

## DECISION LIST

### RESOURCES COMMITTEE MEETING – 15 NOVEMBER 2001

AGENDA ITEM NO.	ITEM	DECISION	REASON	OFFICER
<b>3</b>	Min RE4(ii) Expenditure on Swan Meadow Pond	Officers would investigate whether works on Swan Meadow Pond had any bearing on the recent flooding of Swan Meadow Car Park	In answer to Members' questions	
<b>4</b>	Resources Committee Draft Budget 2003/03	Officers to prepare service plans and full budgets for 2002-2003 in the light of the Administrations proposals for savings and the draft net direct cost budgets, for consideration at the next cycle of Committee meetings.		<b>JBD</b>
<b>5</b>	Budget Strategy 2002/03	Recommendation to Council that further savings be sought from Committees to assist in achieving the 2½% target for the Council Tax increase but Members realise that there is a possibility that the Council Tax might need to be raised by more than the 2½% target to cover for as yet unquantifiable budget items. Also an Officer from ECC be invited to attend a future Environment and Resources Overview and Scrutiny Committee to explain the outcome of the recent Actuarial revaluation of the Pension Fund.		<b>JBD</b>
<b>6</b>	Corporate Support Services – Best Value Review	All recommendations agreed . The final report and action plan to be presented to Resources Committee on 24 January, 2002.  (1) <b>Investigate the centralisation of Council office accommodation including Great Dunmow without new building and pursue staff car parking arrangements.</b> This approach is endorsed so that full costed options can be developed for consideration by this Committee on 24 January 2002.	To assist the review's progress before the planned final report and action plan are presented to the Resources Committee on 24 January 2002.	

**(2) Improvements to corporate support work, either identified or required by members such as relevant forward focused up to date information to assist them in their various roles.**

A small number of Members with a particular interest in the issue be nominated to be available to provide advice and feedback to officers during the development of a code of practice for reporting financial information.

**(3) Investigate flexi time including hot desking and home-working arrangements.**

The following issues are further considered:

- \* development of the current draft flexitime PPN further to meet the needs of the organisation and staff, taking into account the flexibilities considered below. It may be beneficial to remove the fore hours from the flexi draft and have them agreed Service by Service to meet needs.

- \* agree and publicise the Council's approach to TOIL in order to reduce volume, encouraging use of flexibilities.

- \* the development of a flexible approach to contracting individuals to the organisation to best meet the needs of the service and the individual, including:

- \* Annual hours or a core hours approach allowing for increase in hours during some peak demand weeks and less during others, thereby negating the need for overtime and TOIL.

- \* Incorporating all aspects of a role that are fundamental to it, eg evening meeting attendance, weekend working and include in the pay offered (as per changes offered to new Heads of Service etc).

- \* 9 day fortnight.

- \* Examination of all vacancies to see

which mix of flexibilities or contract best fits the needs of the service. Any current staff who wish to make use of the flexibilities of the new contract approach and where it is appropriate to be issued with variations of contract.

\* development of a home working scheme to incorporate the three key elements:

- \* at home
- \* based from home
- \* occasional ad hoc to meet needs of service eg project work.

\* to identify which sections of the organisation will be able to use a hot desk approach.

**(4) Develop a corporate procurement function including the possibility of working with other organisations in order to achieve best value in service delivery**

This Committee, being responsible for procurement matters, identify its preferred arrangements for achieving that “clear political responsibility”.

**(5) Investigate the most appropriate way of ensuring that, if possible, by 2005 all the Council’s services are available electronically.**

Officers explore in principle the priorities for spending the IEG Government funding. A Member Task Group be set up to oversee the development of an e-Government Strategy and determine the priorities for spending the IEG funding.

A public opinion survey be commissioned, preferably in partnership with other councils, to help shape an e-Government strategy.

**(6) Investigate ways of improving the information flow between staff, members**

		<p><b>and the public.</b></p> <p>The Intranet and web site are further developed to improve access to information for staff, Members and the public. Current arrangements for disseminating information (paper and electronic) to Members are reviewed to identify weaknesses and possible improvements.</p> <p><b>(8) Investigate the benefit of the Council self insuring through the Council's own fund against certain risks and also review the excess levels contained in various policies.</b></p> <p>In principle, the Council establish an insurance reserve, the size to be determined following the conclusion of this review.</p> <p><b>(10) Ensure that the current investigation into payroll arrangements is concluded and best value obtained.</b></p> <p>For the reasons outlined, approval be given to now restrict evaluation of options in this case to the choice between the re-establishment of the in-house payroll service or partnership working with another local authority.</p> <p><b>(11) Investigate partnership opportunities with other public authorities or the private sector at individual service level and/or also covering the whole of Corporate Support Services.</b></p> <p>In order to further explore partnership opportunities, an OJEC notice or equivalent be placed.</p>		
7	Best Value Performance Plan 2002.03	<ol style="list-style-type: none"> <li>1. The layout of the BVPP as set out in the report be approved.</li> <li>2. The BV Service Review programme for 2002/03 as set out in paragraph 13</li> </ol>		

		<p>be approved but with the following amendments: Corporate Monitoring and Legal Services to be a joint Review. Leisure and Culture to also include Sports and Recreation.</p> <p>3. There will be no Member workshop on 10 December, 2001.</p>		
<b>9</b>	The establishment of a Policy Officer post	The post of Policy Officer not be approved as an additional permanent established post. Officers look within current establishment to undertake work currently done by Policy Officer and include work within Corporate Monitoring Best Value Review in 2002/3.	Budget implications and cannot consider growth items at the present time.	
<b>11</b>	Repairs Assistant Post	The post holder for the Clerical Assistant (Repairs) be included on the permanent establishment when the existing contract expires as a Repairs Assistant on the same grade as the other two Repair Assistants.	The postholder has established full employment rights and undertakes identical duties as the other two postholders. To be funded from the Housing Revenue Account.	
<b>12</b>	Early Retirement – Council Officer	The Officer to be offered early retirement and the Council to make a one-off, lump-sum payment to the Pension fund to make up the difference to the age of 65.	On the grounds of efficiency of the service.	
<b>13</b>	Pay review of Building Maintenance Operatives (DSO)	Recommendations listed against items 2, 3 and 4 in the report be negotiated to incur no more than the identified costs. The costs arising from item 4 to be met from DSO reserves.	An aid to recruitment and retention.	
<b>14</b>	PFI Consultants costs – referred from Leisure (PFI) Board	This Committee approves the use of £41,000 from Reserves to cover Consultancy costs.	To progress PFI scheme.	
<b>15</b>	Contract Services – Budget Monitoring	Contents of this report be noted and future reports to be submitted as necessary.	Members financial update.	
<b>16</b>	Tenant Rent Arrears - Write Offs	Rent arrears listed on the attached schedule to be written off.	There are no forwarding addresses.	