

APPENDIX 1

Extract of Executive Board and Executive Board Sub Committee Minutes relevant to the Corporate Services Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 9 September 2010:

EXB37	LICENSING ACT 2003 STATEMENT OF LICENSING POLICY
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The Board received a report of the Chief Executive requesting authorisation to carry out consultation on a review of the Council's statement of licensing policy.

On 12 December 2007, the Council adopted a statement of licensing policy in compliance with its obligations under section 5 of the Licensing Act 2003. The statement lasted for three years but Members were advised that must be re-adopted by the Council for successive three year periods. However, a statement could not be re-adopted before the completion of a consultation exercise.

The consultation exercise would commence on 10 September 2010 and run for a five week period until 15 October 2010. Any comments and recommendations received would be reported back to the Executive Board for consideration.

RESOLVED: That the Operational Director, Legal and Democratic Services, be authorised to undertake a consultation exercise in respect of the Council's statement of licensing policy in accordance with section 5 (3) of the Licensing Act 2003.

EXB38	CONSULTATION PAPER - PROVISION OF COURTS SERVICES IN CHESHIRE AND MERSEYSIDE
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The Board received a report of the Chief Executive which advised Members of the responses received from Councillors on the provision of courts services in Cheshire and Merseyside.

Members were advised that at its meeting on 15 July 2010, the Board received a report relating to the consultation document received from the Ministry of Justice on their proposals for the provision of Court Services in Cheshire and Merseyside. The Board resolved to seek the views of all Councillors and comments from two

Members were contained within the report. It was noted that the formal consultation period would end on 15 September 2010.

The Strategic Director, Environment and Economy had prepared an assessment of transport issues. Should the proposal to close the Runcorn County Court go ahead, it was clear that court users would be put at greater inconvenience in travelling to Warrington due to the location and increased travel costs.

RESOLVED: That the Chief Executive, in consultation with the Portfolio holder for Resources, be authorised to finalise and despatch the Council's response to the consultation.

EXECUTIVE BOARD MEETING HELD ON 23 SEPTEMBER 2010

EXB51	REVIEW OF THE COUNCIL'S GOVERNANCE ARRANGEMENTS
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The Board received a report of the Strategic Director, Resources, which advised Members of the outcome of the consultation exercise in respect of the Council's Governance arrangements, and the model of governance to be adopted.

On 17 June 2010, Executive Board considered a report on the implications of the Local Government and Public Involvement in Health Act 2007 (the Act), in relation to the Council's governance arrangements. Section 62 of the Act modified the provisions of the Local Government Act 2000 in respect of the forms of Executive which local authorities could operate, and required the Council to operate one of the following models:

- Leader and Cabinet Executive (England); or
- Mayor and Cabinet Executive

The Consultation period ended on 10 September 2010 and no representations or comments had been received. The report contained a series of proposals for publication:

- (a) The Leader and Cabinet Executive model of governance be adopted;
- (b) The Leader be appointed until the annual meeting after the Leader's normal day of retirement as a Councillor;
- (c) Provision be made in the Constitution to enable the Council to pass a resolution to agree that the Leader

ceases his/her term of office before this statutory period has come to an end, if required; and

- (d) The Leader appoint his/her own Executive Board of two or more Members up to a maximum of ten (including the Leader).

The Board were reminded that a formal resolution on the model it would adopt must be made by 31 December 2010 and this would come into effect in May 2011.

RESOLVED: That

- (1) the outcome of the consultation exercise be noted; and
- (2) Council be recommended to adopt the Leader with Cabinet model of governance with effect from May 2011 and the proposals, as detailed in the report, be published.

EXB52 REVIEW OF THE CONSTITUTION

The Board received a report of the Strategic Director, Resources which sought approval for a revised Call-in Procedure and rules of debate for inclusion on the Council's Constitution.

The meeting of Annual Council on 21 May 2010 approved a number of changes and updates to the Constitution as recommended by the Executive Board. In addition, it was resolved that a cross-party Working Group be established to consider the changes to the Call-in Procedure and the proposal submitted by the Liberal Democratic Group and the Conservative Group.

The Working Group met on 12 July 2010 and agreed the following:

- (i) Executive Board be recommended to approve the suggested revised text for Call-In as detailed in the Appendix;
- (ii) With the exception of the suggestion in respect of training, Executive Board be recommended not to support the suggestions submitted by the Liberal Democrat Group and the Conservative Group;
- (iii) All Councillors be offered training led by the Operational Director, Legal & Democratic Services to explain the key issues of the Constitution.

RESOLVED: That Council be recommended to approve the revised Call-in Procedure and Rules for Debate as detailed in the Appendix attached to the report.

EXB54	PROPERTY REVIEW
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The Board received a joint report of the Strategic Directors, Resources and Environment and Economy, on the Council's property portfolio.

The report contained information on the detailed examination that had taken place of two areas of property holdings – Corporate Accommodation and Surplus Property Assets. The options presented an opportunity to:

- Make efficiency savings;
- Improve the stock; and
- Meet service delivery objectives.

RESOLVED: That

- (1) with the exception of the lease on the 6th property listed in the report, for which a further report should be submitted, the surrender of the Leases outlined in paragraph 4.2 be approved, with the detailed arrangements being delegated to the Strategic Director – Environment and Economy and the Strategic Director – Resources, in consultation with the Portfolio Holder for Resources;
- (2) the process for the disposal of assets outlined in paragraph 5.7 of the report be approved; and
- (3) the Corporate Services Policy and Performance Board receive half yearly reports on progress.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 9 SEPTEMBER 2010

ES29	TREASURY MANAGEMENT 2009/10
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The Sub-Committee considered a report, which reviewed activities on Treasury Management for the year 2009/10 in

accordance with the Council's Treasury Management Policy Statement.

The annual report covered:

- The current Treasury position;
- Performance Measurement;
- The Borrowing Strategy for 2009/10;
- The Borrowing Outturn for 2009/10;
- Compliance with Treasury limits and Prudential Indicators;
- The Investment Strategy for 2009/10
- The Investment Outturn for 2009/10
- Debt Rescheduling; and
- Other issues.

RESOLVED: That the report be noted.

ES30	TREASURY MANAGEMENT 2010/11 1ST QTR APR - JUNE
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The Sub-Committee considered a report which updated Members on the activities undertaken on the money market as required by the Treasury Management Policy.

The report provided supporting information on the economic forecast, short-term rates, longer-term rates, temporary borrowing/investments, and investment income forecast. It was noted that all the policy guidelines in the Treasury Management Policy had been complied with.

RESOLVED: That the report be noted.

ES31	SPENDING AS AT 30 JUNE 2010
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The Sub-Committee considered a report which summarised the overall revenue and capital spending position as at 30th June 2010.

In overall terms, revenue expenditure was below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was also below the budget profile; this was primarily due to delays in filling vacancies following the organisational restructuring from April 2010. In addition, the budget included 1% for the pay award; however, the employers had offered a zero increase.

It was noted that income levels were largely in line with budget, as the impact of the economic downturn upon income levels was taken into account when setting the 2010/11 budget.

With regard to capital spending, it was reported that spending to 30th June 2010 totalled £4.4m, which was 60% of the planned spending of £7.3m at this stage. However, this only represented 9% of the total capital programme of £50.5m (which assumed a 20% slippage between years).

The Council's balance sheet was monitored regularly in accordance with the Reserves and Balances Strategy which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year.

The report also outlined the impact of the significant number of equal pay claims which had been lodged with the Council as part of the national single status agreement. A reserve had been established over recent years, although it was not certain whether this would be sufficient to meet the future cost of such claims.

RESOLVED: That the report be noted.

ES32	DISCRETIONARY NON DOMESTIC RATE RELIEF
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The Sub-Committee received a report of the Strategic Director, Corporate and Policy which sought Members' consideration of two applications for discretionary rate relief, under the provisions of the Local Government Finance Act 1988.

The Sub-Committee was advised that under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority was allowed to grant discretionary rate relief to organisations that were either a charity or a non-profit making organisation. This relief may also be awarded to Community Amateur Sports Clubs. A summary of the applications was outlined within the report and a list of the associated figures was included.

RESOLVED: That under the provisions of Section 47, Local Government Finance Act 1988, discretionary rate relief be granted to the following organisations at the percentage indicated, for the period from 1st April 2010 or the commencement of liability, whichever is the later to the 31st March 2013:

Runcorn Residents Federation 100%
Tenants and Residents Organisations of England 20%

ES33

**EXTENSION OF CONTRACTS AND WAIVER OF
STANDING ORDERS**

The Sub-Committee considered a request to waive Standing Orders and extend the current Northgate@work and Northgate's Docs on Line contract for a further 5 years.

The Revenues and Benefits Division successfully implemented Anite@work (now known as Northgate@work), a document managing and workflow system, in January 2001. The contract was extended in 2006 and the current contract expired in January 2010. Northgate@work was an integral part of the work process of the division. It was the market leader in the supply of document imaging systems to Local Government, in particular in the field of Revenues and Benefits.

It was noted that an advantage of Northgate@work was that they offered a remote scanning and indexing service. This service had been used successfully during the course of the Northgate@work contract and was only offered by Northgate. In 2001 it was determined that it was more cost effective for the Council to outsource this specialist operation and provision was made in the budget to accommodate this service. As the Northgate@work contract was to be extended then it was necessary to extend the Docs on Line contract at the same time.

Members noted that there were various factors for extending the contract with Northgate including:

- the existing supplier had been used successfully for ten years;
- no conversion of information was necessary;
- no staff training on a new system was necessary, therefore no associated costs; and
- there would be no significant additional costs in the setting up of a new system, data mapping and staff training;
- the new Doc on Line contract was on more favourable terms and would achieve a saving of existing costs; and
- the current system was compatible with the Council's Home Working Policy and also supported staff working in various locations e.g. Job Centre Plus and Housing Offices.

RESOLVED: That

- 1) the Operational Director, Finance in consultation with the Portfolio Holder for Resources be authorised to extend the contract for the scanning and indexing of images for the

Revenues and Benefits Division to the contractor Northgate Information System at a cost over 5 years of £240,000 and the annual maintenance contract for a cost over 5 years of £30,725; and

2) for the purposes of Contract Standing Order 1.6, approval be given on this occasion to the waiver of Standing Orders 3.1 to 3.7 and Procurement Standing Order 4 in light of the exceptional circumstances under the following provisions:

- Standing order 1.6a, as Northgate was the only provider of a remote scanning and indexing system;
- Standing order 1.6c, as the existing system had been operating successfully for ten years and any new supplier would involve the Council in substantial set up and installation costs;
- Standing order 1.6d, as Halton Borough Council had been a reference site for Northgate@work. Due to this relationship Halton Borough Council had been able to negotiate favourable terms for the extension of the contract, which would not be available on the open market; and
- Standing order 1.6e as the provision of a remote scanning and indexing of documents can only be provided by Northgate Docs on Line.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 23 September 2010

ES39	ICT HARDWARE AND SOFTWARE MAINTENANCE AND DEVELOPMENT CAPITAL PROGRAMME 2010/2011
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The Sub-Committee considered a report of the Strategic Director, Resources which outlined the future spend profile for the ICT Hardware and Software Maintenance and Development Capital programme for the financial year 2010/2011. The report detailed the technical requirement, the associated capital investment for each requirement, the venue implication and related risk analysis.

Members requested that future update reports include an implementation timescale.

RESOLVED: That the report be noted and that a further progress report be brought back to the board in six months time.