled and special meetings of this body. 	<p>To be arranged as necessary throughout the year</p>	<p>As and when necessary</p>

PIN MILL TASK GROUP

Proposed Work Plan 06/07

Membership	<p>Councillors: Bryn Hurren, Peter Jones, Len Young, James Long, David Rose</p> <p>Officers: Ryan Jones, Kathryn Saward, John Winders, Stewart Schleip, Jonas Grist, Neil Henry</p> <p>Representatives of: Chelmondiston Parish Council Pin Mill Society Pin Mill Sailing Club National Trust Ipswich Borough Council Environment Agency Associated British Ports Pin Mill Houseboat Owners Ward Member – Cllr. Penny Clarke SCC Member – Cllr. David Wood</p>	
Date of First Meeting in Municipal Year: 28 th April 2006		
Functions of Task Group/Panel	Proposed Timescale	Date of Reports to Committee
1. To complete the establishment of a company limited by guarantee to appropriately manage the foreshore at Pin Mill	June 2006	May 2006
2. To complete the design of improvements to the Hard at Pin Mill	March 2006	N/a
3. To seek appropriate funding to carry out these improvements	April 2006	June 2006
4. To implement these improvements	September 2006	N/a
5. To promote any enforcement action required during the year for the removal or clearance of abandoned vessels along the foreshore area at Pin Mill	As required	N/a
6. To support the introduction of appropriate arrangements for the removal of refuse deposited by visiting vessels	May 2006	N/a

VILLAGE OF THE YEAR AWARDS PANEL

Proposed Work Plan 06/07

Membership	Councillors:- Mrs E F Bates Mr J R Sayers	Mr J A B Long Mr L H Young
	Officers:- Mr C A Matthews	
Date of First Meeting in Municipal Year: To be determined-likely to be in June 2006		
Functions of Task Group/Panel	Progress	
To judge the District Round of the Village of the Year Awards in accordance with the criteria set by SALC.		

HOUSING PANEL

Chairman's report on proposed Work Plan for 2006/07

Membership	<p>Councillors: - Penny Clarke Jenny Jenkins Neil MacMaster Wendy Sadler Sue Wigglesworth – Chairman of Panel</p> <p>External representatives: - Richard Searle – Tenants` Forum</p> <p>Officers: - Peter Brown – Principal Accountant Malcolm Firth – Head of Environmental Services Chris Foti – Head of Housing Ryan Jones – Head of Technical Services Rich Cooke – acting Head of Planning Policy and Economic Development</p>	
Date of First Meeting in Municipal Year 2006/07: 27 April 2006		
Functions of the Panel	Plan	Committee Timetable
<p>To keep the following Council policies and plans under annual review:</p> <ul style="list-style-type: none"> • The 2004-2009 Housing Strategy – including the Affordable Housing Programme • The Housing Revenue Account Business Plan • The Housing Stock Options Appraisal • The Homelessness Strategy • The Sheltered Housing Review 	<p>To present Committee and Council with a report on the outcome of the reviews; to include updates and amendments as required.</p>	<p>O & S (CS) Committee: 25 July 2006</p> <p>Strategy Committee: 17 August 2006</p> <p>Council: 19 September 2006</p>

<p>To monitor and keep under review the plans developed by the North Cornard Regeneration Group (covering the Poplar Road and Clibbon House Redevelopments projects) and</p>	<p>Project progressing well. The Panel reports to Committee as and when any of the approved plans require amendment</p>	<p>As and when necessary</p>
<p>To consider the HRA Service Charges</p> <p>To determine the level of discount to be given to RSLs when selling council owned land for new housing in conjunction with the Head of Legal and Administrative Services</p> <p>To consider the early surrender of leases at Poplar Road, Great Cornard in conjunction with the Head of Legal and Administrative Services</p> <p>To support and develop Babergh`s Tenant Participation Compact</p>	<p>On-going</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p>	<p>Delegation to the Housing Panel</p> <p>Ditto</p> <p>Ditto</p> <p>Ditto</p>

PROCUREMENT TASK GROUP

Proposed Work Plan 06/07

Membership	Councillors:- Humphrey Todd (Chairman) Jennie Jenkins Dr. Michael Miller Chris Hunt David Grutchfield Officers:- Barry Hunter, Head of Finance + other Heads of Service as appropriate	
Date of First Meeting in Municipal Year: TBA		
Functions of Task Group/Panel	Proposed timescale for consideration of programme	Date of report to Committee
<p>To oversee the procurement process in relation to current and future major projects (potential partnerships with other Suffolk Councils):</p> <ul style="list-style-type: none"> • The Leisure Trust (any final aspects that may require consideration) • Joint waste collection contract • Grounds maintenance and street cleansing contract • Others that may be identified <p>To ensure recognised procurement practices including robust option appraisal and Business case assessments are undertaken in relation to these and report to the Strategy Committee as and when appropriate</p>	<p>Detailed timetables still to be considered and further assessment of partnership and collaboration opportunities is required</p>	<p>To be determined</p>

To report to the O&S/Strategy Committees on progress on this workplan and on major issues relating to the continuing review and implementation of the council's Procurement Strategy and Action Plan, including:

- **Improvements and savings from the introduction of E-procurement and Purchasing Cards**
- **E-Marketplace trial**
- **The achievement of further procurement savings, improvements and efficiencies**
- **Further embedding of the Procurement Strategy**
- **Implementation of best practice, guidance and awareness for officers and Members**

Mid year report to O&S (Stewardship) and Strategy Committee

10 October & 16 November

CAST PROGRAMME BOARD

Proposed Work Plan 06/07

Membership	<p>Councillors:- Being considered by the Political Leaders Group, and recommendations will be submitted at the meeting.</p> <p>Note 1: The current arrangements for representation are:</p> <ul style="list-style-type: none"> • Tony Bavington (Labour) the Chairman of the HR Panel. • John Brand (Independent) • Michael Miller (Liberal Democrat) the CAST Board Member sponsor • Duncan Read (Liberal Democrat) the e-Government Champion • Humphrey Todd (Conservative) the Procurement Champion <p>Council agreed that substitutions could be made from the appropriate groups that Members represented. This, of course, does not provide for full political representation at such times.</p> <p>Note 2: This proposal is for Members to be appointed to a reconstituted CAST Programme Board, rather than a CAST Group. This follows the informal arrangements adopted by the Group in 2005/06, to streamline the governance arrangements, as detailed in the Chairman’s progress report.</p> <p>Officers:- Pat Rockall, Chief Executive, John Raine, Head of Organisational Development, Christine Bromley, Unison Representative + others, possibly including outside advisers, to be determined</p>
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Date of First Meeting in Municipal Year: 25 April 2006

Functions of Task Group/Panel	Progress	Reports
<ul style="list-style-type: none"> • To plan for and oversee the CAST programme to deliver the objectives determined by the Council. • To oversee the implementation of any action plans, and spending plans approved by Council. • To oversee the management of all risks associated with the programme. • To provide 6 monthly progress reports to the Council through the Strategy Committee. 		<p>28 September 2006 Strategy Committee for 31 October Council.</p> <p>8 March 2007 Strategy for 17 April Council</p>

CAST GROUP/ PROGRAMME BOARD

Chairman's Report on Progress – Year to March 2006

Membership	<p>Councillors:- Tony Bavington, John Brand, Michael Miller, Duncan Read and Humphrey Todd</p> <p>Officers:- Pat Rockall, Chief Executive, John Raine, Head of Organisational Development, Christine Bromley, Unison Representative + consultants providing a project office and external advisers</p>	
Date of First Meeting in 2005/06 Municipal Year: 19 April 2005		
Functions of Task Group/Panel	Progress	
<p>To oversee the CAST programme to deliver the objectives determined by the Council.</p>	<ul style="list-style-type: none"> • The CAST Group merged with the Board at the end of 2005. This was to streamline operations, as often the same issues were being considered at both the Group and Board meetings. This arrangement needs formalising by the Council for 2006/07 as set out in the Proposed Work Plan. • The Group/Board has met on 9 occasions during the year. • Regular reports have been submitted to the Strategy Committee with appropriate recommendations and updates on progress throughout the year. • The funding of £430k from the ODPM has been fully utilized to support CAST. This included provision of strategic support to other Suffolk Councils on customer access. • There have been joint discussions with other Suffolk Councils, and Customer Services Direct on customer access, and further work is in hand. • A 'positioning option' on customer access has been proposed until such time that the issues being discussed countywide are clearer. Strategic options can then be determined and recommendations made. • Two pilot BPR exercises have been undertaken and the findings used to formulate future plans. • An additional work stream on Change Management and Organisational Development has been included in the CAST programme. This seeks to proactively plan to bring about cultural and organisational change to support CAST, as well as dealing with the HR issues arising directly from CAST. 	

	<ul style="list-style-type: none">• A high level implementation plan has been proposed for 2006/07	
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E-GOVERNMENT STEERING GROUP

Proposed Work Plan 06/07

Membership	<p>Councillors:- Being considered by the Political Leaders Group, and recommendations will be submitted at the meeting.</p> <p>Note 1: The current arrangements for representation are:</p> <ul style="list-style-type: none">• Duncan Read (Liberal Democrat) the Chairman of the E-Government Steering Group and the e-Government Champion• John Brand (Independent)• Michael Miller (Liberal Democrat)• John Hinton (Conservative)• TBA (Labour) <p>Council agree that substitutions could be made.</p> <p>Note 2: This proposal is for Members to continue with the E-Government Steering Group.</p> <p>Officers:-</p> <ul style="list-style-type: none">• Pat Rockall (Chief Executive)• John Raine (Head of Organisational Development)• Carl Reeder (e-Services Manager)• Robert Lavell (ICT Manager)• Richard Watson (Head of Planning Control)• Bob Southgate (Head of Revenues and Benefits)• Christine Bromley (UNISON Representative)• + others, possibly including outside advisers, to be determined	
Date of First Meeting in Municipal Year: 7 June 2006		
Functions of Task Group/Panel	Progress	Reports

<ul style="list-style-type: none"> • To implement and monitor the Council’s E-Government Strategy – (including the ICT strategy, ICT capital programme and related BPR activities) making necessary recommendation and changes. • To approve spending plans, under delegation to the Chief Executive, in consultations with the Member e-Champion, in accordance with the budgetary provision and financial regulations. • To report progress and make recommendations, as considered appropriate, to the Strategy Committee • To refer people issues and recommendations, resulting from modernising the service delivery to the Human Resources Panel. • To work in conjunction with the CAST Programme Board. • To report progress on Benefits and Efficiency Savings made as a result of implementing e-Government. 		<p>28 September 2006 Strategy Committee for 31 October Council.</p> <p>8 March 2007 Strategy for 17 April Council</p>
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