

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 31 October 2008

at 2.00 pm

in the Council Chamber
Civic Centre, Hartlepool

SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Akers-Belcher, Atkinson, Brash, R W Cook, S Cook, James, Kaiser, London, A Marshall, McKenna, Preece, Richardson, Shaw, Simmons, Wright and Young

Resident Representatives: Christopher Akers-Belcher, Iris Ryder and Linda Shields

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

To confirm the minutes of the meeting held on 8 October 2008 (to follow).

4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE

No Items

5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS

No Items

6. FORWARD PLAN

No Items.

7. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

7.1 Scrutiny Involvement in the Budget Setting Process for 2009/10 – Proposed Timetable – *Scrutiny Manager*

7.2 Budget and Policy Framework 2009/2010 to 2011/12 – Initial Consultation Proposals – *Chief Financial Officer*

8. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

9.1 Impending Councillor Call for Action Mechanism – Update – *Scrutiny Manager*

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

FOR INFORMATION

Date of Next Meeting: Friday, 7 November 2008 at 2.00 pm in the Council Chamber at the Civic Centre, Hartlepool.

SCRUTINY CO-ORDINATING COMMITTEE

31 October 2008



Report of: Scrutiny Manager

Subject: SCRUTINY INVOLVEMENT IN THE BUDGET SETTING PROCESS FOR 2009/10 – PROPOSED TIMETABLE

1. PURPOSE OF REPORT

- 1.1 To provide Members with the proposed timetable for the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' involvement (with the exception to the Health Scrutiny Forum) in the budget setting process for 2008/09.

2. BACKGROUND INFORMATION

- 2.1 Building upon the success of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' involvement in last year's budget setting process, it is now time to establish the timetable for the 2009/10 budget setting process.
- 2.2 In consultation with the Chair of the Scrutiny Co-ordinating Committee, attached as **Appendix A** is the proposed timetable for the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' involvement (with the exception to the Health Scrutiny Forum) in the budget setting process for 2009/10.
- 2.3 In order to meet the statutory timescales of approving the Authority's budget for 2009/10, Members are asked to kindly note that it has been necessary to schedule additional meetings of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' where necessary.
- 2.4. Arrangements have also been made for the relevant Director(s) and the appropriate Cabinet Member(s), subject to their availability, to attend those scrutiny meetings which fall under their area(s) of responsibilities.

3. RECOMMENDATION

- 3.1 It is recommended that Members note the proposed timetable for the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' involvement in the budget setting process for 2009/10.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

7.1 APPENDIX A

PROPOSED 2009/10 BUDGET AND POLICY FRAMEWORK TIMETABLE OVERVIEW AND SCRUTINY COMMITTEES' INVOLVEMENT

TIMESCALE/ DATE OF MEETING	TO CONSIDER
<p>Scrutiny Co-ordinating Committee (Additional Mtg) 31 October 2008 – 2.00 pm V: <i>(Paperdeadline – 20 Oct 08)</i></p>	<p>Budget and Policy Framework 2009/10 - Initial Consultation Proposals</p> <p>Invitation extended to Elected Mayor and Finance and Efficiency Portfolio</p> <p>Relevant sections of the Initial Consultation Proposals are then to be considered by the relevant Scrutiny Forum to enable Scrutiny Members to have a more holistic view of the whole budget.</p>
<p>ADDITIONAL MEETINGS OF THE 4 SCRUTINY FORUMS TO BE HELD w/c 10 November 2008 :</p> <p>Neighbourhood Services Scrutiny Forum (Additional Meeting) 10 November 2008 – 4.00 pm V: <i>(Paperdeadline – 29 Oct 08)</i></p> <p>Children's Services Scrutiny Forum (Diaried Mtg) 11 November 2008 – 4.30 pm V: <i>(Paperdeadline – 29 Oct 08)</i></p> <p>Adult & Community Services Scrutiny Forum (Additional Mtg) 12 November 2008 – 3.30 pm V: <i>(Paperdeadline – 30 Oct 08)</i></p> <p>Regeneration & Planning Services Scrutiny Forum (Additional Mtg) 13 November 2008 – 2.00 pm V: <i>(Paperdeadline – 31 Oct 08)</i></p>	<p>Purpose of additional meetings to consider on a departmental basis the pressures and priorities, grant terminations and contingencies.</p> <p>Relevant Director and Portfolio Holder((s) subject to availability)) to be in attendance.</p>
<p>Scrutiny Co-ordinating Committee 28 November 2008– 2.00 pm (Diaried Mtg) V: <i>(Paperdeadline – 17 Nov 08)</i></p>	<p>To consider the Chief Executive's pressures and priorities, grant terminations and contingencies.</p> <p>Nominated Chief Officer(s) on behalf of the Chief Executive's Department to be in attendance along with responsible Portfolio Holder((s) subject to availability)).</p> <p>To consider the responses to the budget proposals from the four Scrutiny Forum and to formulate the SCC's formal response for consideration by the Cabinet on 15 Dec 08 (introductory report to be compiled by Charlotte with verbal/written evidence being circulated/presented at the meeting from the Scrutiny Chairs).</p>

7.1 APPENDIX A

PROPOSED 2009/10 BUDGET AND POLICY FRAMEWORK TIMETABLE OVERVIEW AND SCRUTINY COMMITTEES' INVOLVEMENT

TIMESCALE/ DATE OF MEETING	TO CONSIDER
<p>SCC of 28 Nov 08 cont/.....</p>	<p>Delegated Authority to be given to the Chair of SCC to agree the content of the formal response to Cabinet.</p>
<p>Cabinet (Diaried Mtg) 15 December 2008 – 9.00 am <i>(Paperdeadline – 3 Dec 08)</i></p>	<p>SCC to feedback to Cabinet on their initial consultation proposals</p>
<p>Scrutiny Co-ordinating Committee (Additional Meeting) 9 January 2009 - 2.30 pm (clashes with Constitution Wkg Gp) V: <i>(Paperdeadline – 18 Dec 08)</i></p>	<p>To consider the finalised (second round) budget proposals of the Cabinet agreed on 15 Dec08, with particular focus being placed upon the Chief Executive's Department</p> <p>Invitation extended to Elected Mayor and Finance and Efficiency Portfolio</p> <p>Nominated Chief Officer(s) on behalf of the Chief Executive's Department to be in attendance along with responsible Portfolio Holder((s) subject to availability)).</p>
<p>ADDITIONAL MEETINGS OF THE 4 SCRUTINY FORUMS TO BE HELD w/c 12 EARLY JANUARY 2008 :</p> <p>Neighbourhood Services Scrutiny Forum (Additional Meeting) 12 January 2009 – 4.00pm V:</p> <p>Children's Services Scrutiny Forum (Additional Meeting) 13 January 2009 – 4.30 pm V:</p> <p>Adult &Community Services Scrutiny Forum (Additional Mtg) 14 January 2009 – 3.30 pm V:</p> <p>Regeneration & Planning Services Scrutiny Forum (Diaried Mtg) 16 January 2009 – 2.00 pm V:</p> <p><i>(Paperdeadline – 18 Dec 08 for all SFs due to Xmas period)</i></p>	<p>Purpose of additional meetings - to consider the Executive's finalised budget proposals on a departmental basis in relation to pressures and priorities, grant terminations and contingencies.</p> <p>Relevant Director and Portfolio Holder((s) subject to availability)) to be in attendance.</p>

7.1 APPENDIX A

PROPOSED 2009/10 BUDGET AND POLICY FRAMEWORK TIMETABLE OVERVIEW AND SCRUTINY COMMITTEES' INVOLVEMENT

TIMESCALE/ DATE OF MEETING	TO CONSIDER
<p>Scrutiny Co-ordinating Committee (Additional Meeting) 23 January 2009 – 2.30 pm V: <i>(Paperdeadline – 12 Jan 09)</i> (clashes with Constitution Wkg Gp and meeting of the Hartlepool Partnership)</p>	<p>To consider the formal responses of the SCC and the 4 Scrutiny Forums and to agree the formal response on the Executive's finalised proposals for submission to Cabinet on 9 February 2009</p>
<p>Cabinet (Diariied Mtg) 9 February 2009 – 9.00 am <i>(Paperdeadline – 28 Jan 09)</i></p>	<p>Cabinet to consider feedback from formal scrutiny and finalisation of Budget and Policy Framework to be referred to Council</p> <p>SCC to submit and present formal response in relation to the budget proposals to this meeting of Cabinet.</p>
<p>Council 12 February 2009 – 7.00 pm</p>	<p>Council to consider the Cabinet's Budget and Policy Framework Proposals</p>

ENDS (as at 20 August 2008)

SCRUTINY CO-ORDINATING COMMITTEE

31 October 2008



Report of: Chief Financial Officer

Subject: BUDGET AND POLICY FRAMEWORK
2009/2010 TO 2011/2012 - INITIAL
CONSULTATION PROPOSALS

1. PURPOSE OF REPORT

1.1 To enable Scrutiny Co-ordinating Committee to consider the Executive's initial Budget and Policy Framework consultation proposals.

2. BACKGROUND

2.1 In accordance with the requirements of the Council's Constitution the Executive is required to consult on the draft Budget and Policy Framework for the coming year.

2.2 This initial consultation is achieved by submitting this report to your Committee to enable Members to express their views on the initial Budget and Policy proposals. These comments will then be taken into account by the Executive before they determined the draft Budget and Policy proposals to be referred for formal Scrutiny. Cabinet is scheduled to determine these proposals on 15th December, 2008.

2.3 To enable this Committee's comments to be considered by Cabinet this stage of the consultation needs to be completed over the next few weeks. This will then enable your Committee to report back to Cabinet on 15th December, 2008.

3. CONSIDERATION OF ISSUES

3.1 At its meeting on 13th October, 2008, Cabinet considered a detailed report (**copy attached as Appendix 1**) which covers the following areas:

- Outturn Strategy 2008/2009;
- Capital Programme 2009/2010 to 2011/12;

- General Fund and Council Tax 2009/2010 to 2011/2012.

3.2 As Members will appreciate the development of initial budget proposals at this earlier stage is difficult.

3.3 At its meeting on 13th October, 2008, Cabinet considered the detailed proposal identified in paragraph 8.5 of Appendix 1 and the issues Cabinet wishes to put forward for consultation are summarised in the following table at Appendix A.

3.4 In addition to the above proposals Cabinet also determined to put forward for consultation the proposed establishment of a one-off fund to tackle derelict properties. At this stage Cabinet has not determined a proposed value for this fund and will suggest an amount before the budget proposals are referred for formal Scrutiny in December, 2008. In the meantime, Cabinet would welcome feedback on the principle of establishing a derelict property fund.

4. RECOMMENDATION

4.1 That Members determine how they wish to undertake this stage of the budget consultation to enable comments to be feed back to Cabinet on 15th December 2008.

PROPOSALS IDENTIFIED IN CABINET REPORT

CABINET DECISION ON PROPOSAL TO BE REFERRED FOR CONSULTATION

a) 2008/2009 Provisional Outturn Strategy

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <ul style="list-style-type: none"> • Do Cabinet wish to confirm their previous proposals to earmark £1.039m of one off resources to manage the RTB timing risk and to fund the initial 2009/2010 and 2010/2011 budget deficits? (Paragraph 4.4). | <p>Agreed, as consultation proposal.</p> |
| <ul style="list-style-type: none"> • Do Cabinet wish to earmark the net increase in the stock of Council resources of £2.3m (inclusive of £0.79m Uncommitted General Fund Reserves) to support the 2009/2010 to 2011/2012 MTFS? (Paragraph 4.6). | <p>Agreed, as consultation proposal.</p> |
| <ul style="list-style-type: none"> • Do Cabinet wish to earmark the increase in investment income earned in 2008/2009, estimated to be £2m, for the following prioritised commitments, firstly loss of income, then Building Schools for the Future costs and finally Tall Ships? (Paragraph 4.20). | <p>Agreed, as consultation proposal.</p> |
| <ul style="list-style-type: none"> • Determine which of the following options they wish to propose to fund departmental 2008/09 overspends: <ul style="list-style-type: none"> ○ Option 1 - carry forward overspends as managed overspends against Department three year budgets, OR ○ Option 2 - write-off departmental overspends against the General Fund Reserve in the current year? (paragraph 4.22) | <p>Agreed, Option 1 as consultation proposal.</p> |

b) 2009/2010 to 2011/2012 Capital Proposals

- Do Cabinet wish to maintain service based capital expenditure at the level of Government allocations? (Paragraph 5.2). Agreed, as consultation proposal.

- Do Cabinet wish to use locally funded Prudential Borrowing to continue to support annual capital expenditure of £1.2m in 2010/2011 and 2011/2012 not eligible for other capital funding? Agreed, as consultation proposal.

It should be noted that the annual borrowing cost for each £1.2m of capital expenditure is £0.1m. (Paragraph 5.4).

- Do Cabinet wish to use locally funded Prudential Borrowing to support capital expenditure of £1.2m in 2010/2011 on a range of health and safety and property improvement, and to supplement this resource in 2010/2011 from the LPSA Capital Reward Grant of £0.45m? (Paragraph 5.6). Agreed, as consultation proposal.

This proposal reduces the revenue budget pressures.

- Do Cabinet wish to extend the use of locally funded Prudential Borrowing until 2011/2012 to fund the following annual capital expenditure: Agreed, as consultation proposal.
 - Community Safety Initiatives £150,000
 - Disabled Adaptations £50,000
 - Neighbourhood Forum Minor Works £156,000 (Paragraph 5.7).

APPENDIX 1

- Determine a strategy for using the existing H2O revenue budget:
 - Option 1 – reallocate to fund capital investment of £3m in the Mill House;
 - Option 2 – Take the £0.3m revenue provision as a permanent saving and look for other funding sources for investing in the Mill House. (Paragraphs 5.8 and 5.9).
- c) 2009/2010 General Fund and Council Tax
- Do Cabinet wish to refer the proposed Budget Pressures, Contingency, Terminating Grants and Efficiencies for consultation?

Agreed, as consultation proposal with suggestion that Legal Restructure priority of £23,000 should be classified as a pressure.
 - Do Cabinet want to refer the indicative 2009/2010 Council Tax increase for consultation?

Agreed, to continuation of annual increases of 3.9% as consultation proposal, although mindful of strain on people's resources and may review position.
 - Do Cabinet wish to seek views on the strategy for managing the budget deficits in 2009/2010 to 2011/2012, in particular:
 - the timing Business Transformation efficiencies and
 - the use of the £2.3m increase in one off resources.

Agreed, as consultation proposal.
 - Do Cabinet wish to adopt the suggested consultation arrangements? (Paragraph 7.1).

Agreed, as consultation proposal.

Chief Executive's Department - Pressures

Perf	Portfolio	Dept/ Div	Budget heading/Co st Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
Perf	CED HR			9. OrgD	<p>Safer workforce - HR Operational support increased to ensure compliance by Depts in respect of safer workforce practices. Major areas include recruitment, structure/checking of personal files etc. Additional and on-going training of managers in departments required. Risk to the Authority in respect of non compliance in respect of procedures will be increased. Potential effect of Councils rating. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults.</p>	Pressure	53	0	0		3. High	3. Likely	9	Red	Neutral	All	No	0	
Perf	CED HR			9. OrgD	<p>Tees Valley and Durham Communications service - (BSL interpretation). Previously funded from Human Resources managed revenue underspend. The Council has extended the contract for another three years. This service provision is essential so as not to discriminate the deaf people from using our services. The benefits are that we will be complying with the Equality legislation and promoting equal opportunities to all our customers. Diversity consultations with ethnic minorities, Lesbian, Gay, Bi-sexual and Trans-gender (LGBT) community, people with disabilities and to start a religious forum. Previously funded by Corporate Strategy as new initiative. Equality Act 2006 looks for compliance in providing services to all the diversity strands. The benefits are immense as this would lead to providing services to all sections</p>	Pressure	13	0	0	0	3. High	3. Likely	9	Red	Positive	Disability	No	0	<p>This payment is to cover the admin costs as the usage is re-charged to the relevant departments. Corporate strategy funded these as they were initiatives. Now with their budget pressures, they cannot continue to fund these existing consultations.</p>

Children's Services - Pressures

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
CS	CSD S&SS	Looked After Children	4. Csa	The increased costs of care proceedings resulting from the Public Law Outline are expected to continue at an annual cost of at least £100,000 per year. This was highlighted when the 2008/09 budget was set and is being funded from contingencies in the current year.	Pressure	100	0	0	0	3. High	4. Almost certain	12	Red	Neutral	All	No	0	
CS	CSD S&SS	Agency Residential	4. Csa	Anticipated commitments for the provision of residential care to children looked after exceed base budget. Commitments based on current children remaining in placement (which is anticipated) and no new placements being made. Budget volatile and subject to change based on presenting needs of children, costs may increase further.	Pressure	100	0	0	0	3. High	3. Likely	9	Red	Neutral	All	Yes	0	
CS	CSD S&SS	Fostering Agency	4. Csa	Anticipated commitments for independent foster placements for children looked after, based on current numbers in 08/09 financial year. Numbers unlikely to reduce.	Pressure	275	0	0	0	3. High	3. Likely	9	Red	Neutral	All	Yes	0	
CS	CSD P&SI	Integrated Working	4. Csa	Revenue implications of implementing electronic assessment and social care records. Implementation of these systems is required by DCSF and failure to do so would lead to significant adverse inspection outcome. These systems underpin the development of integrated working to secure better outcomes for children	Pressure	20	0	0	0	3. High	4. Almost certain	12	Red	Neutral	All	No	0	Grants from government only covered capital investment not ongoing revenue costs.
CS	CSD P&SI	Parent Partnership	3. H&C	Funding to increase the capacity of the Acorn Therapeutic Team to deliver Parent Partnership Services as required by Special Educational Needs regulation. New national exemplar standards have been issued by DCSF in 2007 and further capacity is needed if the service is to reach these standards.	Pressure	5	0	0	0	3. High	3. Likely	9	Red	Neutral	Disability	No	0	This will allow a 'top up' of funding available in the budget to recruit additional staffing to provide additional hours.

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
CS	CSD P&SI	Children's Fund	4. Csa	<p>Preventative services for children and young people need to be radically redesigned to meet the government's requirement that outcomes for children will continue to improve and few children and young people will require specialist services such as looked after services, child protection, youth offending, mental health. New guidance on Children's Trust issued by DCSF has demonstrated the government's intention that there should be a step change in the speed of service integration. Failure to achieve this will lead to significant adverse inspection outcome and outcomes for vulnerable children and young people will not improve. The posts below are needed to redesign services in the required manner:</p> <p>1) Creation of a post to manage the further development of the Hartlepool Intervention Project and manage the Common Assessment Framework (CAF) process at a case work level, ensuring appropriate interventions are put in place rather than merely referring families on 'through the system'.</p> <p>2) Post of consultant social worker to support staff in children's centres, youth services, schools etc in managing risk and decision making. This post will be key in ensuring joined up 'team around the school services can be created to support front line staff in universal services in continuing to meet children and young people's needs.</p>	Pressure	46.5	0	0	0	3. High	4. Almost certain	12	Red	Neutral	All	No	1	<p>Current demand on social care, LAC, YOS, psychology services and reliance on grants for short-term projects means that there is no spare capacity within the existing system to redirect resources to targeted and preventative work. Redesign of children's centres delivery and integration of Youth Service and Connexions supports these processes but do not in themselves provide the additional specialist capacity to support and divert children, young people and families from the specialist services.</p>
CS	CSD P&SI	Children's Fund	3. H&C		Pressure	42.5	0	0	0	3. High	4. Almost certain	12	Red	Neutral	All	No	1	
CS	CSD S&SS	PLO / Family Group Conferences	4. Csa	There is an expectation within the Public Law Outline arrangements that Family Group Conferences are held as part of the pre proceedings stage. There is currently no provision with Children's Services budget to meet the costs of commissioning independent Family Group Conferences.	Pressure	20	0	0	0	2. Medium	3. Likely	6	Amber	Neutral	All	No	0	

CS	CSD P&SI	Educational Psychology	2. LLL	Funding to ensure Hartlepool contributes to the new national scheme to support the training of educational psychologists. This continues to be an area to which it is difficult to recruit nationally. LA contributions are identified on basis of size and the DCSF/CWDC (Children's Workforce Development Council) indicated that Hartlepool's expected contribution is £12,000 per annum. Pays for first year trainee to receive a bursary while training.	Pressure	12	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
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Adult and Community Services - Priorities

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	All Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
CLT	A&CSD CS	Community Centres	7. C&L	It is anticipated that the NDNA community facilities will be made available to the public for use from 2009/10 - however there are no revenue budgets in place currently for its operation. Allowance needs to be made for staffing as well as premises costs and based on similar sites, is estimated to be around £31,000, offset by some income (est. £3k)	Priority	28	0	0	0	3. High	4. Almost certain	12	Red	Positive	All	No	0	If the community pod needs to operate as a standalone facility, this is the anticipated cost pressure.
CLT	A&CSD CS	Leisure Centres	7. C&L	3metre and 5metre diving platform currently out of action. Cracks have appeared in the main structure, cause unknown, but may be due to corrosion/metal fatigue of the main structural supports that are encased in concrete. Investigatory work required and repairs. Scaffolding needs to be erected which will require a pool closure (loss of income issue as well as additional costs associated with draining down, refilling & reheating) as part of the scaffolding will have to go into the pool tank. Quote for scaffolding and some investigatory work £3,500 - cost of any repairs required difficult to quantify as is loss of income.	Priority	17	0	0	0	3. High	4. Almost certain	12	Red	Positive	All	No	0	£3,500 initial cost. Repairs estimated at £2,500 but obviously could be more. Loss of income estimated at £6,000 (2 weeks loss of pool income) & £5,000 for draining, refilling, reheating etc.
APHS	A&CSD ASC	Learning Disabilities Agency	3. H&C	Tees Commissioning priority work (20% funding contribution towards delivering the project). Failure to fund will risk missing targets to bring people home from out of area, resulting in continued high cost placements and Service User's being accommodated away from home and family etc.	Priority	20	0	0	0	3. High	3. Likely	9	Red	Negative	Disability	No	0	This is a priority for both national and local targets
CLT	A&CSD CS	Maritime Exp & Museum of H'pool	7. C&L	External painting at HME and MOH	Priority	33	0	0	0	3. High	3. Likely	9	Red	Neutral	All	No	0	
CLT	A&CSD CS	Libraries General	7. C&L	1)Pressure created by very large increase in BT computer line charges to Branch Libraries. Price per branch has more than doubled, from £2550 p.a. to £5450 pa. These lines are necessary for the provision of all public access ICT provision in branch libraries (People's Network). 2)This well used service (arguably essential service in the digital age) will not be possible to maintain without identifying additional funds to meet this very large price increase. Discussion with Northgate has taken place, but at this stage no solution to mitigate position has been found. There is no immediately available alternative cheaper supplier. 3)Benefit will be continued provision of public internet access in Hartlepool in branch libraries, a service that has particular benefit for more vulnerable and lower income groups.	Priority	15	0	0	0	2. Medium	4. Almost certain	8	Red	Neutral	All	No	0	This will affect Owton Manor, Foggy Furze, Seaton Carew, Throston Grange and West View Libraries

APHS	A&CSD ASC	MH Agency	3. H&C	To provide User Led leadership and dedicated time ensuring the MH LIT responds to the new planning requirements addressing Social Inclusion, Wellbeing Agenda and to develop meaningful engagement with people who experience a wide range of mental health needs. The risk of not providing this resource is the LIT not being demonstrably User Led and being unable to deliver current functioning and high level	Priority	25	0	0	0	3. High	2. Possible	6	Amber	Negative	Disability	No	0	Lit has been led by MH Commissioner and this should now be replaced with user led model and salaried time to ensure happens.
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Chief Executive's Department - Priorities

Perf	CED HR	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
Perf	CED HR	N/A	9. OrgD	JobsGoPublic skills portal. Funded regionally in 2006/07, funded corporately by "one off" funds in 2007/08. Contract requires renewal or confirmation of continuation in Oct / Nov 2008. A significant amount of data held on this system regarding workforce skills and capabilities which is likely to be lost if contract is not renewed. This is the only system within the council currently that hold any detailed data on employee skills and capabilities. Detailed information on workforce skills and capabilities forms part of workforce analysis and longer term workforce planning. benefits include extending the use of the portal to include on-line appraisal and 360 degree appraisal, job role analysis to inform succession planning, identification of skills shortage areas and identification of talent to support talent management	Priority	20	0	0	0	3. High	3. Likely	9	Red	Neutral	All	yes	0	Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal. Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal. One off funding of 10k is needed for 2008/9 as 9k LSC funding available
Perf	CED HR		9. OrgD	Regional Recruitment Portal/Talent pool. Funded regionally for 1st year. Thereafter funding required on an annual basis. The benefits of attracting a wider range of potential applicants to the authority is substantially increased by being part of the portal. Failure to continue with the portal will mean that the development of an in-house system would be required which would mean additional cost and additional	Priority	5	0	0	0	3. High	3. Likely	9	Red	Neutral	All			
Perf	CED HR		9. OrgD	Assistant Diversity Officer (part time 20hrs per week at Band 7) This is capacity issue that was recognised during the Stakeholder challenge process to assist with Principal Diversity Officer. Funded until March 2009 from the contingency fund. If the funding is not approved, the stakeholder challenge cannot be continued and it will have a negative impact on the credibility of the Council as trust is being built with diverse stakeholders.	Priority	13	0	0	0	2. Medium	4. Almost certain	8	Red	Positive	All	No		This is a temporary post now until March 09 funded by the contingency funds. This needs to become a permanent post for future years to continue with this work.
Perf	CED HR		9. OrgD	Stakeholder critical Challenge process. Funded until March 2009 from Contingency fund, previously funded from Improvement partnership grant. This is a process where the diverse stakeholders of Hartlepool challenge the services and inform the impact assessments of the individual services. This is now linked into directly with the service planning/performance management process. This is in compliance with providing the services by catering to the needs of the diverse people. Benefit of this process has been immense. Stakeholders have finally begun to trust the Council and feel empowered. If this discontinues, the Council's reputation is at stake.	Priority	10	0	0	0	2. Medium	4. Almost certain	8	Red	Positive	All	No		Funding at the moment is provided by the contingency fund. This needs to continue as the stakeholders have themselves have said that there is value in this process.
Perf	CED HR		9. OrgD	Celebrating Success Event 2009 - an event to recognise employee achievements funded from "one off" monies in 2007/ and 2008/9. Contributes to the strategic objective of engaging and rewarding staff. External sponsorship is sought but this cannot be guaranteed and can fluctuate from year to year. This links to the ambition to be an employer of choice and failure to provide the event would result in loss of employee motivation and morale. Plans to incorporate Long Service Awards and NVQ/Skills for Life Awards as part of a Celebration Day	Priority	10	0	0	0	2. Possible	3. Likely	6	Amber	Neutral	All	No	0	Any sponsorship gained would be offset against any provision made.

Perf	Portfolio	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	All Diversity strand(s)	No Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Additional CRM system and middleware software maintenance. Risk of not supporting constrains effectiveness/efficiency opportunities of the Contact Centre.	Priority	0	0	0		2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
Perf CED HR	Perf CED HR		9. OrgD	Data-matching software annual licence fee for Hopewiser. Software may be required again next year if Northgate to not deliver LLPG Satellite Hub by end of August 2008 to allow time to match to departmental datasets	Priority	6	0	0		2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
Perf CEX L	Perf CEX L	Legal	9. OrgD	A restructure of the Legal Services Division to compensate for the dissipation of staff and to meet increasing workloads as reported to the Council's Cabinet on 18th August, 2008. The Cabinet agreed to the recommendation to restructure in principle through the addition of the post of a Solicitor (commercial/procurement), Legal Assistant (Childcare) and a Trainee Solicitor. Solicitor and Legal Assistant posts included as pressures. This was to meet additional functionality, increasing caseloads and to meet and comply with statutory requirements/obligations against a service with a low resource base. Pressures upon the service includes; increasing childcare caseloads and the adoption of the Public Law Outline governing the conduct of childcare proceedings, work involved with regeneration/partnering initiatives, school transformation/BSF, Freedom of Information and Data Protection compliance, Crime and Disorder Act provisions, equal pay/JE implementation, the locally based assessment and determination process, major corporate projects eg, Tall Ships, Victoria Harbour etc., developments, as well as maintenance of the Di Should a restructure not be implemented then recourse and reliance will need to be placed on the "call off" of legal work through the Council's External Legal Partnership or through other outsourcing mechanisms with attendant financial and other	Priority	23	2	2		2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Office furniture / equipment / supplies. Historical resource transfers means budget is unsustainable with emerging operating cost pressures. Risk of budget overspend	Priority	0	6	0		1. Low	3. Likely	3	Green	Neutral	All	No	0	
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Additional Team Leader capacity to ensure the sustained delivery of customer service standards, linked to the Hartlepool Connect Service Integration and Improvement Strategy. The corporate principles of resource transfer for those services moving into the Contact Centre do not require transferring departments to fund Contact Centre management capacity. Risks include service standards not being delivered and damage to Council reputation.	Priority	57	0	0		2. Medium	1. Unlikely	2	Green	Neutral	All	No	2	

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading / Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strands)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
CLT	A&CSD CS	Community Forest	7. C&L	Membership of North East Community Forest ended following merger of NECF with Groundwork Trust . In future work to be bid for on a project by project basis.	Efficiency		28	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	No	
CLT	A&CSD CS	Grounds Maint Contract 1 and 2	7. C&L	Reconfigure attendant provision at Grayfields and Summerhill at a lower cost than the current contractual Arrangements	Efficiency		13	4	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
CLT	A&CSD CS	Art Gallery Tourist Information	7. C&L	Streamlining of site management rosters and <u>minor</u> adjustments to service opening times, including streamlined private view arrangements.	Efficiency		18	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0.4	
CLT	A&CSD CS	Art Gallery Maritime Experience Museum of	7. C&L	To get better value from suppliers by reviewing contracts and replacing them with more efficient ways of working.	Efficiency		22	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	0.5	
CLT	A&CSD CS	Libraries General Reference Library	7. C&L	Reduce expenditure on library stock; using internal and external data to enable better and more informed purchasing choices to be made. Stock and community profiling in 2009/10 to help identify local usage and key areas of stock. Benefits; improved stock turn [stock attracts more issues],	Efficiency		15	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	No	
CLT	A&CSD CS	Central Library Relief Register	7. C&L	Introduction of RFID ie. self issue & receipt of library books, at the Central Library. RFID agreed by Cabinet and approved by IT Partnership Board subject to further clarification of cost analysis. Benefit: staff released from repetitive and manual tasks to improve customer services.	Efficiency		21	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	1.0	

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading / Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strands)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
CLT	A&CSD CS	Community Centres	7. C&L	Restructure of cleaning and caretaking staff within Community Centres to deliver service at lower cost than current arrangements.	Efficiency		20	15	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	0.0	
CLT	A&CSD CS	Community Development	7. C&L	Reduction in printing, training and project development fund budgets whilst maintaining service level.	Efficiency		12	0	0	0	1. Low	2. Possible	2	Green	Negative	All	No	0.0	
CLT	A&CSD CS	Borough Building	7. C&L	Redine the working arrangements within the Borough Hall and Sports Centre to maximise targeted activity and use.	Efficiency		20	0	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	2.0	
CLT	A&CSD CS	Arts Development	7. C&L	Redirect investment in professional artist fees. This includes reduction of budget from Tees Valley investment Fund to allow direct spend in Hartlepool.	Efficiency		10	0	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	2.0	
APHS	A&CSD ASC	Support, Time & Recovery Team	3. H&C	Current Support Time and Recovery service over staffed by 2 posts (currently vacant). Reducing this service by these 2 posts will not affect provision and retains the number of staff needed to deliver the service.	Efficiency		39	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	2.0	
APHS	A&CSD ASC	Brooklyn Day Centre	3. H&C	Access ing people to mainstream provision rather than building based statutory provision thereby promoting choice and social inclusion.	Efficiency		5	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	Nil	
APHS	A&CSD ASC	Warren Road Day Centre	3. H&C	Reduction in the number of senior link workers to allow a flatter management structure and more flexible working to promote a more modernised and efficient service and release cash for Individual Budgets.	Efficiency		60	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	3.5	
APHS	A&CSD ASC	Learning Disabilities SWAT Team	3. H&C	Co-location of LA and NHS Learning Disability teams at Warren Road, enabling efficiencies across rent and utilities.	Efficiency		30	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	Nil	

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading / Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
APHS	A&CSD ASC	Sensory Loss Team	3. H&C	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team Manager post, currently vacant, to be disestablished.	Efficiency		45	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	1.0	
APHS	A&CSD ASC	Sensory Loss Team	3. H&C	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team clerk post, currently filled by temporary postholder, to be disestablished.	Efficiency		20	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	1.0	
APHS	A&CSD ASC	Warren Road Day Centre	3. H&C	Relocation to share accommodation and thereby reduce costs of rent and utilities by sharing the costs across the LA and NHS.	Efficiency		3	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	Nil	
APHS	A&CSD ASC	Learning Disabilities Agency	3. H&C	Use of the fair price tool kit across the Tees region to allow efficient and equitable pricing by reviewing contracts.	Efficiency		30	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	Disability	No	Nil	
APHS	A&CSD ASC	Learning Disabilities Agency	3. H&C	End block contract for respite care beds service and develop alternative, smaller unit with other respite care alternatives in line with personalised services.	Efficiency		50	0	0	0	2. Medium	1. Unlikely	2	Green	Neutral	Disability	No	Nil	
APHS	A&CSD ASC	Adults Management	9. OrgD	Review of planning function to link to wider reorganisation of Adult Social care to ensure more efficient processes.	Efficiency		44	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	1.0	

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading / Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strands)	Treat as contingency item	Staffing Impact	Other Comments	
							09/10 £000	10/11 £000	11/12 £000											
APHS	A&CSD ASC	Care Management Team 2	9. OrgD	Integration of management structures with PCT.	Efficiency		45	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	1.0		
APHS	A&CSD ASC	Duty Team	9. OrgD	Re-alignment of skill mix within Duty team - capacity at first point of contact unaffected.	Efficiency		10	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0.0		
APHS	A&CSD SS	Support Services	9. OrgD	Review of divisional admin staff planned for late 2008. Links to wider Business Transformation programme.	Efficiency		37	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	2.0		
APHS	A&CSD SS	Workforce Planning & Development	9. OrgD	Changes to deployment of training resources, including possible procurement and partnership gains.	Efficiency		15	0	0	0	1. Low	3. Likely	3	Green	Neutral	All	No	No		
APHS	A&CSD SS	Finance Section	9. OrgD	Finance Section receive and manage benefits on behalf of many service users. Departmental Review planned for late 2008, including processes and numbers of referrals.	Efficiency		25	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	1.0		
APHS	A&CSD ASC	Older People Purchasing	9. OrgD	Hartfields Extra Care Village to be utilised rather than residential care for older people who require substantial levels of support to remain safe. Improve quality of live. Manage financial resources more effectively.	Efficiency		125	0	0	0	2. Medium	3. Likely	6	Amber	Neutral	All	No	No		
CLT	A&CSD CS	Leisure Centres	7. C&L	Review of Mill House Leisure Centre staffing and rostering arrangements to maximise efficient working.	Efficiency		20	10	5	0										

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading / Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strands)	Treat as contingency item	Staffing Impact	Other Comments	
							09/10 £000	10/11 £000	11/12 £000											
APHS	A&CSD ASC	Integrated Care Team 1 and 3	9. OrgD	Integration of internal Homecare service and Intensive Support team to create new Direct Care & Support Service. Integration with PCT will support the introduction of Telehealth and offer a more efficient service around rapid response cases. Focussing on early intervention and using specialist workforce to deliver outcomes and transfer less complex work to independant sector.	Efficiency		193	0	0	0	2. Medium	4. Almost certain	8	Red	Neutral	All	No	6.7		
APHS	A&CSD ASC	Occupational Therapy	9. OrgD	Redesign of business processes in Occuptational Therapy, building on work completed with Care Services Efficiency Delivery programme, and embracing electronic and home working. Improvements in technology and review of skill mix will lead to more robust scheduling at first point of contact.	Efficiency		35	0	0	0	2. Medium	4. Almost certain	8	Red	Neutral	All	No	2.0		
							1,010	29	5											

CHIEF EXECUTIVES DEPARTMENT - PROPOSED EFFICIENCIES

Perf	Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
								09/10 £000	10/11 £000	11/12 £000										
Perf	CED CS		9. OrgD	A reduction in a variety of operating expenses within Corporate Strategy division including, as a result of reviews of paper circulation, reductions in printing costs	Efficiency		9.1	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0		
Perf	CED CS		9. OrgD	Reviews of consultation activity and changes in practise have resulted in a reduced need for fieldwork activities to undertake scheduled consultation	Efficiency		7.0				1. Low	1. Unlikely	1	Green	Neutral	All	No	0	The reduction in fieldwork activities will have no direct impact on staffing as these workers are employed only for specific consultation exercises on short term contracts	
Perf	CED CS		9. OrgD	Minor reductions in operating expenses	Efficiency		2.5				1. Low	1. Unlikely	1	Green	Neutral	All	No	0		
Perf	CED CS		9. OrgD	Reduction in printing costs for Corporate Plan as take up of hard copies has reduced significantly in recent years	Efficiency		1.0				1. Low	1. Unlikely	1	Green	Neutral	All	No	0		

CHIEF EXECUTIVES DEPARTMENT - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
Fin	CED F	Accountancy	9. OrgD	Following the implementation of new Financial Management System and review of working practices a vacant Accounting Technician post can be deleted. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives, support for departmental finance teams when they have vacancies, or support of new grant regimes.	Efficiency		22.0			1. Low	2. Possible	2	Green	Neutral	All	No	-1.0	Staffing reduction already achieved as post vacant.	
Fin	CED F	Internal Audit	9. OrgD	Internal Audit are implementing new audit management software (Teammate) and associated changes to operational practices during 2008/09. These changes will enable a reduction in staffing of 0.3 fte.	Efficiency		7.0			1. Low	2. Possible	2	Green	Neutral	All	No	-0.3	Staffing reduction agreed with specific employee who wishes to reduce working hours.	
Fin	CED F	Recovery and Inspe	9. OrgD	Increased net income from extension of Internal Bailiff pilot within HBC to cover 3 officers, with bailiff charges accruing to the Council.	Efficiency		41.0			1. Low	1. Unlikely	1	Green	Neutral	All	No	0		
Perf	CED HR		9. OrgD	Following the implementation of new HR/Payroll System and review of working practices two currently filled HR Administrator posts can be deleted within 3 months of Phase 1A being tested and implemented. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives or demands from schools under SLA arrangements.	Efficiency		56	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	-2		
Perf	CED HR		9. OrgD	Reduced printing and postage costs arising HR/Payroll system	Efficiency		1	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0		

CHILDREN'S SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
CS	CSD R&SS	Admin	2. LLL	In setting the 2008/09 budget the department had to incorporate £100k for the back scanning of social care records to comply with legislation. This exercise involves temporary staffing and equipment costs and the exercise should be completed by 31st March 2009.	Efficiency		100	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	-4	Temporary contracts will not be extended for 4 staff.
CS	CSD R&SS	Premature Retirement Costs	2. LLL	The department is continuing to experience reduced costs on its PRC (Premature Retirement Costs) budget as former employees and their dependents die. Based on current commitments, savings of £30,000 are projected in 2009/10.	Efficiency		30	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
CS	CSD P&SI	Youth	8.SIC	A mini restructure as part of integrated working between Connexions and the Youth Service will result in a managerial post being saved. This will release a vacant post yielding a net saving of £40k. There would be no adverse impact on provision for young people.	Efficiency		40	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	This will involve the transfer of a mainstream funded post to PAYP grant funding with longer term risk if grant is discontinued. Currently secure until 2010/2011.
CS	CSD S&SS	Exmoor Grove	3. H&C	Staffing and premises savings have been identified resulting from changes to the shift patterns and opening hours at Exmoor Grove with no adverse impact on service delivery or children accessing service.	Efficiency		90	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
CS	CSD S&SS	Resource Centres	4. Csa	Efficiencies from maintenance and building costs associated with family resource centres.	Efficiency		20	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
CS	CSD R&SS	Admin Support	2. LLL	Reduction in admin support posts across the Children's Services Department through rationalisation of service and maximising potential benefits of current vacancies.	Efficiency		54	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	These savings can be made without redundancy
CS	School Improvement Partners		2. LLL	Review arrangements in relation to School Improvement Partners and OfSTED inspections to maximise income and reduce costs.	Efficiency		12	6	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	0	Some minimal impact on services to schools.

CHILDREN'S SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
CS		Co-ordinators	2. LLL	Deletion of Outdoor Education Co-ordinator post.	Efficiency		40	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	Currently a vacant post.
CS	School Development & Curriculum		2. LLL	This budget is used to support "one-off" initiatives and to help those schools in challenging circumstances. Deletion of this funding may increase the risk of schools moving into Ofsted or cause for concern category and/or pupil performance declining.	Efficiency		40	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	Possible adverse impact on schools
CS	CSD R&SS	Pupil Support	2. LLL	Further reduce the subsidy paid to support attendance at Lanehead and Carlton Outdoor Centres by pupils from low income families. Hartlepool currently provides higher subsidies than Middlesbrough and Redcar and Cleveland Councils although the gap narrowed as a result of the 2008/09 budget.	Efficiency		5	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
CS	CSD R&SS	Admin Support	2. LLL	Reduction of admin support posts across the Children's Services Department through rationalisation of service.	Efficiency		126	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	5	These savings can be made whilst maintaining appropriate service levels but could lead to up to 5 redundancies.
CS	CSD R&SS	Primary Swimming	2. LLL	Savings could be made from the use of swimming pools and rationalisation of staff employed to deliver the primary swimming programme. This could involve redundancy costs and/or one off costs to buy out existing contracts.	Efficiency		10	0	0	0	2. Medium	3. Likely	6	Amber	Neutral	All	No	1	

CHILDREN'S SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
CS	CSD S&SS	Commissioning	4. Csa	Efficiencies could be realised via improved commissioning and procurement practice with external suppliers of daycare.	Efficiency		26	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
							593	6	0										

NEIGHBOURHOOD SERVICES - PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/ Cos Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving	Risk impact	Risk probability	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
NC	NSD PP	Pride in Hartlepool	5. Env	External Sponsorship for Pride in Hartlepool	Efficiency		5	0	0	0	1. Low	1	Green	Neutral	All	No	0		
NC	NSD F&BD	Admin	9. OrgD	Revised reception arrangements at Church Street Offices releasing 0.5 FTE	Efficiency		10	10	10	0	1. Low	1	Green	Neutral	All	No	1		
APHS	NSD PP	Consumer Services	3. H&C	Savings in licensing operations based on income predictions / operational needs.	Efficiency		20	0	0	0	2. Medium	2. Possible	amber	Neutral	All	no	0	There may be a risk if there are changes in these needs.	
APHS	NSD PP	Cems and Crems (36743)	3. H&C	Additional income by increasing burial and cremation charges by 10%	Efficiency		44	29	13	0	2. Medium	2. Possible	amber	Neutral	ALL	No	no		
Fin		FM ex Property Services	5. Env	Restructure building maintenance and management section	Efficiency		35	0	0	0	2. Medium	2. Possible	amber	Neutral	All	No	1		
Fin	NSD PS	Asset and Property Management	5. Env	Reconfigure property management service with retirement of staff member	Efficiency		40	0	0	0	2. Medium	2. Possible	amber	Neutral	all	no	1		

Portfolio	Dept/ Div	Budget heading/ Cos Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	09/10 £000	10/11 £000	11/12 £000	Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
NC	NSD TS	Road Safety	5. Env	Advertising and marketing within road safety section	Efficiency		5	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	all	No	0	e.g. marketing of driver training scheme
nc	NSD NM	Env	5. Env	Rationalisation of supervision of weekend working	Efficiency		10	2	0	0	2. Medium	2. Possible	4	amber	Neutral	all	no	0	A review of weekend operations to be carried out to identify areas of efficiency and duplication
NC	NSD NM	Waste Disposal	5. Env	Reduction of end market costs for the recycling of plastic and cardboard	Efficiency		20	0	0	0	1. Low	1. Unlikely	1	green	Neutral	all	no	0	
NC	NSD NM	FM	5. Env	Restructure of Facilities Management Services	Efficiency		30	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	all	no	1	
nc	NSD NM	Grounds	5. Env	Reconfigure schools grounds maintenance service releasing 0.5 FTE	Efficiency		10	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	all	No	1	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
RS	R&PD P&ED	Economic Development: Contribution to Sub Regional Partnerships	1. Jobs	Reduction in the HBC contribution to the Joint Strategy Unit. It is expected that the JSU will once again reduce their budget to reflect the national cashable efficiency target. The final saving will depend on the inflation factor used and population statistics applied by the JSU but a reduction in the region of £5,000 could be possible with no effect on the council's services	Efficiency	5	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
NC	R&PD Ho	Housing Advice / Private Sector Housing	6. Ho	Reduction of a number of supplies and services headings within the Housing Division's budget. A number of minor budgets can be reduced or removed which would together generate a small scale efficiency without a major effect on the service.	Efficiency	15	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
RS	R&PD CStr	Community Strategy	8.StC	Reduction in several supplies and services headings within the Community Strategy Division's budget. A number of small budgets can be reduced which would generate a small scale efficiency with a limited negative impact on services.	Efficiency	3	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
RS	R&PD SS	Admin	9. OrgD	Reduction in several supplies and services headings within the Support Services Division's budget. Several budgets can be reduced which would generate a small scale efficiency with only a minimal affect on the service.	Efficiency	5	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
RS	R&PD Reg	Planning Policy and Regeneration Management	5. Env	A mini restructure within the Planning Policy and Information Team and reduction in budget for supporting the production of Local Development Framework (LDF) related documents by the team and any associated research / consultancy support. This does carry some risk to the delivery of a statutory process but nevertheless is deemed manageable within overall budget resources.	Efficiency	10	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
RS		Inflation Freeze		An inflation freeze imposed on various non contractual budget headings. It is proposed to manage a number of headings without implementing a 2.5% inflation allowance. It is felt that such a freeze could be implemented without a major negative affect on departmental services.	Efficiency	9	0	0	0	1. Low	2	Green	Neutral	All	No	0		
RS	R&PD CSaf	Youth Offending	4. Csa	YOS Commissioning: Youth Offending Service (YOS) provides a comprehensive service to young offenders, and also works with their family and victims. Several services are provided by the voluntary sector, and the Service Level Agreements have been re-negotiated on an annual basis. A programme to re-commission these services will be developed for 2008-2010. Specifications will be reviewed following consultation with service users	Efficiency	4	0	0	0	1. Low	2	Green	Neutral	All	No	0		
RS	R&PD CSaf	Youth Offending	4. Csa	YOS Sessional Workers: The Youth Offending Service requires a pool of sessional workers, with different skills, knowledge and experience to support the full-time staff with their supervision of young offenders. Sessional workers have a contract with HBC which allows them to work flexibly, to suit the requirements for each individual young offender. They are not contracted to work fixed hours per week and are paid by the hour. This proposal will change the funding for sessional workers from HBC mainstream budget, to a grant budget. All other arrangements will remain the same	Efficiency	10	0	0	0	1. Low	2	Green	Neutral	All	No	0		

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
RS	R&PD CSaf	Community Safety	4. Csa	Cost of Accommodation. HBC currently supports the Police occupation at 6 of the 7 local offices by funding (or contributing to) the rates, repairs and maintenance and rent (where appropriate) of these buildings. One of these buildings (9 Church Street) is however shortly to be vacated by the Police and it is proposed to accommodate the Partnership's Reducing Re-offending Team within this office. Contributions from the Drug Interventions Programme and Probation towards the running costs of the building will result and consequently reduce the cost to the authority.	Efficiency	10	0	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	0.0	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
RS	R&PD CSaf	Youth Offending	4. Csa	YOS Admin Post: Due to a full-time vacancy arising with the YOS, a review of the admin capacity has been undertaken and an efficiency saving of 0.5 Fte can be achieved.	Efficiency	10	0	0	0	1. Low	2. Possible	2	Green	Neutral	All	No	0.5	Some additional risk of not being able to make this saving exists due to lack of clarity in respect of actual staffing budgets available as a result of the Job Evaluation exercise
RS	R&PD SS	Admin	9. OrgD	Reduction in staffing resources within the Support Services Division. Further work would be required to identify the most appropriate course of action to achieve this efficiency although there appears to be an opportunity (albeit fairly limited) to do this without negatively impacting on existing permanent employees. This would however increase the pressure on team members who at the start of 2007/08 began to support the newly transferred Housing Division with no additional resource.	Efficiency	7	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0.3	Some additional risk of not being able to make this saving exists due to lack of clarity in respect of actual staffing budgets available as a result of the Job Evaluation exercise
NC	R&PD Ho	Strategic Housing	6. Ho	Reduction in the budget for research activities and specialist studies on Housing. Ongoing specialist work is required to statutorily assess housing needs for the council's housing and planning strategies and to support bids for funding. This proposed reduction does carry risk of the authority failing to adequately identify or respond to local need in statutory services. Some mitigating measures exist through the continuing work with other authorities at the sub regional and regional level and the introduction of Choice Based Lettings will contribute to our understanding of current and emerging housing issues.	Efficiency	10	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Portfolio	Dept/ Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
RS	R&PD P&ED	Development Control	5. Env	Development Control fee income: projected fee income increase reflects increased fee rates, widened scope of charging for applications (including related to discharging of conditions) and projected level of future applications, based on patterns over 2007-8, 2008-9 to date and assumptions based on known schemes in the pipeline. Such increase would reduce the net cost of the DC service, whilst allowing the maintenance of existing level of service and performance (which contributes towards level of Housing and Planning Delivery Grant received). Fee income level is monitored throughout the year and overall service budget will be managed to take account of any variance from projected fee income level. There is however RISK attached to this proposed efficiency in view of the reliance on external factors and in particular the current uncertainties in relation to the economic climate.	Efficiency	20	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	
RS	R&PD Reg	Major Regeneration Projects	5. Env	Major Regeneration Projects: A reduction on this budget heading would be necessary to meet a 3% efficiency saving target. The budget is used primarily to support the Victoria Harbour programme and as such is a high priority. There is a risk of not securing grant funding as a result of this reduction and the lower resource level may slow the momentum of preparation of related schemes.	Efficiency	20	0	0	0	2. Medium	2. Possible	4	Amber	Neutral	All	No	0	Reduction in this budget may not be well-timed given the overall Victoria Harbour position
RS	R&PD P&ED	Economic Development Business Grants	1. Jobs	Business Grants: proposed reduction in budget relies on reinforcing close working relationship with Business Link North East, One NorthEast and other business support agencies and maximising on signposting/referring business applicants to other sources of finance, with reduced call on Council grant funds. Risk of such a reduction however is that it may undermine the incubation strategy and efforts to promote business start-ups and growth, thereby affecting LAA/MAA targets especially in the current credit crisis.	Efficiency	28	0	0	0	3. High	2. Possible	6	Amber	Neutral	All	No	0	Reduction in this budget runs contrary to strategic priorities in business growth

2009/2010 BUDGET AND POLICY FRAMEWORK TIMETABLE

13/10/08	Cabinet	<ul style="list-style-type: none">• Formal consideration and determination of draft 2008/2009 Budget and Policy Framework proposals to be put forward for consultation.
Late Oct to early Dec	Main consultation period	<ul style="list-style-type: none">• This will include referral of draft Budget and Policy Framework proposals to Scrutiny Co-ordinating Committee, consultation with political groups, trade unions, business sector and neighbourhood forums. Detailed meetings to be scheduled.
15/12/08	Cabinet	<ul style="list-style-type: none">• Consideration of consultation feedback and finalisation of draft Budget and Policy Framework to be put forward for formal scrutiny.
Late Dec to mid Jan 09	Formal Scrutiny period	<ul style="list-style-type: none">• Second round of consultation with Scrutiny Co-ordinating Committee, political groups, trade unions, business sector and neighbourhood forums. Detailed meetings to be scheduled.
09/02/09	Cabinet	<ul style="list-style-type: none">• Consideration of feedback from formal scrutiny and finalisation of Budget and Policy Framework to be referred to Council.
12/02/09	Council	<ul style="list-style-type: none">• Consideration of Cabinet's Budget and Policy Framework proposals.

SCRUTINY CO-ORDINATING COMMITTEE –

31 October 2008



Report of: Scrutiny Manager

Subject: IMPENDING COUNCILLOR CALL FOR ACTION
MECHANISM - UPDATE

1. PURPOSE OF REPORT

- 1.1 To make suggestions to Members of the Scrutiny Co-ordinating Committee as to how the Councillor Call for Action mechanism may work in Hartlepool.

2. BACKGROUND INFORMATION

- 2.1 The Committee will recall that during the last 18 months, Members have been kept informed of the introduction of the Councillor Call for Action mechanism derived from the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007 through Members Seminars and progress reports to this Committee.
- 2.2 To recap, earlier this year the Government agreed to the alignment of the two versions of the Community / Councillor Call for Action to create a more simplified Councillor Call for Action referral.
- 2.3 The Councillor Call for Action when introduced will enable all Councillors in England, should an issue not have been resolved through existing channels in the first instance, to refer matters to Overview and Scrutiny Committees for consideration. The aim of this new measure is to provide Councillors with an additional tool, over and above the existing mechanisms, to resolve issues within the ward they represent that are of significant community concern. As such, it is generally seen as a measure of last resort, once all other approaches have been exhausted.
- 2.4 The implementation of this mechanism was originally expected to be April 2008, however, it is understood that local authorities will now be required to implement this new measure by the end of December 2008, dependent on the long awaited publication of guidance from the Department of Communities and Local Government.

- 2.5 As such several local authorities have already begun to adopt and introduce the Councillor Call for Action; hence the remainder of this report makes suggestions as to how the mechanism may work in Hartlepool.

3. PRACTICALITIES OF IMPLEMENTING THE COUNCILLOR CALL FOR ACTION MECHANISM IN HARTLEPOOL

- 3.1 Alongside the development of the Councillor Call for Action mechanism, Councillors in Hartlepool continue to be successful in raising issues on behalf of the community through a variety of mechanisms, including through our existing Overview and Scrutiny arrangements.
- 3.2 On a practical level, consideration needs to be given as to how best to implement the measure to fit in with our existing policies and procedures. At present the Council's Constitution enables a variety of bodies namely the Council, Cabinet, individual Cabinet Members, Neighbourhood Forums, regulatory panels and other committees to make either mandatory and / or non-mandatory referrals to Overview and Scrutiny. Such practice also provides the opportunity for individual Members and the general public to make referrals to Overview and Scrutiny through the non-mandatory selection criteria route, although to date this has not been extensively used.
- 3.3 In response to Members observations raised during the Local Government Bill - Extended Scrutiny Powers Members Seminars held back in April 2007 together with the experiences gained from local authorities who are currently piloting such arrangements it is proposed that the current procedure used by the above-mentioned bodies remains unchanged and that the process for making referrals of a non-mandatory nature be strengthened to reflect the Councillor Call for Action measure.
- 3.4 As such the existing selection criteria for determining the appropriateness of undertaking a scrutiny investigation triggered either by the non-mandatory / soon to be Councillor Call for Action route has been amended with the insertion of point (a) and the strengthening of point (e) as outlined below:
- (a) *Clear evidence that reasonable attempts have been made to resolve the issue with relevant partners / council departments?*
 - (b) Affects a group of people living within the Hartlepool area;
 - (c) Relates to a service, event or issue in which the Council has direct responsibility for, significant influence over or has the capacity to act as public champion;
 - (d) Not be an issue which overview and scrutiny has considered during the last 12 months;
 - (e) Not relate to an *on-going* service complaint; and

- (f) Not relate to matters dealt with by another Council committee, unless the issue deals with procedure and policy related issues.
- 3.5 For ease, outlined at **Appendix A** is a diagram for the proposed procedure for determining the appropriateness of undertaking a scrutiny investigation triggered either by the non-mandatory / impending Councillor Call for Action referral route.
- 3.6 Furthermore, it should be noted that the introduction of the Councillor Call for Action measure requires **the Councillor to use every available tool to resolve the issue in the first instance without involving the Scrutiny Co-ordinating Committee, therefore any additional burden should be minimal as the mechanism is designed as a last resort after all other avenues have been exhausted.** Whilst the introduction of the Councillor Call for Action measure in many local authorities will be significant, within Hartlepool its impact is more likely to be minimal as a result of existing practices.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee:-
- (a) endorses the revised non-mandatory referral criteria to accommodate the introduction of the Councillor Call for Action measure;
 - (b) seeks the necessary constitutional changes through Constitution Working Group, Constitution Committee and Council thereafter; and
 - (c) requests the Scrutiny Manager to produce an Overview and Scrutiny Introductory Guide to Referrals / Councillor Call for Action for despatch to Elected Members in due course.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

APPENDIX A

**PROPOSED PROCEDURE FOR THE CONSIDERATION OF
NON-MANDATORY/ COUNCILLOR CALL FOR ACTION REFERRALS TO
OVERVIEW AND SCRUTINY**

