



POLICY AND STRATEGIC DEVELOPMENT COMMITTEE

8th February 2006

Report of the Director of Central Resources

CO-ORDINATED ONLINE RECORD OF ELECTOR (CORE) SCHEME

purpose of the report

1. To advise members of the proposed establishment of a CORE scheme and it's uses.

background

2. Part 1 of the Electoral Administration Bill currently before Parliament makes provision for the establishment of one or more Co-ordinated Online Record of Elector (CORE) schemes. It will allow, at national level, access to electoral registration data that will continue to be locally gathered and maintained. The scheme would be established by a secondary legislation order, a draft of which would first need to be actively approved by both Houses of Parliament. The consultation paper seeks views on what the CORE scheme order should contain. It puts forward 32 questions for Electoral Administrators (Practitioners) to respond to with regard to practicalities, division of responsibilities and other relevant issues. These issues will be expanded on at the meeting.
3. If the CORE provisions in the Bill obtain Royal Assent, the Department of Constitutional Affairs would wish to bring forward the first CORE scheme order – drafted in the light of responses to this paper - as soon as possible after that. That is why they are consulting on these issues now.

report

4. Through the establishment of a CORE scheme the Government is seeking to achieve:-
 - improvements in the integrity of electoral registers;
 - more efficient access to registration data for those authorised;
 - support modernisation of the voting process;
 - improvements in the efficiency of the electoral administration process; and
 - provide a mechanism by which reports can be provided and/or research conducted efficiently on electoral registration data, based on a national dataset.

The establishment of a CORE scheme also aims to meet recent recommendations made by both the independent Electoral Commission and the Office for Democratic Institutions and Human Rights.

5. Six basic approaches to building CORE have been identified. By assessing each against the criteria of functionality, likely acceptability, implementability, and risk, the Government is proposing a structure that retains independent local systems, but requires them to mirror their information to a central data repository.
6. The paper then proposes that the types of information that should pass between local electoral registration officers (EROs) and the CORE 'keeper' should be not just information from the 'full' version of the electoral register itself, but also absent voter list information, and any additional electoral registration information that the Electoral Administration Bill is currently proposing for EROs (i.e. personal identifiers and 'off-register' details for proposed 'anonymous electors') together with a longer term aim that marked register information might also form part of the CORE record.
7. Also in relation to the flow of information between local ERO and CORE keeper, they propose that the ability to use the Election Markup Language data transfer standard should be made mandatory upon EROs by the end of 2006, and that CORE should primarily link to EROs using the Government Connect arrangements. Finally in this section, the Department of Constitutional Affairs seek views on the proposals that: a) EROs should send largely automated updating information to the CORE keeper on a daily basis; and b) that such information should be accepted into the central record automatically, so that as complete a record as possible is available at all times.
8. The paper seeks views on whether, and to what extent, a CORE keeper may be subject to different constraints than those that apply to a local ERO. Specifically, they propose that large-scale users of electoral data should obtain that information from the CORE keeper rather than local EROs, and they seek views on whether smaller-scale users should also be required to do so. They do not, at this time, propose that the data held by a CORE keeper should be directly provided to a returning officer to run an election.
9. They propose that, under strict controls, authorised bodies (e.g. the police) should be given the ability to directly access the CORE record electronically in order to search for the most up to date information. They also invite views on who might be appropriate bodies to allow such access to.
10. It is proposed to allow a householder to confirm electronically via a CORE keeper that no change is required to the electoral register information held for a property, with that information then being forwarded to the relevant ERO. They do not propose to allow householders to add, amend, or delete information in the same way. However, they do propose that – subject to appropriate security - an individual should be able to check, confirm, and request changes to their information that a CORE keeper held, with the CORE keeper again subsequently forwarding confirmations and change requests to the relevant EROs.

11. Using the different types of information proposed to be passed to CORE by local EROs (see above) they believe that the CORE keeper should be empowered to check his records for apparently anomalous data relating to
- the same elector being registered in more than one place;
 - the appointment of the same individual to act as proxy for more than two people;
 - the same address being used as the mailing address for the postal voting packs of more than a specified number of electors; and
 - the same elector being issued with and/or casting more ballots than they are entitled to do in a given election.
12. They then propose that the keeper should be required to forward all relevant details of anomalous data to all EROs who it affects, and that EROs be required to act in consequence of, and respond to, any such notification from a CORE keeper. They invite views on how frequently such notifications should be sent out by a CORE keeper, and on what the consequent impact of such a requirement to act would be on EROs. They believe it should also be possible for an ERO to be pro-active in initiating a duplicate check with a CORE keeper on a specific elector.
13. The paper then looks at how the first CORE scheme might be established and seeks views on:
- whether the CORE infrastructure should be established on a limited geographical scale initially, or be introduced across the UK from the start; and
 - whether the Electoral Commission or some other public body should be appointed as the CORE 'keeper'.
14. Finally, in relation to longer term possibilities, they seek views on whether linkage between the CORE dataset and other public sector databases should be actively pursued. The potential for receiving updates on changes to the status of individual electors and undertaking data matching could significantly improve both the integrity and comprehensiveness of electoral registers, but equally presents fairly significant data protection and technical issues that would need to be resolved.

conclusion

15. This scheme is in it's infancy and will receive a great deal of feedback from E.R.Os once the Electoral Administration Bill is passed.

RECOMMENDED that the report be received and noted and a further report to be submitted once the Electoral Administration Bill is passed.

Officer responsible for the report
Iain Phillips
Chief Executive
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Author of the report
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POLICY AND STRATEGIC DEVELOPMENT COMMITTEE

8 February 2006

Report of the Chief Executive

2006/07 SIMALTO CONSULTATION PROGRAMME

purpose of the report

1. To submit for approval a proposed timetable for the conduct of the 2006/07 SIMALTO budget consultation.

background

2. The Council has undertaken a pre-budget survey of citizen's spending priorities for each of the last three years using the SIMALTO (Simulated Alternative Trade Off) survey methodology.
3. The methodology is a proven consultation system that allows respondents to trade spending options that are made available to them from a list of alternatives that have been generated by Council departments.
4. By entering the survey data into a software-based model, the results can be evaluated to develop what the citizen's real priorities are, which of them will deliver the highest levels of customer satisfaction and which will cause the most dissatisfaction.
5. The consultation is based on a number of alternative spending options that are generated by Council departments and the outcome from the survey is used to inform spending priorities in the annual budget setting process.
6. Because the process is based on a number of integrated processes, it is important that a detailed schedule of activities is developed and approved by Committee. A copy of the proposed programme for the 2006/07 consultation is attached as Annex A to this report.

conclusion

7. The draft programme for the conduct of the 2006/07 SIMALTO has been developed and submitted for approval.

RECOMMENDED

that the proposed SIMALTO consultation programme for the 2006/07, as detailed at Annex A, is approved.

Officer responsible for the report

Iain Phillips
Chief Executive

Author of the report

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Ext 313

SIMALTO 2006/07 PROJECT PLAN

ANNEX A

ACTION	WEEK	COMMENCING																																																											
	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##																																		
Project Plann approved by P&SD	▲																																																												
MSU Request for grid info to departments		▲																																																											
Dept's generate proposals for grid			◆	◆																																																									
Proposal for Grid back to MSU				▲	◆	◆																																																							
Create Proposed Grid					◆	◆																																																							
CMT to amend/approve draft Grid						▲																																																							
SMG to amend/approve draft grid							▲																																																						
Proposed grid to P&SD for approval								▲																																																					
MSU Revise Grid									◆	◆																																																			
Final Grid approved by CMT													▲																																																
Documents to Survey Company													▲																																																
Survey carried out																	◆	◆																																											
Analysis and Results fed back																																																													
MSU Produce Final Report																																																													
Report to CMT																																																													
Report to SMG																																																													
Report to P&SD Committee																																																													



POLICY & STRATEGIC DEVELOPMENT COMMITTEE

8 February 2006

Report of the Chief Executive

PROGRESS IN DELIVERING THE COUNCIL PLAN 2004-2007

purpose of the report

1. To present a final report on the Council's progress in delivering the Council Plan 2004-2007.

background

2. The Council Plan 2004-7 was developed following our CPA inspection and agreed at a Special Council meeting held on 11th May 2004.
3. The Plan serves three purposes:
 - It is a statement of priorities and priority actions for service delivery during the period 2004-2007;
 - It is an Improvement Plan for the Council in response to CPA, and contains the actions we have agreed to increase the Council's capacity to deliver improvement; and
 - It lists the actions the Council will take to support the delivery of the Local Strategic Partnership's Community Plan which was agreed at the end of 2005.
4. The Plan contains 46 priority actions grouped around the Council's six corporate objectives for the District
 - Population
 - Environment
 - Economy
 - Community Safety
 - Health
 - Lifelong Learning

and a seventh objective for the Council itself, namely to improve our capacity to deliver.

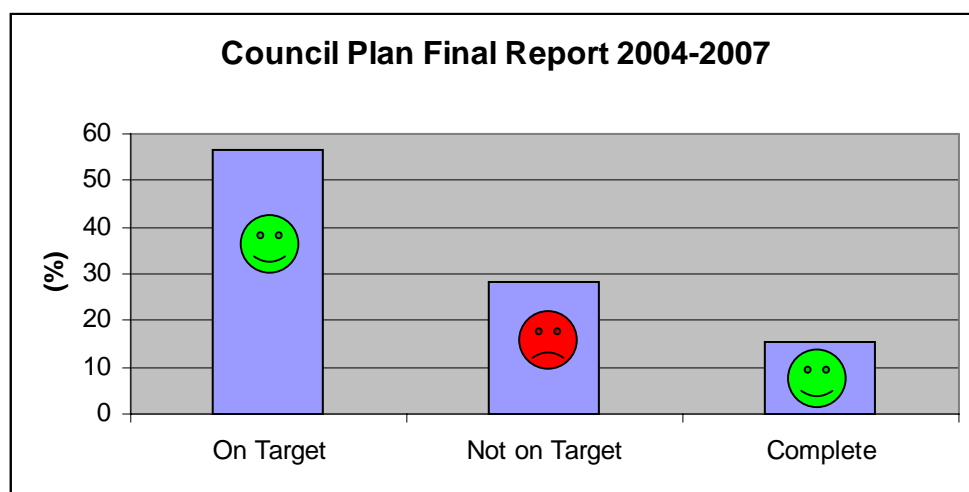
5. Project plans have been prepared for each priority action and progress towards the achievements of the targets set has been measured against the milestones set in the project plans.

6. Corporate Management Team has reviewed progress against the targets set in the Council Plan. This are summarised below.

findings

7. Annex B lists all the actions programmed for 2004/5 and assesses our progress against them. To summarise, of the 46 priority actions:
- 36 (64%) are on target or completed
 - 10 (36%) are not on target

NB the “mostly on target” indicator has been removed and these actions have been moved into not on target.



8. The priorities which are not on target are:
- 3a Economic (Futures) Strategy
 - 3b Community Based Economic Activity
 - 5d Toothbrushes
 - 5e Access to Health Food
 - 7b HR Strategy
 - 7c Performance Management
 - 7f Learning
 - 7h Equality and Diversity
 - 7k Organisational Development
9. The priorities now complete are:
- 4a Council Structure for Managing Community Safety
 - 4b Geographical arrangements for Crime and Disorder
 - 4c Monitoring Fear of Crime
 - 4d Role of Council in Community Safety
 - 4e Section 17 Awareness Training
 - 4f Continued Support for Crime and Disorder Partnership
 - 7l – Local Government Reorganisation.

conclusion



10. The Council has made good progress overall in delivering the priorities contained in the Council Plan 2004-2007. Almost two-thirds of actions during the period are on target or are completed. Actions to recover have been identified where necessary.
11. The Council Plan 2004-7 was the Council's first Council Plan, and as part of the Council's commitment to continuous improvement future plans will incorporate the lessons we have learnt in our first attempt to plan our actions corporately.



RECOMMENDED that the progress on delivery of the Council Plan 2004-7 be noted.



Officer responsible for the report
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Author of the report
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Progress on Council Plan 2004-7 actions – Progress during 2004/5



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
1a	Review the determinants of population change	Reported to Management Team. Remove from Council Plan.		COMPLETE Outcomes being built into other strategy documents and the revised Council Plan.	Build outcomes into the review of the Council Plan and other strategy documents.	John Docherty
2a (now 4a)	Produce a Development Strategy (prior to work on Local Development Framework)	<ul style="list-style-type: none"> Analysed housing market information and commissioned bespoke research to fill gaps in knowledge. Ongoing Regeneration and Housing staff working together on this. The Local Development Scheme identifying the programme and timetable for the production of the LDF has been approved by ODPM and PINS. Consultation and publishing software options are being investigated to assist in the preparation and consultation requirements of all strategy documents. 		<p>On target, with new government guidelines:</p> <p>Action Need to progress work on the LDF; changed to achieving Planning Delivery Grant.</p> <p>Recruitment of SA and SEA Officers are still causing problems.</p> <p>A growth bid has been made for an additional planning officer.</p>	<p>Develop an approach that will enable Housing to be used as a regeneration tool, including a balanced housing market and affordable housing.</p> <p>Integrate work into LDF.</p>	Bob Hope



	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
2b (now 4b)	Review Town Centre Strategy	<ul style="list-style-type: none"> • Consultation Strategy report presented to the Town Centre Forum, October 2005 and CMT, November 2005. 		<p>On target:</p> <p>Action - A bid to ONE for Single Programme Funding to follow prioritisation of report actions.</p>	<p>Feed outcomes into Local Development Framework activities</p> <p>Ensure there area links to Economic Future work and development of the LDF</p>	Michael Laing
2c (now 4c)	Deliver Weardale Strategy	<ul style="list-style-type: none"> • Newsletter produced providing an update on projects circulated to Eastgate residents, press, parish councils and community groups. • Wolsingham Business Park site investigation, complete. • Progress on Eastgate cement works continues and the Geothermal Drilling contract is now complete. • Genecon have been commissioned in respect of a special purpose vehicle and the recommendations will be presented in April 2006. 		<p>On target:</p> <p>Rural Bureau proposal – now being pursued as part of the Modernising Rural Delivery Pathfinder for West Durham.</p>	<p>By December 2005:</p> <p>Undertake a consultation exercise.</p> <p>Submit a planning application for Eastgate Cement Works.</p>	Bob Hope



	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
2d (now 4d)	Liveability strategy	<ul style="list-style-type: none"> Commenced work on the Open Space Strategy including:- scoping report; visioning exercise; site audits and review of policies and guidelines. Waste Management Strategy has been approved and a timetable for implementation established. 		<p>On target:</p> <p>Action Ensure a high priority is given to the Open Space Strategy Process.</p>	<p>By September 2005: (time frame amended) Identify key areas for improvement for liveability strategy. Need to pull together the Open Space Strategy and Waste Management Strategy into the Liveability Strategy.</p>	Max Coleby
2e	Produce design standards for environmental design by type	<ul style="list-style-type: none"> Preparation of design standards under discussion – Advice from GONE will influence priorities. Currently working with DCC to produce a Sustainable Guide that can be applied across all 7 Durham districts. Priority has been given to the preparation of Development Plan documents. 		<p>On target:</p> <p>Note: Staffing problems continue to impact on this priority.</p>	Forming of Local Development Scheme to be agreed with GONE.	Bob Hope


	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
2f (now 4g)	Map transport issues (to inform the 2006 Transport Plan)	<ul style="list-style-type: none"> Concessionary travel report produced following consultants report. Rural Transport Officer has been appointed. Draft report has been produced regarding rural transport issues. Consultation with LTP2, members of the public and LSP members was undertaken. 		<p>On target:</p> <p>Review community appraisal work regarding transport.</p> <p>NOTE: Funding for Rural Transport Officer ends 31/3/06</p>	<p>Further work needed on the new free fare scheme.</p> <p>By March 2006: Consider options for bus service following Weardale Railway commencement.</p>	Gary Ridley
2g (now part of 4a)	Local Development Framework	<ul style="list-style-type: none"> Produced a Statement of Community Involvement. Consultation exercise for Statement of Community Involvement underway.. LDS approved by GONE/PINS. Annual monitoring report was produced in December 2005. 		<p>Not on target. Realistic timescales are being renegotiated with Government</p> <p>NOTE: Staffing issues are causing slippage on this objective.</p> <p>Guidance on the preparation of the annual monitoring report has recently changed.</p> <p>Time frames need to be revised to become more realistic.</p>	<p>By March 2006: Complete community consultation/engagement and statutory consultation process.</p> <p>Failure to deliver on this priority will result in the loss of PDG</p>	Bob Hope





	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
2h (now 4h)	Coalfields Housing Study	Brief for Master Plan complete. Consultants have been commissioned. The Project Plan has been clarified.		On target: Action: Period of Master Planning 6 months from March 2005. .	By March 2006: Secure EP funds.	Michael Laing
2l (now 4f)	Decent Homes Standard	A detailed application has been submitted. Targets set for private sector housing through inclusion on LPSA 2.		On target: (as per ODPM guidelines) Progress reports to be submitted on a regular basis.	By April 2006: Complete stock transfer NOTE – ALMO implications no stock transfer until 1/4/2007.	Michael Laing
2j (now 4g)	Input into Local Transport Plan review	<ul style="list-style-type: none"> LTP2 draft for consultation published. Presentational document agreed by Council ready for engagement in 2006 county transport planning. 		On target: Transport constraints/ opportunities currently under investigation. Action Identify potential infrastructure improvements	By July 2005: LTP2 submitted to Government Office	Bob Hope




	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
2k (now 4i)	Contaminated land strategy	<ul style="list-style-type: none"> Contaminated Land Officer appointed. Completion of historic mapping data and provision of site investigation data. 		<p>Not on target: The problem with the data received from our historic data and land use supplier is still in dispute.</p> <p>Action: Continue to focus on sorting out the dispute using legal advice. Review timescales in view of the likely speed of resolution.</p> <p>Appoint Global Mapping to provide all the necessary information and appropriate training.</p>	<p>During 2005: Completion of first stage including all "receptor" data.</p> <p>Date not yet set for commencement of in-depth site investigation and remediation programme.</p>	Bob Hope
3a	Economic (futures) strategy	<ul style="list-style-type: none"> 1st stage report now complete. Second stage developing specific proposals now being developed 		Not on target:	May 2005 Update report to Committee.	Bob Hope


	Action	What we have done	Pro gress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
3b (now 3d)	Community based economic activity	<ul style="list-style-type: none"> • BizFizz Coach has now been appointed and is in place. • A Community Enterprise Development Worker is appointed and is in place. • Future funding options are being explored by respective partner organisations. • Delivery will take place via respective partner organisations. • Business Link County Durham are reviewing Community Enterprise Support in the Council. • Activity has been outlined 1-3 are on-going. 		<p>Not on target: Action still outstanding from last report:</p> <p>Commission the Development Agency to produce a statement of the current position.</p> <p>Produce a statement of the non economic knock on benefits of community based economic activity.</p> <p>Awaiting outcome of Business Line County Durham. Monitor resulting provision to ensure proactive coverage in Wear Valley.</p>	<p>By April 2005: Established the current number of schemes operating, "Health check" them and confirm (or otherwise) that they operate in target communities.</p> <p>Establish key target communities and projects with potential for community based delivery and estimate probable level of activity (i.e., no. of schemes and costs)</p>	Max Coleby
3c	Land assembly	<p>- (target date 2006) Some key sites have been identified:-</p> <ul style="list-style-type: none"> • St. Andrews • St. Helens • North Bondgate • Dene Estate 		On Target.	By March 2006: Key sites identified, resources and strategy agreed	Gary Ridley


	Action	What we have done	Progress Nov 05	Comments/Actions (November 05)	What we said we'd do in 2005/6	Lead
3d (now part of 3a)	Attractiveness survey	<p>By January 2005:</p> <ul style="list-style-type: none"> Research complete and the consultatns report was approved in September 2005. 		<p>COMPLETE</p> <p>Now tied into the Economic Futures Strategy.</p>		John Docherty
3e	Infrastructure development	<ul style="list-style-type: none"> Wolsingham Business Park – negotiations with the developer are at an advanced stage and a planning application has been submitted. Bracks Farm – awaiting planning application hoping to start on site Q4 2005/06. Innovation House – external funding has been approved and work started on site October 2005. A joint project with DCC to create office accommodation in Low Willington has been agreed. Planned start on site Q4 2005/06. Crook – office development proposals received from private sector development. A report is being prepared for CMT. 		<p>On target:</p> <p>NOTE: Unable to secure external funding towards infrastructure costs at Willington Business Park.</p>	<p>June 2005</p> <p>Commence works on site at South Church, Phase 3. Target for completion on site March 2006.</p> <p>By Autumn 2005:</p> <p>Wolsingham Business Units provided.</p>	Bob Hope



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
3f (now 3b)	Business support programme	<ul style="list-style-type: none"> • North East Business Support Network is now live with 2 account managers and work is ongoing. • Financial incentives scheme fully committed and is progressing well. • Business Liaison ongoing through a number of groups. • An Officer has been appointed to encourage supply chain development, create a web based directory and hold 3 events. • Business liaison is on-going with supply chain events being held. 		<p>On target:</p> <p>NOTE: Unable to secure external funding for the Financial Incentives scheme.</p>	<p>By March 2005: Achieve network of Area Brokerage Partnership (ABP) access points throughout the District; agree marketing and branding approach and tailor package of Financial Incentives to encourage business investment into the District.</p> <p>NOTE: The merger of the Wear Valley Development Agency and Teesdale Enterprise Agency is impacting on this priority.</p>	Bob Hope



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
4a	Council structure for managing community safety	<ul style="list-style-type: none"> The Best Value Review on Community Safety examined activities in the Council and recommendations have been incorporated into our activities. 		COMPLETE:		Iain Phillips
4b	Develop geographically based arrangements for dealing with community safety and crime reduction issues	Geographical Task Groups have been established in Crook and Willington, Bishop Auckland, Weardale and Teesdale.		COMPLETE:		Iain Phillips
4c	Monitoring fear of crime	<ul style="list-style-type: none"> Fear of Crime Survey was undertaken as part of the Crime Audit to prepare the Community Safety Strategy. Geographical data and surveys can now be obtained. 		COMPLETE:		Iain Phillips
4d	Role of Council in community safety	Developed a strategy to take forward the agreed approach		COMPLETE:		Iain Phillips


	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
4e	Section 17 awareness training	A training programme has been developed.		COMPLETE:		John Docherty
4f	Continued support for Crime and Disorder Partnership	Ongoing support has been built into the staffing arrangements and 2005/06 budgets.		COMPLETE:		Iain Phillips
5a (now 6a)	Increase the income of those reliant on state benefits through the use of money advice campaigns over a 3 year period	Campaign has proved successful with increased take up. Work will continue at a departmental level.		On target:		Gary Ridley



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
5b (now 4f)	Reduce the number of unfit homes (private)	<ul style="list-style-type: none"> An officer has been appointed to help with this action. Resources have been identified as part of the budget cycle. Fuel Poverty Action Plan is being implemented. 		<p>On target: Accreditation bid is being prepared.</p> <p>We have levered in Government funding to set up a Home Improvement Agency and expanded the capital bid.</p>	<p>No target dates in 2005/6</p> <p>NB Has this activity been built into the project plan?</p> <p>Complete the Masterplan for Close House/Dene Valley.</p>	Michael Laing



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
5c (now 6c)	Support access to exercise	<ul style="list-style-type: none"> • A delay in negotiations with external partners is impacting on the strategic approach to the provision of Leisure Centres. A draft proposal for members and working up revenue and capital proposals remain outstanding until the negotiations have been complete. • 150 new patients have received cardiac rehabilitation this has been expanded to include weight management. 375 new GP referrals have been added. • The Healthy Living Project initiative consists of 14 community based schemes. • Service Level Agreements are in place with Durham Dales PCT, County Durham and Darlington NHS Hospital Trusts to deliver exercise referral and cardiac rehabilitation. • Funding has been secured for the next 3 years for Walking the Way to Health. • Delivered the special events programme. 		<p>On target:</p> <p>NOTE: Negotiations are underway and significant progress has been made with joint partnership working.</p> <p>Negotiations are ongoing with external partners regarding funding for the special events programme.</p>	<p>By June 2006: Deliver Wear Valley's contribution to Health Living Centre initiative.</p> <p>Prepare the Leisure Strategy.</p>	Max Coleby



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
5d (now 6d)	Deliver Activities to Reduce Incidence of Dental Caries in Under 5s	<ul style="list-style-type: none"> Discussions with the PCT have been undertaken regarding compatibility of existing projects and we are trying to establish a programme of joint working. Review of timetable underway. 		<p>Not on target:</p> <p>Lack of funding may impact on this action.</p> <p>NOTE: The inability to develop an agreed approach with the PCT may impact on this objective.</p>	<p>By August 2005: Determine timescale for delivery of programme.</p> <p>Further investigation needed into costing of WVDC toothbrush distribution proposal within the context of the draft Oral Health Strategy.</p>	Max Coleby
5e (now 4e)	Access to healthy food	<ul style="list-style-type: none"> First meeting with partners group has taken place. Objectives have been agreed but further discussion is required. 		<p>Not on target:</p> <p>Breakfast clubs are happening (PCT led) and work has begun on Children's Partnership Board.</p> <p>Action: Set dates for future meetings. Continue to use own 'Health Programmes' to promote the concept of health eating.</p>	<p>By August 2005: Commence development of a Strategy.</p>	Max Coleby



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
5f (now 6f)	Environmental health control	<ul style="list-style-type: none"> • 93.3% of inspections being undertaken on BV166. • The Licensing Policy has been produced. • Investigations and complaints are being responded to promptly. • Departmental Enforcement Policy 90% complete. • Air Quality – routine work is ongoing and a survey of high risk areas is ongoing. • Micro-chipping of dogs is being undertaken upon request. 		<p>On target:</p> <p>NOTE: Environmental Health Officer not due to commence work until January 2006 on a part-time basis.</p> <p>Level of complaints currently exceeds available resources and there continues to be staffing problems..</p>	<p>By July 2005: Complete the development of policies and procedures to establish a score of 100% in respect of BVPI 166.</p> <p>By August 2005: Produce a departmental enforcement policy covering all aspects of enforcement (i.e., in all areas of activity). (still outstanding)</p>	Max Coleby
5G	Homelessness	<ul style="list-style-type: none"> • A South Durham working option is being investigated. • Not a big problem in this area. 		On target:		Michael Laing



	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
6a	Build community capacity by engaging the community and voluntary sector in the work of the Council	<p>March 2005</p> <ul style="list-style-type: none"> • ILM scheme for people on Incapacity Benefit has been developed. • 6 additional Street Wardens have been appointed. • We have commenced work on the Community Skills Audit now to ensure we meet the target deadline. <p>By April 2005:</p> <ul style="list-style-type: none"> • Develop a proposal for the further development of Intermediate Labour Markets in the district • Facilitate a community skills audit in partnership with the Community Network. 		<p>On target: Review of existing schemes</p> <p>Need to ensure this area is developed further in the Council Plan Review.</p>	<p>By April 2005: Building on good practice and the experience of our existing Intermediate Labour Markets, develop and deliver a proposal for the further development of ILMs in the district</p> <p>By 2007: Have delivered specific opportunities that the Council can offer either as direct placements or as incentive schemes to employers</p>	Iain Phillips




	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
6b (now 2b)	Modern Apprenticeships	6 apprentices have been recruited within Central Resources department of the authority. Housing Services, Community Services and Management Support Unit also recruit Modern Apprenticeships		On target:	By March 2006: Develop NVQ partnerships with other providers other than Bishop Auckland College and assess departmental requirements and set minimum standards for certain staff. Assess departmental requirements. (still outstanding)	Gary Ridley
6c	Support Surestarts in Coundon and Willington	Ongoing: Deliver agreed programme of activities. Agreed to develop a more corporate approach.		As responsibility for developjng Sure Starts has transferred to he County Council, Wear Valley District Council now has little influence in this area.		Max Coleby

	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
7a (now 7e)	Clarify priorities	<ul style="list-style-type: none"> The new Council Plan has been approved. Unit Service Plans are being prepared. Driving priorities through into operational and individual work plans needs more work. 		<p>On target:</p> <p>Staffing shortages have impacted on the progress of this action.</p> <p>Random checks to ensure individual plans are in place. - (still outstanding)</p>	NB BV Inspection of Community Safety picked up inconsistency across service plans	John Docherty
7b	HR strategy	<ul style="list-style-type: none"> Draft HR strategy has been agreed but need to strengthen the section on diversity. Feedback from NEREO has been received. Staff have been trained on sickness absence and management. This needs to be built into the induction process for all staff. 		<p>Not on target:</p> <p>NOTE: An action plan to progress this priority needs to be developed and circulated to CMT.</p>	<p>By December 2004: Develop HR strategy.</p> <p>NB CPA Direction of Travel Assessment picked up on lack of progress on this priority.</p> <p>There has been limited progress to date.</p>	Gary Ridley

	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
7c	Performance management	<ul style="list-style-type: none"> A draft performance management framework has been produced. 		<p>Not on target:</p> <p>Action</p> <p>Develop reporting of priority link in all committee reports.</p> <p>Purchase ICT based performance system.</p> <p>Develop a training/ presentation schedule.</p>		John Docherty
7d	Challenge ourselves	<ul style="list-style-type: none"> Developed a programme to strengthen the role of Scrutiny. 		<p>:</p> <p>We are now finalising our Best Value Reviews for 2006.</p> <p>PIT reviews will be agreed once the final outturn performance figures are available in March.</p>	<p>Develop and deliver a programme of Best Value Reviews (by March 2006)</p> <p>Build challenge skills into management and Member development programmes</p> <p>Roll out PIT to areas capable of improvement not in bottom quartile.</p>	John Docherty

	Action	What we have done	Pro gress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
7e	Financial management	<ul style="list-style-type: none"> The links between priorities and budget setting were tightened. HRA stabilised. SIMALTO carried out for 2005/06. Asset usage targets received from Community Services. 3 Year budget forecast developed. Draft report on use of funds produced. Externally funded schemes reviewed for inclusion in the 2005/06 budget. 		On target: Failure to complete service plan properly	Improve our financial management and budget setting.	Gary Ridley
7f (now 7k)	Learning	<ul style="list-style-type: none"> Completed analysis of good practise from NRF and other regeneration schemes. An integrated policies database has been developed and set up on Lotus notes with Council-wide access. 		<p>Not on target: This has not been analysed systematically (this action may need to be scaled back as part of 7k in the next council plan)</p> <p>NOTE: Analysis of good practice is much more resource intensive than was originally anticipated. Time frame has slipped significantly.</p>	Develop ways of sharing good practise (still outstanding, this action may need to be rethought in the next council plan)	John Docherty

	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
7g	Change management programme	Development of a change management programme to support improvement drive is currently being undertaken by a Chief Officers/Senior Elected Members Group		On target:	By March 2005: Develop a programme to manage the change facing the organisation over the next three years. (still outstanding)	Iain Phillips
7h	Equality and diversity	<ul style="list-style-type: none"> Position statement is ready and DDREC have been commissioned to produce plans and strategies to achieve Level 2. Cllr Neil Stonehouse has been appointed Member champion. 		<p>Progress on this action has slipped.</p> <p>Action Produce a realistic project plan with revised deadlines and concrete tasks.</p> <p>Michael and John to produce a paper highlighting the deficiencies in this area.</p> <p>New duty is being imposed on Gender Equality.</p> <p>A full-time officer needs to be appointed to deal with this.</p>	<p>By March 2005 Achieve level 2 of the equality standard</p> <p>By July 2005: Produce plan to reach level 3 (target date 2007)</p> <p>NOTE: A cultural change is required throughout the authority.</p>	Michael Laing

	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
7i	E government	100% of BVPI 157 actions complete.		On target: NOTE: This is now being included in CPA audits.	Target date for all actions to be completed is December 2005	Gary Ridley
7j (now 7b)	Develop our community leadership role	We have continued to support the LSP.. Increasing consultation capacity within the Council and providing a co-ordinated role is planned and		Consultation mapping has begun; but the timescale slipped. We are developing ward based and area based profiles to focus our activities more effectively	By April 2005: Strategy developed By August 2005: Implementation commenced	Iain Phillips
7k	Organisational development	<ul style="list-style-type: none"> Restructuring proposals were announced in October 05 and are now subject to consultation. The Housing Stock Options appraisal has taken place and the ALMO indicative inspection took place on time in September 05 Mapping of children's services has been undertaken. Some work has been undertaken on the development of a formal strategy for joint working. 		Not on target: Preliminary study of proposals for area based mechanisms (see action 7j, Community Leadership) has been complete. Action Introduce a senior officer performance management system. Area based mechanisms have not happened as there has been no agreement for the area based approach.	By April 2005: Develop a strategy to guide proposals for area based mechanisms (see action 7j, Community Leadership)	Iain Phillips

	Action	What we have done	Progress Nov 05	Comments/actions (November 05)	What we said we'd do in 2005/6	Lead
71	Local Government reorganisation	No action required in 2005. Local Government Reorganisation proposals may emerge in 2006 and the Council will consult on these at the appropriate time		COMPLETE	Engaged the public in debate about the best future options for Wear Valley people. Commit resources to seamless service transfer in the event of a decision for change.	Iain Phillips

POLICY AND STRATEGIC DEVELOPMENT COMMITTEE

8th February 2006

Report of the Chief Executive

PROCUREMENT PROJECT PROGRESS REPORT

purpose of the report

1. To report on the progress of the joint corporate procurement pilot between Wear Valley and Teesdale District Councils.

background

2. In May 2005 Wear Valley District Council and Teesdale District Council jointly submitted a bid to the North East Centre of Excellence (NECE) for a £30,000 grant to develop a corporate approach to procurement across both Councils. The grant was supported by a contribution of £20,000 from Wear Valley DC and £7,500 from Teesdale DC.
3. In August 2005 the Councils' bid was approved and in September 2005 a Project Officer (Procurement) was appointed to manage and deliver the project.
4. One of the conditions associated with the award of the grant was that regular reporting arrangements to Council Management Teams, Elected Members and NECE would be put in place. This report fulfils the requirement to report project progress to Elected members.
5. The procurement project has 3 main objectives:-
 - To ensure that the human and financial resources associated with procurement are utilised to maximum effect in both Councils' through the development of a common best practice procurement framework;
 - Add value to both organisations through strong working relationships, joint commissioning of work and the combination of best practice across two Councils;
 - To deliver above target efficiency savings and value for money through improved procurement processes.
6. The project has a fixed timeframe of 18 months and is due to complete in April 2007. By that time it is anticipated that effective and efficient procurement processes will have been embedded in both Councils.

7. The project is also monitored through regular project board meetings and, to date, is on track for the timetable and on budget for spend. All of the project's main scheduled milestones have been achieved and no major obstacles to further progress have been identified.
8. A detailed project Highlight Report is attached as Annex C to this report. The Highlight Report summarises progress for the project to date and it is submitted to committee in both Councils, both Corporate Management Teams and to the NECE.

conclusion

9. The delivery of the joint procurement project is on schedule and within budget. The joint procurement partnership arrangements between Wear Valley and Teesdale District Councils are proving effective to date.

RECOMMENDED that the Project Highlight Report to the period November 2005 detailed at Annex C to the report be noted.

Officer responsible for the report
John Docherty
Head of Management Support
Ext 306

Author of the report
Julie Warnett
Project Officer - Procurement
Ext 204



A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear Valley District Councils.

Project Highlight Report

When to use this form:	Please complete this form at the end of each month to record project status (time, cost and quality), tasks completed during reporting period (current month), tasks to be completed during next reporting period (next month). This form should be used as the basis for discussion at a project board (to be held near end of month)
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Project Title:	A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear Valley District Councils.	Project Ref. No.	001
Lead Authority	Wear Valley District Council	Project Sponsor:	NECE, Teesdale and Wear Valley District Councils
Project Manager:	Julie Warnett	Date:	5 December 2005

Document History			
Document Version (use major.minor e.g 1.1 etc)	Date	Comments	Distribution

A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear Valley District Councils.

Completed tasks/deliverables/milestones for reporting period from	01/11/2005	to	30/11/2005
1. Facilitated Procurement Training throughout both Authorities 2. Set up an accessible Procurement Training database for Wear Valley 3. Identified Pilot Area in Wear Valley for Purchasing / Fuel Cards 4. Analysed data associated with Pilot area. 5. Identified Purchasing Pilot Officer Working Group 6. Facilitated / held "kick off" meeting for Pilot Officer Working Group 7. Delivered presentation on Purchasing Card to Working Group 8. Collaboration meeting with Sedegefiled Borough Council			

Tasks/deliverables/milestone to be completed for reporting period from	01/11/2005	to	30/11/2005
1. Continue to analyse data associated with pilot area for Purchasing / Fuel cards. 2. Need to roll out training database across to Teesdale. 3. Continue to arrange and facilitate relevant procurement training.			

Overall Project Status:	On-going	On time (using Red/Amber/Green notation)	Green	On budget (using Red/Amber/Green notation)	Green
Additional Comments					

Project Budget		
Budget used this month	Total Budget used to date	Budget Remaining
£208.24	£208.24	£12,291.76

Project Quality Assurance

Date: 01/12/2005

Overall Project Status: Green		
	Status	Comments
Time: Elapsed	Green	The project is currently on schedule
Time: Effort	Green	The project is currently on target for man days effort
Cost:	Green	The project is within budget
Quality:	Green	There are no issues with quality

Overall Achievability of Project Objectives/Deliverables: Green/Amber/Red							
Deliverable	Orig. est. date	Actual Del. Date	Time: Elapsed	Time: Effort	Cost:	Quality:	Comments:
Facilitated Procurement Training – No8	07/11/05 – 14/11/05	14/11/05	Green	Green	Green	Green	Training ongoing.
Identified Pilot Area to Introduce P / Fuel Card – No9	November	November	Green	Green	Green	Green	Housing Repairs in Wear Valley has been identified as the pilot area for introduction of Purchasing Cards and 1 st meeting of steering group held.
Analysed data for pilot area - No10	17/11/05	Ongoing	Green	Green	Green	Green	Ongoing.
Set up Procurement Training database	-	28/11/05	Green	Green	Green	Green	Database set up on notes software to show all procurement related training session per employee

Change Requests raised (list all):			
Change Request No:	Date Raised	Reason for Change	Change Action or Outcome



A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear Valley District Councils.

Major Decisions Taken by the Project Board during this highlight period: (please include note of risk closures in this section)	
Date	Description of Decision Taken
5/12/2005	1 st meeting of Project Board will be held W/C 12 December or 19 December

A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear valley District Councils

Project Risk Register								
Risks (<i>enter new entries or changes in italics, previous new/changed entries can be returned to normal font</i>):								
Risk Index No: / Status (e.g. 001/Open)	Description of Risk	Probability High / Medium / Low	Impact High / Medium / Low	Description of Mitigating Action	Person Responsible for resolution	Date when raised	Target date for resolution	Risk closure approved by project board?

A joint pilot programme to develop a shared approach to best practice procurement in Teesdale and Wear valley District Councils

Project Manager Checklist				
General Project status questions	Response to status question	Action to be taken	Person responsible for taking the Action	Target Date for completion of Action
(Project Manager) When did you last speak to main sponsor for project? Are they happy with progress and project in general?	4/11/05 Yes	Monthly update meeting with Peter Schofield – NECE	Julie Warnett/Peter Schofield	Monthly
Are you confident about all elements of forthcoming activities?	Yes	None	N/A	N/A
Do you need help with techniques / tools / approaches / resourcing?	Yes	Will speak with relevant persons/parties when required	Julie Warnett	When required
Have you allocated your time (calendar or other method)?	Yes	None	N/A	N/A
Any internal issues affecting the project?	No	None	N/A	N/A
Any 'problem meetings' or presentations?	No	None	N/A	N/A



POLICY AND STRATEGIC DEVELOPMENT COMMITTEE

8th February 2006

Report of the Chief Executive

PROGRESS REPORT ON FOURTH OPTION SPECIAL INTEREST GROUP (FOSIG)

purpose of the report

1. To present an update on the Council's involvement in the Fourth Option Special Interest Group (FOSIG) and describe the Group's background, current work programme, and future plans.

background

2. On 25 May 2005, Wear Valley District Council and 23 other Fourth Option Authorities came together in London to inaugurate formally a special interest group (SIG) for Fourth Option Authorities within the Local Government Association (LGA).
3. Since 2000, Fourth Option Authorities have been aware that Government guidance, policy, and resources often overlook their resource needs and their particular policy concerns. Fourth Option authorities, because of their small size, small resource base, and constitutional arrangements face challenges and constraints that do not affect other larger or unitary authorities. Therefore, policy and guidance handed down by Government often lumps fourth option authorities with other district authorities. Within District Councils, the lack of policy and guidance affected Scrutiny where guidance, until recently, was directed at larger unitary authorities.
4. At the Scrutiny conference hosted by Wear Valley, 2 September 2004, the Fourth Option authorities present discussed the need for a special interest group and agreed that one was needed to promote their interests within the LGA. Selby District Council and Wear Valley District Council canvassed all 59 Fourth Options authorities on this issue. The canvass revealed that 23 Fourth Option Authorities were willing to sign up to the application to begin a special interest group within the LGA.

5. In the intervening months, Wear Valley District Council prepared the application, drafted the terms of reference, and organised the inaugural meeting at the LGA.
6. At the inaugural meeting, in May 2005, chaired by Wear Valley District Council, 24 Fourth Option authorities came together to agree the terms of reference, and elect an executive.
7. The draft terms of reference, which had been approved, in principle, by the LGA were considered. The terms of reference will be reviewed in 18 months (November 2006) by the LGA. (Annex D)
8. The mission statement was approved as follows:

The LGA Fourth Option Authorities Special Interest Group will champion and take forward the interests of Fourth Option Authorities (FOAs), develop strategies and programmes for their purpose and represent the collective interests by:

- bringing pressure to bear on Government to ensure that the unique interests and responsibilities of FOAs regarding governance and management issues are addressed in guidance and support;
 - securing effective involvement in policy formulation affecting FOAs; and
 - opposing any changes that diminish the roles and responsibilities of FOAs and their leaders.
9. The objectives were approved as follows:
 - To increase awareness and debate at a national level on issues and concerns that directly affect or which may so affect FOAs and the services they provide to their communities;
 - To act as a focus for liaison between FOAs and other bodies representing Fourth Option Authorities' interests;
 - To secure improved representation within the LGA and with Government on issues relating to FOAs to secure consistency in policy and provision of resources; and
 - To work in partnership with other organisations with complementary aims to spread and share best practice.

10. The key accountabilities of the Group were agreed as follows:

- To prepare discussion papers on issues of specific interest to FOAs;
- To act as a forum for debate and agreement on the issues raised by the discussion papers with a view to reaching a consensus of opinion so that the Group may determine and present a consistent message;
- To liaise with other Special Interest Groups and Executives of the LGA; and
- To make representations direct to Government on issues affecting Fourth Option Authorities that are consistent with and will not conflict with or undermine LGA policy as a whole or damage the interests of other member authorities.

11. At the initial meeting, Wear Valley District Council was elected to the Vice Chair of the Executive and the Vice Chair of the FOSIG Senior Officer Group (FOSIG SOG)

12. Since May 2005, the Executive have held three meetings. The first meeting took place in July at South Derbyshire. The second meeting was in September at Oadby and Wigston, and the most recent executive meeting was in January 2006 at Selby. The group held an autumn conference in October 2005 at Harlow. At each of these meetings, WVDC has undertaken the additional role of the Secretary because of a vacancy in the Executive.

13. As a new organisation, the current work programme has focused on solidifying its administrative functions, coordinating capacity across Councils, and promoting the Group and its agenda. This has occurred in four broad areas, lobbying, research, policy, shared best practice.

14. In terms of lobbying, the Executive has undertaken the following actions:

- Prepared letters to the IDeA, the ODPM, and the Audit Commission stating the Group's interests, its concern with the CPA and other inspections regimes, and how FOAs are treated within the wider local government arena;
- Executive Members have met with their local MPs to promote the Group and determine the political support for FOSIG goals. WVDC's representatives met with Hilary Armstrong and Helen Goodman on 2 December 2005; and
- Prepared letters to Ministers asking them to clarify the position of Fourth Option Authorities within the local government agenda.

15. In addition to these direct lobbying efforts, the Executive has produced a newsletter and a manifesto which has been distributed to all Fourth Option Authorities to raise its profile among Fourth Option Authorities. (Annex E and Annex F)
16. The Executive is also developing a press strategy to raise the group's profile and promote its interests. The strategy includes briefings to local government publications and letters to editors on specific fourth option issues.
17. In terms of research, the Executive has produced an analysis of the CPA scores for all FOAs and compared them to the overall CPA scores. The research notes a bias against FOAs but suggests that further research is needed. (Annex G)
18. To share best practice, the Executive are arranging for a FO authority which scored excellent under the CPA to discuss its result and what it did to achieve that result. It is also trialling a project management system for small authorities.
19. Within the Executive, the Senior Officer Group has organised a policy officer group of FO policy officers to help with the overall policy work. The policy group has contributed to the Executive's response to the recent CPA consultation. The CPA response was prepared under the direction of the Vice Chair of the SOG.
20. The current take up for the group is 29 of the 55 Fourth Option Councils have paid their subscription and signed up to the group. As part of its work programme, the Group seeks to improve the take up rate to all Fourth Option Authorities.
21. The future work programme focuses on developing the Group's message, raising its awareness, increasing its subscription rate and generating capacity across the group. To achieve these broad goals, the Group is undertaking the following steps:
 - Organising representation at the LGA Conference
 - Continuing to develop and implement the press strategy
 - Preparing an annual report to the LGA
 - Preparing the AGM April 2006
 - Organising an Autumn conference
 - Undertaking a subscription drive to increase membership.

financial / hr implications

22. The financial and HR implications centre around officer time, the annual subscription and the cost of hosting an executive meeting; all of which can be contained within the existing budget.

timescale

23. The SIG was launched on 25 May 2005. The Group's terms of reference will be reviewed by the LGA after 18 months (November 2006). Each year, there are four executive meetings and two group meetings. One of the group meetings is the Annual General Meeting, which is to be held each April in London at the LGA headquarters.

conclusion

24. Creating the Special Interest Group was a major step in developing a separate and clear voice for Fourth Option Councils within the wider local government arena. Wear Valley District Council has been instrumental in developing this group and sustaining its progress. The challenge for the Group is one that faces all Fourth Option Authorities finding and developing the capacity to carry out its work programme.
25. The Group's Executive has prepared and begun to implement a work programme to raise the Group's profile, promote the interests of Fourth Option Authorities and create a separate identity within the local government arena.

RECOMMENDED

That Members note the report and endorse the progress of the Special Interest Group.

Officer responsible for the report	Author of the report
John Docherty	Lawrence Serewicz
Head of Management Support	Scrutiny Manager
Ext. 306	Ext. 311



WEAR
VALLEY
DISTRICT COUNCIL

POLICY AND STRATEGIC DEVELOPMENT COMMITTEE

8TH FEBRUARY 2006

Report of the Chief Executive
LOW PERFORMING BVPI UPDATE

purpose of the report

1. To report on the status of the low performing Best Value Performance Indicators (BVPI's).

background

2. At the end of 2004/05 Committee tasked the MSU with monitoring, on a quarterly basis, a list of BVPI's that were performing poorly. This report presents BVPI data for the 3rd Quarter (Oct-Dec) for the year 2005/06.
3. Annex H tabulates the 3rd Quarter BVPI data in relation to our targets and previous performance. Top quartile figures are based on the newly released 2004/05 data from the Audit Commission.
4. Trends in performance are presented graphically in Annex I.
5. The overall performance trend is presented in Annex J.
6. An analysis of each indicator is presented in Annex K.

conclusion

7. Overall 10 Low Performing BVPI's have improved this quarter, 6 have declined and 2 have remained constant.

RECOMMENDED

that

1. Members note the content of the report.
2. The MSU continue to monitor these indicators on a quarterly basis.

Officer responsible for the report

Iain Phillips
Chief Executive Officer



















Author of the report

Gillian Cotterill
Policy and Research Officer
Ext 448

LOW PERFORMING INDICATORS

Report to: P & SD

Period: Quarter 3 (Aug - Dec)

BVPI	Description	PERFORMANCE							Improved this quarter	Target 2005/06	Best Quartile perf. 2004/05	Department
		2001/02	2002/03	2003/04	2004/05	2005/06 Q1	2005/06 Q2	2005/06 Q3				
2b	The duty to promote race equality checks	-	-	0	0	0	41	41		2	63	Central Resources
11a	The percentage of top 5% of earners that are women	5.88	14.28	16.66	14.28	14.28	28	14.8		16	28.93	Central Resources
11b	The percentage of top 5% of earners from black and minority ethnic communities	-	3.57	3.7	0	0	0	0		4.2	1.98	Central Resources
14	Percentage of employees retiring early (excluding ill health as a percentage of the total workforce)	1.8	0.37	1.7	1.06	0.17	0.18	0.37		1	0	Central Resources
16a	Percentage of authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition	2.27	2.61	3.11	2.84	2.49	2.84	3.15		2.5	4.1	Central Resources
17a	Percentage of local authority employees from minority ethnic communities	0.9	0.84	1.13	0.35	0.35	0.35	0.37		1	2.5	Central Resources
76b	Housing Benefit Security: No. of fraud investigators employed, per 1000 caseload	-	-	0.18	0.21	0.23	0.24	0.35		0.23	n/a	Central Resources
76c	Housing Benefit Security: No. of fraud investigations, per 1000 caseload	-	-	21.75	20.13	6.77 (27.08)	25 (50)	8.74 (30)		24	n/a	Central Resources
76d	Housing Benefit Security: No. of prosecutions and sanctions, per 1000 caseload	-	-	0	0.5	0.23	1.05 #1.28	0.58 #1.86		1.4	n/a	Central Resources
82a	Percentage of the total tonnage of household waste arisings which has been recycled	4.45	5.95	12.64	11.76	11.79	12.12	*13.87		18	19.35	Community Services
82b	Percentage of the total tonnage of household waste arisings which has been composted	0	0	0	0	3.16	5.31	*5.54		3	10.56	Community Services
84	KG of household waste collected per head	421.28	420.26	397.01	408.89	419.68	423.12	*425.29		395	380.8	Community Services
156	Percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	4.8	4.2	10	30	35	36	40		40	n/a	Housing
184a	The proportion of LA homes which were non decent at the beginning of the year	-	42	41.9	41.5	37.7	45	37.8		26	17	Housing
184b	The percentage change in proportion of non decent LA homes in the year	-	21.4	0.23	6.4	10.2	6.4	10.5		16	25	Housing
106	Percentage of new homes built on previously developed land	46	56	41.27	48.5	58.6	50	59.5		60	90.1	Regeneration
109b	Percentage of minor applications determined within 8 weeks	-	47	78.3	57	65	67	68		65	75.33	Regeneration
109c	Percentage of other applications determined within 8 weeks	-	74.5	90	73	92	93	76		80	88.03	Regeneration

(estimated year end figures)

* estimated figures - awaiting final data from DCC

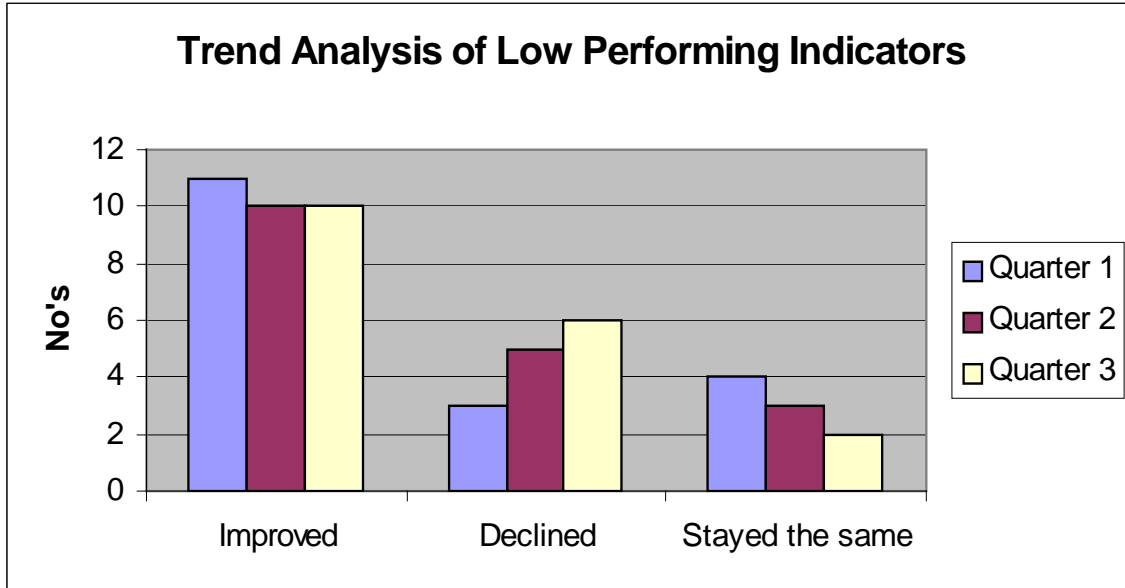
Report to: P & SD

Period: Quarter 3 (Aug - Dec)

PERFORMANCE												
BVPI	Description	2001/02	2002/03	2003/04	2004/05	2005/06 Q1	2005/06 Q2	2005/06 Q3	Improved this quarter	Target 2005/06	Best Quartile perf. 2004/05	Department

cumulative total

A

**ANALYSIS OF LOW PERFORMING
BEST VALUE PERFORMANCE INDICATORS**

LOW PERFORMING BVPI DATA – 3rd QUARTER UPDATE

BV 2b - The duty to promote race equality checks

This indicator remains unchanged.

BV 11a - The percentage of top 5% of earners that are women

This indicator has decreased significantly since quarter two. Large jumps in performance are attributed to the way that this indicator is calculated.

BV 11b - The percentage of top 5% of earners from black and minority ethnic communities

This indicator remains unchanged, however efforts to encourage people from ethnic and minority groups to apply for senior posts have been made.

BV 14 - Percentage of employees retiring early (excluding ill health as a percentage of the total workforce)

This indicator shows a slight decline in performance with an additional member of staff retiring early during this quarter.

BV 16a - Percentage of authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition

This indicator shows an increase on the previous quarter, this is a result of two members of staff declaring that they meet the DDA. We are likely to meet our year end target for 2005/06 based on current figures.

BV 17a - Percentage of local authority employees from minority ethnic communities

Performance in this indicator has remained unchanged from the last quarter. Despite this district having such a small minority and ethnic community we are encouraging more people from ethnic and minority groups to apply for positions within the authority.

BV 76b - Housing Benefit Security: No. of fraud investigators employed, per 1000 caseload

This indicator has improved since the last quarter due to the return of an investigator who had previously been on long term sick.

LOW PERFORMING BVPI DATA – 3rd QUARTER UPDATE***BV 76c - Housing Benefit Security: No. of fraud investigations, per 1000 caseload***

This indicator has declined since the second quarter however it is anticipated that we will meet the year end target.

note- Second quarter figures originally provided were incorrect. The figure originally provided was 25 but has now been calculated as 5.59.

BV 76d - Housing Benefit Security: No. of prosecutions and sanctions, per 1000 caseload

Performance in this indicator has improved from 1.28 to 1.86. If performance continues to improve in the fourth quarter we are likely to meet our target.

note- Both actual and cumulative figures are now shown in Annex A.

BV 82a - Percentage of the total tonnage of household waste arisings which has been recycled

Estimated figures for this indicator show an improvement in performance for this quarter. A larger amount of waste is being recycled through the green box scheme, however it is unlikely that we will meet the 18% target that we have set ourselves.

BV 82b - Percentage of the total tonnage of household waste arisings which has been composted

Estimated figures show that more waste has been composted this quarter than during the previous quarters. We have already achieved more than our targeted figure and this will be confirmed with the release of the fourth quarter figures.

BV 84 - KG of household waste collected per head

Estimated figures show that the number of kilograms collected per head has increased this quarter. It is anticipated that we will not meet our end of year target.

BV 156 - Percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people

This figure continues to increase as more building and areas in the district become more accessible. Our third quarter figure has met our end of year target (40%) and this figure will increase throughout the last quarter.

BV 184a - The proportion of LA homes which were non decent at the beginning of the year

This indicator shows an improvement this quarter. Certain homes are being targeted to improve this figure. ALMO funding will help improve this indicator by improving homes to meet the Decent Homes Standard.

LOW PERFORMING BVPI DATA – 3rd QUARTER UPDATE

BV 184b - *The percentage change in proportion of non decent LA homes in the year*

This indicator has improved and is likely to improve over the next year as the ALMO is established and works towards improving the standard of homes.

BV 106 - *Percentage of new homes built on previously developed land*

Central Government is placing a larger emphasis on prioritising brownfield development. Changes in the search process have resulted in the favouring of brownfield development over greenfield development, increasing the proportion of brownfield planning permission. Recent improvement of this indicator is a result of these changes.

BV 109b - *Percentage of minor applications determined within 8 weeks*

There has been very little change in this indicator and it is not expected to change significantly during the final quarter.

BV 109c - *Percentage of other applications determined within 8 weeks*

Performance has declined in this quarter from 93% to 76% due to a push in the second quarter to determine applications in time.



POLICY & STRATEGIC DEVELOPMENT COMMITTEE

8th February 2006

Report of the Chief Executive
VOLUME/VALUE ANALYSIS 2004/05

purpose of the report

1. To present to Members the results of the Procurement Volume/Value analysis for the 2004/05 financial year and the potential direct and indirect savings from pursuing an effective procurement strategy.

background

2. The purpose of the volume/value analysis is to gather and analyse information on what the Council buys, who it buys from and the values and volumes of its transactions. It has been carried out as part of the research and support work for the current Best Value review of procurement. This exercise is considered to be a fundamental process in the development and implementation of an effective procurement strategy. This is the third year a volume value analysis has been conducted and it now allows us to conduct trend analysis on the Council's annual spend.
3. The Volume/Value analysis for the financial year 2004/05 was carried out internally for the first year providing a saving of £600 to the Authority.

procurement areas for improvement

4. The Volume Value analysis concentrates on 3 main areas where improvements can be made. These are:
 - **Consolidation of spend** – aggregating the spend of common product areas from various suppliers to explore the potential of direct savings as single contracts are negotiated based on consolidated volumes. This would also include ensuring that where contracts are in place, they are utilised and 'off-contract' spend is minimised.
 - **A 'low value' strategy** – that focuses on improving and minimising procurement processes to manage the high volume of very low value orders and invoices generated. This would typically address such issues as management by exception, purchasing cards, buying on-line and consolidated and electronic invoices.
 - **Supply positioning** – to develop specific sourcing strategies to meet the needs of the Council with respect to each item or class of items.

findings

- In 2004/05, the Council processed 14,085 invoices through the Creditors ledger with a total value of £15,173,713.
- Investigation into the influenceable spend shows that in 2004/05 the Council spent around £15.17m with more than 1,520 suppliers, generating over 14,000 invoices. Table 1 shows a summary of the key findings.

Table 1

	2003/04	2004/05	Change in 2002/03
Number of Invoices	17,127	14,085	-18%
Number of Invoice Lines	24,893	16,870	-32%
Total Influenceable Spend (£)	14,483,975	15,173,713	5%
Number of Suppliers	1,663	1,522	-8%
Number of Product Categories	352	198	-44%
Average Invoice (£)	846	1077	27%
Average Invoice Line Value (£)	582	899	55%
Average No. Lines per Invoice	1.45	1.20	-18%
Spend with PO	31.1%	31.1%	0
% of invoices with a PO		50%	

invoice analysis

- 14,085 invoices were processed in 2004/05. Table 2 shows a comparison of the value and volume of invoices.

Table 2

No of Invoices:	Count	Cumulative Volume	Cumulative Volume	Value (£)	Cumulative Spend (£)	% Spend	Cumulative Spend
<=£45	6,371	6,371	37.8%				
<=£100	9,208	9,208	54.6%				
<=£500	14,031	14,031	83.2%	1,184,052	1,184,052	7.8%	
£501 to £2000	1,772	15,803	93.7%	1,707,267	2,891,319	11.3%	7.8%
£2001 to £10K	793	16,596	98.4%	3,256,862	6,148,180	21.5%	19.1%
£10001 to £30K	189	16,785	99.5%	2,980,436	9,128,616	19.6%	40.5%
£30001 to £150K	81	16,866	100%	4,952,781	14,081,397	32.6%	60.2%
£150K+	4	16,870	100%	1,092,316	15,173,713	7.2%	92.8%
TOTAL	16,870			15,173,713		100%	100%

- Table 2 shows that 37.8% of invoices have a value of less than £45. As part of a recent process mapping exercise the process cost of order, invoice and payment for the Council has been estimated at around £40 to £50. This means that for 37.8% of invoices, the processing cost is more than the actual cost of the invoice.
- Analysis also shows that 83.2% (14,031 invoices) of invoices have values of less than £500. This suggests that the Council would benefit from a 'low value' strategy to manage the high volume of very low value orders and invoices it generates. A 'low value' strategy would typically address the following areas where savings could be made by introducing improved business processes. These include:

- buying on-line with preferred suppliers;
- use of purchasing cards;
- consolidated invoicing where appropriate;
- electronic invoicing;

supplier analysis

10. The number of suppliers decreased by 8% in 2004/05 to 1,522 (1,663 in 2003/04). Table 3 shows a comparison of volumes and spends for suppliers.

Table 3

Number of Suppliers with:	Count of Suppliers	% Suppliers	Volume	% Volume	Spend	% Spend	Cumulative Spend
1 invoice	692	45.5%	692	4.8%	634,920	4.18%	4.18%
2 to 5 invoices	492	32.3%	1,387	9.6%	1,752,084	11.55%	15.73%
6 to 100 invoices	319	21.0%	6,553	45.2%	9,615,514	63.37%	79.10%
101 to 1000 invoices	19	1.2%	5,871	37.6%	3,171,168	20.90%	100.00%
TOTAL	1,522		14,503	100%	15,174,131	100.00%	100.00%

11. Further analysis shows that 80% of influenceable spend is with 6.1% of suppliers. This signifies that a large percentage of spend is with a small percentage of suppliers.

12. Table 3 shows that 45.5% (692) of suppliers have just a single invoice. There are two opportunities for savings presented by this information. The first opportunity is for consolidation of spend and the second is for the removal of administration through the use of purchasing cards.

13. Suppliers with a number of invoices are key candidates for consolidation of invoices, electronic invoicing, self-billing and purchasing cards. This would produce indirect savings for the Council through process improvement.

product/service category analysis

14. Indirect savings can be gained from an analysis of the top product/service categories by volume of invoice lines. These savings could be achieved through process improvement (e.g. consolidation of invoices, electronic invoicing, self-billing and purchasing cards).

15. A sample analysis of products and services shows that there are some areas to investigate further opportunities for rationalisation, such as:

Tools & Equipment	147 suppliers	£476,626
Building Repairs and Maintenance	138 suppliers	£416,086
Advertising & Marketing	118 suppliers	£230,653
Stationary	37 suppliers	£54,428
Printing	29 suppliers	£56,080
Telephone	22 suppliers	£238,737

conclusion

- 18. As part of the Council's commitment to providing efficiency and value for money, three consecutive Volume/Value analyses have been carried out.
- 19. The analyses have identified areas where the Council could significantly improve our procurement practices. These improvements if implemented could deliver notable cash savings as well as freeing up significant staff time through process improvements.

RECOMMENDED that Members note the information presented in this report.

Officer responsible for the report Iain Phillips Chief Executive	Author of the report Cheryl Duggan Performance Improvement Manager Ext. 313
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