

Corporate Scrutiny Committee

10:00	Tuesday, 26 November 2013	Committee Room 2, County Hall, Chelmsford, Essex
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Quorum: 4

Membership

Councillor J Young	Chairman
Councillor W Archibald	
Councillor S Barker	
Councillor M Buckley	Vice Chairman
Councillor G Butland	
Councillor J Deakin	
Councillor R Hirst	
Councillor R Lord	
Councillor M Mackrory	Vice Chairman
Councillor V Metcalfe	
Councillor P Oxley	
Councillor M Page	
Councillor J Pike	
Councillor C Seagers	

For information about the meeting please ask for:

Robert Fox, Governance Officer
Graham Hughes, Committee Officer
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Essex County Council

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Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

Pages

- | | | |
|----------|---|----------------|
| 1 | Apologies and Substitution Notices
The Committee Officer to report receipt (if any) | |
| 2 | Declarations of Interest
To note any declarations of interest to be made by Members | |
| 3 | Minutes
To approve as a true record the minutes of the meeting held on 22 October 2013 (attached). | 5 - 10 |
| 4 | Transformation - Phase 2
To consider an oral presentation to be given at the meeting. | |
| 5 | Absence Management
To consider report CSC/15/13 (to follow). | |
| 6 | Procurement Task and Finish Group - interim report
To consider report CSC/16/13. | 11 - 20 |
| 7 | Work Programme
To consider report CSC/17/13. | 21 - 28 |
| 8 | Date of Next Meeting
To note that the next meeting will be held on Tuesday 17 December 2013 in Committee Room 2 (start time to be confirmed). | |
| 9 | Urgent Business
To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency. | |

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely

disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

MINUTES OF A MEETING OF THE CORPORATE SCRUTINY COMMITTEE HELD AT COUNTY HALL, CHELMSFORD AT 10 AM ON 22 OCTOBER 2013

Present

J Young (Chairman)	Lady Newton (substitute)
W Archibald	P Oxley
M Buckley (Vice Chairman)	J Reeves (substitute)
J Deakin	C Seagers
R Hirst	S Walsh (substitute)
M Mackrory (Vice Chairman)	A Wood (substitute)
V Metcalfe	

Also in attendance was Councillor C Guglielmi.

The following officers were also present in support of the meeting:

Robert Fox	Scrutiny Officer
Graham Hughes	Committee Officer

1. Apologies for Absence and Substitutions

The Committee Officer reported apologies for absence from Councillors S Barker, G Butland, M Page and J Pike (for whom Councillors J Reeves, Lady Newton, A Wood and S Walsh attended as substitute respectively).

2. Declarations of Interest

During discussion on school funding under agenda item 4, Councillor Oxley declared an interest as he was a Governor of Clacton County High School and, during the discussion under agenda 5, Councillor Buckley declared an interest as he worked as a sub-contractor for certain nuclear power stations . No other declarations of interest were made.

3(i). Minutes

The minutes of the meeting held on 23 July 2013, were approved as a true record and signed by the Chairman.

3(ii) Matters Arising

The Committee considered a report (CSC/09/13) providing updates on requests made at the previous meeting for further information on certain aspects of the Corporate Plan. The report was **noted**

- (i) The next meeting of the Scrutiny Board would determine the most appropriate committee to conduct a scrutiny of the Local Highways Panels;
- (ii) More information on uncollected library fines would be sought from the Cabinet Member for Libraries, Communities and Planning;

- (iii) The third meeting of the Procurement Task and Finish Group would be held that afternoon;
- (iv) The membership of the Engaging with Essex Task and Finish Group would be reviewed.

4. 2013/14 Financial Overview as at Half Year Stage

The Committee considered a report (CSC/10/13) providing an updated assessment of the financial position of the Council for the 2013/14 financial year, based upon the position at the half year stage.

Councillor John Spence, Deputy Cabinet Member for Finance, and Margaret Lee, Executive Director for Corporate Services, joined the meeting to introduce the report and to answer questions.

Councillor Spence advised that there were few significant variances against budget and highlighted the following:

- (i) The projected under spend on the capital programme totalled £45.8m (21%) against the latest capital budget of £220.2m. Further slippage had been identified which would fall into the three following financial years;
- (ii) Treasury Management – there had been particular focus on reviewing risk appetite in determining future investment and borrowing levels.

(a) Over spends

It was stressed that it was expected that demand for Adult Social Care services would vary from year to year. Whilst the service was reporting an overall overspend, it was highlighted that this was primarily attributable to a specific overspend of £3m in Working Age Adults Care and Support which was due mainly to domiciliary activity, residential pricing and cash payments demand. Various under spends elsewhere in the service offset this over spend. As the levels of expenditure in Adult Social Care could be volatile, budget profiling was not done on a straight line basis and, instead, recognised greater demand for services in the winter months and profiled accordingly.

An overspend of £874,000 in Economic Growth Infrastructure was mainly within Employability and Skills and attributable to the demand for the Essex Apprenticeship Programme. Mitigating actions were being prepared. However, it was stressed that the Programme offered good value for money and a budget variation may be sought if a decision was taken to continue funding at this level. The Executive Director for Corporate Services agreed to investigate and clarify the current staffing levels in the Employability and Skills service and confirm whether they were sufficient to meet this increased level of activity at present and, in particular, that they were able to prepare an updated Business Plan for the service to address the overspend.

(b) Capital programme

Members expressed concern about the level of the slippage on the capital programme. The Deputy Cabinet Member acknowledged this concern but

stressed that there were often finite limits to what could be achieved within the budget timelines. A meeting would be held the following week to encourage proposals for new capital bids for the financial years 2015 -2020 and to stress that they had to reflect the strategic goals of the County Council.

The Deputy Cabinet Member would be reviewing the Capital underspend to identify any further appropriate mitigating actions that could be taken. He cautioned that there was an opportunity cost if there were financial resources put aside for a project which were not then spent. It was acknowledged that some of the slippage could reflect the significant personnel changes at senior levels in the County Council. However, Members still expressed concern that delayed implementation of many of the projects identified in the capital programme could adversely affect the local economy. Similarly, a forecast under spend of £16.7m in Education and Lifelong Learning could adversely impact on the County Council's aspirations to increase attainment. It was stressed that projects were underway to increase the number of school places that would be available in Essex in future.

(c) Under spends

The under spend for Families and Children in the Revenue budget continued to be due to efficiencies and early delivery of savings within Children's Social Care. Noting this, Members queried whether some other underspends could be as a result of planned efficiency savings rather than failure to spend and what impact underspends generally could have on meeting corporate outcomes. It was **agreed** that the Executive Director for Corporate Services provide further analysis on performance and outcomes against budgetary under spending.

(d) Miscellaneous

During further discussion it was noted:

- (i) That grant funding, the specific example given being PFI, often was received up front and distributed during the life of a project and this would impact the level of reserves by temporarily inflating them until sums were subsequently drawn-down;
- (ii) That the PFI contract for Clacton County High School had been complex and had raised a number of issues and challenges for resolution.
- (iii) That the Deputy Cabinet Member was satisfied that the Finance Team had taken a prudent approach to the level of reserves;
- (iv) That there was usually long contractual time periods for s106 funded highways and transportation schemes although it was possible that some s106 monies could be returned if contractual time limits were exceeded before completion of the project. It was **agreed** that the Audit Committee would be asked to investigate this further.
- (v) That monies not spent by Local Highways Panels (LHP) had been re-allocated to Highways Maintenance. 900 schemes had been put forward by LHPs which had put excessive pressure on the Highways Design Team. The Deputy Cabinet Member welcomed the establishment of a Task and Finish Group to look at the operation of LHPs and how the process of

recommending highways projects could be improved. It was confirmed that communications had been sent to Parish Councils advising them on the process to be followed in getting highways projects recommended through the LHPs;

- (vi) That the surplus reported by Essex Legal Services in the Trading Activities Report would be a direct charge on the County Councils revenue account which would be offset by the surplus in the trading account;
- (vii) That schools converting to academies received a larger per capita share of central support costs than was nominally allocated to them if they remained controlled by the County Council. A budgetary over spend would occur if large numbers of schools continued to convert to academy status;
- (viii) There could be a trend in schools placed in special measures subsequently converting to academy status, together with another trend for groups of schools to establish consortiums. Further scrutiny of the trends in the profiles of schools converting to academies would be referred to the People and Families Scrutiny Committee;
- (ix) That the Financial Overview did not include any proposals to change staffing levels.

5. Corporate Plan Progress Report

The Committee considered a report (CSC/11/13) providing a Quarter 2 update on the 2013/14 Corporate Plan. Councillor J Spence, Deputy Cabinet Member for Finance, and Margaret Lee, Executive Director for Corporate Services, remained in attendance to introduce the report and to answer questions.

During discussion the following was noted and/or highlighted:

- (i) Members noted the significant improvements in the percentage of the population with level 2 and level 3 qualifications or higher (aged 16-64 years) and it was **agreed** that further information on this would be provided to members;
- (ii) Members noted the significant increase in the percentage of adults with Learning Difficulties who lived in their own home/with family;
- (iii) In the past 12 months to March 2013, CO2 emissions from ECC buildings and activities had increased by 25%, despite an ambition to reduce by 5%. It was suggested that this was partly as a result of bad weather, improvements in data collection and a change in methodology that now included certain electrical usages (which had a disproportionate affect as they often were more carbon heavy than gas usages). MITIE had been instructed to draw up an improvement plan;
- (iv) Members provided anecdotal evidence that new flats were not being included in domestic recycling collections;
- (v) Members highlighted that local authority schools may be incurring higher heating bills than necessary due to inadequate insulation. It was **agreed** to refer this to the Scrutiny Board for a view on the potential for a future scrutiny;
- (vi) Members queried whether the County Council recorded any carbon offsetting and whether it could consider alternative electric sources;

- (vii) Members suggested that it was difficult to assess whether marginal percentage increases were a reliable measure of success in the report. Furthermore, it was possible that a high percentage change could arise disproportionately from having a low base of numbers in a particular indicator. It was suggested that SMART targets and other specific indicators of success needed to be included in the analysis so that performance could be clearly assessed, together with an indication of volume. It was confirmed that the presentation of the Corporate Plan was already under review to ensure that the right outcomes and targets were included so that performance could then be seen in context and judged. A report on the revised presentation was due to be submitted to Cabinet in early 2014;
- (viii) It was acknowledged that, in future, the Corporate Plan would need to reflect the outcomes of the County Council's public consultation on Youth Services in Essex;
- (ix) It was **agreed** that the Governance Officer would write to the Cabinet Member for Education and Lifelong Learning to seek assurance that all schools, governors and youth organisations had been included in the consultation on youth services ;

Thereafter, the Chairman thanked the Deputy Cabinet Member for Finance and the Executive Director for Corporate Services for attending and they then left the meeting.

6. Capita Resourcing Update

The Committee considered report CSC/12/13 providing an update on the April 2012 to April 2013 "New Starters Survey" results. Councillor Louis, Cabinet Member for Transformation and Corporate Services, Adam Bowles, Director for Human Resources, and Maxine Taylor, Head of Corporate HR, joined the meeting to introduce the report and to answer questions.

Since the last summary report in July 2012, the contract with Capita had been extended until September 2015. The re-tender process would start in January 2014. The New Starters Survey results were a summary of outcomes from the Temporary Customer Survey and Permanent Customer Survey which were sent out to candidates on a monthly basis. A summary of data outlining responses for April 2011 to September 2013 had also been provided to show longer term trends. In particular, there had been a 49% increase in the response rate on returned surveys year on year. The vast majority of responses were either 'good' or 'met'. Compared to the previous year, there had been a sizeable shift from 'met' responses to 'good' and no responses had been measured as 'very poor'. The HR team remained focussed on achieving further improvement.

Members questioned if survey scores would reflect whether candidates had been successful or not.

It was confirmed that there was a separate bespoke process for senior officer appointments. Whilst there were similar surveys undertaken by candidates for

these senior appointments, it was more difficult to draw particular conclusions due to the smaller number of candidates responding.

It was acknowledged that the report provided did not provide an analysis of the cost of recruitment and the value for money of the recruitment process. The Chairman suggested and it was **agreed** that such analysis could be included in the scrutiny being undertaken by the Procurement Task and Finish Group.

Thereafter, the Cabinet Member and supporting officers were thanked for their attendance and they left the meeting.

8. Work Programme

The Committee considered and **Agreed** the Forward Look/Work Programme 2013/14 (CSS/13/13) subject to the following:

- (i) Health and Safety: John Ray Infant School: would be referred to Place Services Policy and Scrutiny Committee to reflect the likely wider remit of the scrutiny. It was recommended that a Joint Task and Finish Group be constituted with members drawn from both committees;
- (ii) A scoping document to be drawn up to look at the parameters of a potential scrutiny of investment strategy in the Essex Pension Fund.

9. Date of Next Meeting

The next meeting would be held at 10am on Tuesday 26 November 2013 in Committee Room 2.

There being no urgent business the meeting closed at 11.36 am.

Chairman
26 November 2013

		AGENDA ITEM 6
		CSC/16/13
Committee:	Corporate Scrutiny Committee	
Date:	26 November 2013	

PROCUREMENT TASK AND FINISH GROUP INTERIM REPORT TO THE CORPORATE SCRUTINY COMMITTEE

The Corporate Scrutiny Committee established a Procurement Task and Finish Group at its meeting of 23 July 2013. The membership of the group is detailed below:

Membership:

Councillor Bill Archibald

Councillor Michael Mackrory

Councillor Susan Barker

Councillor Pierre Oxley

Councillor Malcolm Buckley

Councillor Julie Young (Chairman)

Councillor John Knapman

The current Essex County Council Procurement Strategy states that it would be “subject to regular review to track progress” and that would “monitor and review the performance of procurement”. The strategy goes on to say that there would be “co-operation with any scrutiny relating to procurement in that it relates to a particular office of a Member”. Members of Corporate Scrutiny, or the previous Executive Scrutiny had not had the opportunity to review the progress of the strategy, other than to receive a report in November 2012. It is planned that the current strategy would be revised in April 2014.

The Task and Finish Group agreed a scoping document at its first meeting. There have been several iterations of the document following subsequent meetings. The Task and Finish Group agreed that the scope of the review should look at how the development of new ways of working at ECC, moving the Council to a customer-first commissioning organisation has been working in practice and also include the following in the scope of the review:

- Value for money

- Probity
- Professional management
- Performance and benchmarking
- The effect of TUPE
- The effect of OJEU
- Customer focus
- Local Purchasing to support local SMEs
- Consultation and lessons learned prior to and following procurements

The Task and Finish Group received evidence from the new Commercial Director at ECC, Andrew Spice and he informed the Group that all elements of procurement at the County Council are being brought into a single place, with new structures being developed and a new style of working being introduced in the next month. He stated that the track record at Essex from an economic perspective is excellent, and that the work he had seen since joining the Authority mitigates against the risk of procuring poor services. He informed the Group that the procurement service at ECC is extremely professional and I have never seen a service as integrated as this. He informed the Group that contracts are awarded on the basis of lowest price or most economically advantageous, and that from next year it will be just the latter. As part of pre-qualification organisations are expected to meet minimum ethical standards. If this cannot be demonstrated an organisation would not go through to tender stage. When questioned about democratic accountability and the opportunity for Members to challenge, Andrew Spice answered that “there is no link by procurement into decision-making as far as the service that needs to be procured – that is for the commissioners. We also do not get involved in land acquisition. We go through risk assessments for all services and monitor the level of risk and then categorise these risks. We routinely monitor the financial background of those bidding for contracts and those who have ongoing contracts.”

At its third meeting the Task and Finish Group received a demonstration of the Ariba procurement workflow system. It also received evidence from Liz Chidgey, Managing Director of *EssexCares* on the effects of TUPE; and from Iain Wicks representing the Essex Federation of Small Businesses. was thanked for attending and providing evidence to the Task and Finish Group.

Mr Wicks informed the Task and Finish Group that the payment terms ECC delivers of ten day payments is well received by businesses in Essex, as is the principle of procuring goods from SMEs. He also stated the invitation to give evidence to the Task and Finish Group was also a confirming principle in terms of ECCs relationship with the business sector in the county. Mr Wicks explained the payment terms are paid to the primary contractor, however, at times these payments terms are not replicated down the supply chain. This can have a serious impact on smaller businesses. Essex County Council should encourage more precise wording on contracts to ensure the Tier One payment is passed through the supply chain on similar ten-day payment terms. Particular problems are experienced in large supply chains.

Mr Wicks also informed the group that SMEs are often reluctant to bid for contracts with Local Authorities because the process is too complicated. Businesses take the easiest route to market which will give sales, and one of the problems is product or professional public liability. This gives no inducement to take on these opportunities with the restriction of up to £25m of public liability.

Members of the Essex FSB have raised that contractors are bringing in existing suppliers to the detriment of local businesses. The actual process and paperwork requirements are still written in "Local Authority speak", for example the PQQs. Small businesses who do not have a procurement specialist have problems in seeing what the PQQs mean in common language. The FSB would wish PQQs to be simplified and restricted to no more than two pages.

The Task and Finish Group, after its first three meetings have formulated two recommendations which it will include in its final report.

RECOMMENDATION that:

"Explicit wording is inserted into contracts with the primary contractor to ensure ten-day payment terms exist throughout the supply chain."

RECOMMENDATION that a question be inserted into tender documents which states:

"Would you take out a public liability policy equal to that of the contract if you were to be successful in the bidding process?"

There are two further meetings of the Task and Finish Group scheduled before the end of the year taking evidence from the Community and Voluntary Sector and the ECC Supplier Working Group on 26 November. The Cabinet Member for Transformation and Corporate Services will be invited to attend the 17 December meeting alongside the new Commissioning Directors. Other meetings will be scheduled with a final report expected to the Corporate Scrutiny Committee in January 2014.

<p style="text-align: center;">Essex County Council Overview and Scrutiny Committee Review Scoping Document</p>
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This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also provides an audit trail for a review.

Review Topic (Name of review)	Procurement Strategy
Committee	Corporate Scrutiny Committee
Terms of Reference	To assess the outcomes and effectiveness of the existing Essex County Council Procurement Strategy and to make recommendations for improvement related to the revised strategy which is due to be published in April 2014. A key focus is the delivery of cost-effective, high quality services as ECC moves to a commissioning-based organisation.
Lead Member, and membership of Task and Finish Group	Councillor Julie Young (Chairman), Councillor Bill Archibald, Councillor Susan Barker, Councillor Malcolm Buckley, Councillor John Knapman, Councillor Michael Mackrory and Councillor Pierre Oxley
Key Officers / Departments	Andrew Spice, Commercial Director LATCs (i.e. EssexCares)
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Councillor Derrick Louis, Cabinet Member Transformation and Corporate Services
Relevant Corporate Links	The revised Procurement Strategy is due for publication in April 2014.
Type of Review	Task and Finish Group
Timescales	February 2014 (the refreshed Procurement Strategy is due for publication in April 2014)

Rationale for the Review	<p>To ensure the existing Procurement strategy is ensuring the procurement of cost-effective, high quality services for the residents of Essex.</p> <p>The 2011/12 – 2013/14 Procurement strategy states that it would be subject to regular review to track progress and Members should review the performance of procurement.</p> <p>As the strategy will be reviewed and revised in April 2014 the Committee should commence a review of the 2011/12 – 2013/14 strategy in order to have input into the refreshed strategy.</p>
Scope of the Topic	<p>How has the development of new ways of working at ECC, moving the Council to a customer-first commissioning organisation with procurement at the heart of that model (Procurement Strategy 2011/12 – 2013/14) been working in practice?</p> <p><u>Include</u> The following is included in the scope of the review:</p> <ul style="list-style-type: none"> • Value for money • Probity • Professional management • Performance and benchmarking • The effect of TUPE • The effect of OJEU • Customer focus • Local Purchasing to support local SMEs • Consultation and lessons learned prior to and following procurements <p><u>Excluded</u> The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> • TBC
Key Lines of Enquiry	<p>The County Council has recently signed a number of high-profile agreements how have these procurements delivered the aspects outlined above in the scope of the topic?</p> <p>To review how the newly formed Commercial team is set up to support the shift to ECC becoming a commissioning-led organisation</p>
Other Work Being Undertaken	<p>Transformation II Revised Procurement Strategy (April 2014)</p>

What primary / new evidence is needed for the scrutiny?	To agree what information is required to take the review forward, and what information is not already available.
What secondary / existing information will be needed?	<ul style="list-style-type: none"> • The Procurement Strategy 2011/12 – 2013/14 • Procurement Balanced Scorecards (performance indicators) • Internal reports and audit trails of a selection of large, medium and small procurements
What briefings and site visits will be relevant to the review?	To be agreed.
Who are the witnesses who should be invited to provide evidence for the review?	<p>The Cabinet Portfolio Holder Other Cabinet Portfolio Holders responsible for high-profile procurement agreements ECC Commercial Director Local Authority Traded Companies (i.e. Essex Cares) ECC Commissioning Directors Federation of Small Businesses ECC Shared Services</p> <p>The above list is not exhaustive and the above may be added to with the agreement of the Task and Finish Group</p>
What equality and diversity issues need to be taken into consideration as a part of the review planning process?	<p>Have Equality Impact Assessments been undertaken for all procurement activity?</p> <p>Paragraph 6.11 of the existing Procurement Strategy encourages suppliers to adopt practices to ensure sustainable procurement in the following areas: equality and diversity, ethical sourcing, supporting the local economy and environmentally sustainable procurement. The Task and Finish Group would wish to see evidence as to how this is undertaken and followed-up in practice.</p>
What resources are required for this review?	In planning the review it is necessary to identify what resources are required to undertake the review, and any costs associated with the committee's activity. Given that the resource available is finite, it will be necessary to consider carefully the timing of the review within the Committee's overall work programme.
Indicators of Success	<p>The recommendation of service improvements to the revised strategy. The delivery of a revised Procurement Strategy with full Member to set the strategic direction of the Council's Procurement Strategy.</p> <p>An ongoing role for Members in monitoring and reviewing the effectiveness of the strategy.</p>

How will the scrutiny achieve value for money for the Council / Council Tax payers?	It is fair to say that any recommendations with financial implications will no longer be approved by Cabinet and so for scrutiny be in line with Council priorities and perceived as a useful / credible tool, it needs to be more innovative and look for solutions that will either save money or will improve services without additional costs.
Notes	
Provisional Timetable	<p>Meetings of the Task and Finish Group have been set as follows:</p> <p>Thursday, 3 October at 10.00 a.m. Tuesday, 22 October at 1.00 p.m. Tuesday, 26 November at 2.00 p.m. Tuesday, 17 December at 2.00 p.m.</p> <p>Other dates to be advised.</p>

Audit Trail

Date review formally proposed	Identify minute number and date of meeting
Date of Committee's approval of original scoping document	Identify minute number and date of meeting
Date of Committee's approval of Scrutiny Report	Identify minute number and date of meeting
What was the outcome of the review?	Summarise outcome of review and identify if any recommendations have been agreed.
Date proposals arising from review are formally forwarded to the Executive	
How will the outcomes of the review be monitored?	
Date outcomes of review monitored formally by the Committee	Identify minute number and date of meeting

		AGENDA ITEM 7
		CSC/17/13
Committee:	Corporate Scrutiny Committee	
Date:	26 November 2013	
<u>FORWARD LOOK/ WORK PROGRAMME 2013/14</u>		
Enquiries to:	Robert Fox, Scrutiny Officer 01245 430526 robert.fox@essex.gov.uk	

Purpose of Report

The purpose of this report is to set out the Committee's current work programme for consideration.

Meeting	Topic	Approach	Current status
November 2013, then February 2014, and May 2014	Transformation II	Full Committee	Standing item (quarterly reports)
November 2013	Absence Management	Full Committee	To receive data on staff absences throughout ECC
December 2014	Engaging with Essex (Your Say)	Task and Finish Group	T&F Group established at the July 2013 meeting of the Committee. There have been difficulties establishing membership and meetings. A report will be received by full Committee in December 2014
December 2013	Property Transformation Strategy	Full Committee	
December 2013 (and ongoing)	Broadband Coverage in Essex	Full Committee	To receive a scoping document
January, April and July 2014	Budget Outturn Reports	Full Committee	Standing item (quarterly reports)
January, April and July 2014	Performance Management	Full Committee	Standing item (quarterly reports)
Winter 2013/14	Social Impact Bonds	Full Committee	
Winter 2013/14 (anticipated)	Health and Safety: John Ray Infant School	Full Committee	Ongoing Essex Fire Service investigation. Once complete the report will be presented to the Committee (Min. 4(iv) o Executive Scrutiny Committee 26

			February 2012)
Winter 2013/14	Investment Strategy	Full Committee	
Ongoing	External & Internal Communications	Task and Finish Group	In hiatus due to Transformation II
Ongoing	Procurement Strategy	Task and Finish Group	Scrutiny Board referred item to Executive Scrutiny following the initial presentation late 2012. T &F Group commenced activity in September 2013. Three sessions have taken place. Interim report received November 2013. Final report and recommendations to Committee in January 2014.

**Corporate Scrutiny Committee:
Schedule 2013/2014 (provisional)**

Meeting	Topic	Approach	Current status
2012/13			
January and February 2013 and ongoing.	Transformation Programme Scrutiny Review: Beyond 2012/13	Full Committee	<p>To understand the overall vision for the Transformation II Programme and the methodology for its delivery. Also to ensure the governance arrangements are appropriate for a project of this importance and that the maximum benefit to the Council and to public services in Essex is derived from the Programme.</p> <p>Commissioned Services are key in terms of checking the arrangements and scrutiny adding value to the commissioned services.</p> <p>Quarterly updates received by the Full Committee.</p> <p>The Committee will also receive a report on the Property Transformation Strategy in December 2013.</p>
TBA	Health and Safety at Work	Full Committee	<p>The Committee agreed at its 30 May 2012 meeting that as assessment of whether ECC fulfils its H&S legislative requirements in a scrutiny review which will look at the approach the Authority takes to H&S; and to ensure the Authority is fully compliant with relevant H&S legislation. A scoping document was agreed in January 2013. Presentation received in February 2013 – further update in due course. Given the fire at John Ray Infant School, Braintree and the subsequent investigation into the cause the Chairman of this Committee has requested that the final investigation report is received by the Committee as the issue of fire sprinklers in schools was raised at the</p>

			Executive Scrutiny Committee meeting in February 2013 (Executive Scrutiny minute 4(vi)).
Ongoing via T&F Group	External and Internal Communications	Task and Finish Group	The Committee considered a scoping document (ES-SCR-01/12) and agreed that a Task and Finish Group be convened. This Group has met twice to date, and it is anticipated there will be at least two further meetings. The Committee received an interim report in September 2012. This is currently in hiatus due to the Transformation II programme.
From May 2013 via T&F Group	Procurement Strategy	Task and Finish Group	<p>The Committee agreed at its 30 May 2012 meeting that the Deputy Leader be invited to attend the Committee to present on the strategy which is to be revised in September 2013 to ensure the strategy, as it exists and in future, ensures the procurement of cost-effective, high quality services for the residents of Essex. The report was received in November 2012. It was agreed to refer to the Scrutiny Board for further instruction. The Scrutiny Board in January 2013 referred back to Executive Scrutiny to conduct a review via Task and Finish Group with the caveat this commences post-May 2013.</p> <p>Task and Finish Group established and has met on three occasions. An interim report received in November 2013 with a view to a final report and recommendations to Committee In January 2014.</p>
December 2013	Engaging with Essex (Your Say)	Task and Finish Group	Task and Finish Group established initially with the same membership as the External and Internal Communications Task and Finish Group. First meeting in September 2013. It has been difficult to establish new membership and a paper will be

			received by full Committee in December 2013.
December 2013	Broadband Coverage in Essex	Full Committee	A scoping document will be received by Committee in December 2013.
TBA	Social Impact Bonds	Full Committee	
Standing Items			
Ongoing	Quarterly Budget Reports	The Committee will receive quarterly financial reviews.	The quarterly 2011/12 Financial Reviews were presented throughout the year. The 2012/13 quarterly reviews will be presented to Committee throughout the year. The final one to be received in June 2013. The 2013/14 reports will continue to be reported to the Committee on an ongoing quarterly basis.
3 April 2012	Performance Management		The Executive Scrutiny Committee takes an overview of the performance scorecard and referrals to other Policy and Scrutiny Committees. At its 15 February (ES/005/11, minute 7) and 26 April (ES/022/11, minute 33) meetings the Committee considered the new arrangements for reporting performance. Quarter One Performance Report will be presented in July 2012; Quarter Two in October 2012; Quarter 3 in January 2013; and the Annual Report in the summer or early autumn 2013.
1 May 2012	Capita Resourcing		The final report prepared by a Task and Finish Group convened from the Central Services Policy and Scrutiny Committee was presented for consideration on 25 January 2011. Report ES/024/11 containing an update from the Task and Finish Group was presented on 26 April 2011 where it was subsequently agreed that the topic would be brought to the 1

			May 2012 meeting for continued monitoring. This report was received in July 2012. Committee requested a further update to monitor improvement in 2013 which will be received in October 2013.
26 June 2012	Customer Satisfaction, Complaints and Public Relations		The Executive Scrutiny Committee considered report ES/029/11 at its meeting on 24 May meeting, with Duncan Wood, Head of Research and Intelligence in attendance to introduce the report, answer questions and provide an update. The Committee agreed that a report providing details of the current performance in this area was brought to the July 2012 meeting (minute 42, 2011). The Committee will receive annual customer satisfaction reports. The first of which will be October 2013.
5 November 2012	Absence Management	Task and Finish Group	The Community Wellbeing and Older Persons Policy and Scrutiny Committee undertook a review into Absence Management for its' relevant Directorate. The Executive Scrutiny Committee awaited the outcome of this scrutiny before continuing with their review. The final scrutiny review report was agreed at the Community Wellbeing and Older Persons Policy and Scrutiny Committee on 9 December. A copy of this report was presented at the 25 January 2011 meeting of the Executive Scrutiny Committee, along with absence figures for all service areas. The Committee agreed (25 January, minute 6) that the topic would be referred to the Scrutiny Board, with a view to discussing each Policy and Scrutiny Committee reviewing their respective directorate absence statistics. The Scrutiny Board subsequently agreed that the Community and Older People P & SC

			<p>undertakes this task on behalf of all P & SC's and established a Task and Finish Group which would report to Executive Scrutiny. The Committee agreed in September 2012 that this review was now complete given that absence rates within ECC are lower than comparable public sector organisations. A final report was presented to the 5 November 2012 Committee. The Committee will receive updated data in November 2013.</p>
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