

MEETING: CABINET MEMBER - CORPORATE SERVICES
DATE: Wednesday 13 October 2010
TIME: 10.00 am
VENUE: Bootle Town Hall (This meeting will also be video conferenced at Southport Town Hall)

DECISION MAKER: Councillor Parry
SUBSTITUTE: Councillor Porter

SPOKESPERSONS: Councillor Shaw Councillor Veidman

SUBSTITUTES: Councillor McGuire Councillor McGinness

COMMITTEE OFFICER: Mike Morris
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The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.

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A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>
1.	Apologies for Absence	
2.	Declarations of Interest Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.	
3.	Minutes Minutes of the meeting held on 1 September 2010	(Pages 5 - 8)
4.	Revenue Expenditure, Capital Programme and Performance - 2009/10 Portfolio Final Accounts Joint report of the Chief Executive, Assistant Chief Executive, Interim Head of Corporate Finance and ICT Strategy, Head of Corporate Legal Services, Head of Corporate Personnel and the Environmental & Technical Services Director	All Wards; (Pages 9 - 26)
5.	Corporate Services Departmental Service Plan 2010/11 Report of the Director of Corporate Services	All Wards; (Pages 27 - 38)
6.	Sickness Absence Position Quarter 1 2010/2011 Report of the Interim Head of Corporate Personnel	All Wards; (Pages 39 - 46)
7.	Adoption of a Sustainable Procurement Policy Joint report of the Interim Head of Corporate Finance and ICT Strategy and the Environmental Protection Director.	All Wards; (Pages 47 - 52)
8.	Pericles Revenues and Benefits System Replacement Report of the Interim Head of Corporate	All Wards; (Pages 53 - 58)

9. **Proposed Write-off of Irrecoverable Debts with Balances between £2,000 and £10,000** All Wards; (Pages 59 - 64)
- Report of the Interim Head of Corporate Finance and ICT Strategy
10. **Exclusion of Press and Public**
- To consider passing the following resolution:
- That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.
11. **Application for Discretionary Rate Relief** Linacre; (Pages 65 - 72)
- Report of the Interim Head of Corporate Finance and ICT Strategy
12. **Presentation - Support the Occupational Health can provide in Managing Transformation** All Wards;
- To receive a presentation from Moira Greenwood, Health and Safety Advisor

THE "CALL-IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY, 15 SEPTEMBER 2010. MINUTE NO. 26(2) IS NOT SUBJECT TO "CALL-IN"

CABINET MEMBER - CORPORATE SERVICES

MEETING HELD AT THE TOWN HALL, BOOTLE ON WEDNESDAY, 1 SEPTEMBER 2010

PRESENT: Councillor Parry

ALSO PRESENT: Councillor Shaw

23. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Veidman.

24. DECLARATIONS OF INTEREST

No declarations of interest were received.

25. MINUTES

RESOLVED:

That the Minutes of the meeting held on 21 July 2010 be confirmed as a correct record.

26. THE LOCAL LAND CHARGES (AMENDMENT) RULES 2010

Further to Minute No. 50 of 14 October 2009, the Cabinet Member considered the report of the Assistant Chief Executive on the publication and enactment of the above Rules. As a result, the Council was obliged to revoke the fee imposed for the inspection, in person, of the Land Charges register, leading to an estimated loss of income of £56,000 in 2010/11, rising to £84,000 in 2011/12.

This was a key decision and was currently included on the Council's Forward Plan of Key Decisions.

RESOLVED: That

- (1) the report and budgetary implications be noted; and
- (2) the Cabinet be recommended:
 - to note the implications of the enactment of the Rules on fee income as a budget issue in the current and future financial years;
 - to consider the income targets for the Land Charges Section for the current year; and

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- to note the intention to submit a further report on a fee charging regime for Land Searches, following a review of the current charging position, with the aim of bringing charges in line with the spirit of European legislation and with any Local Government Association guidance issued to local authorities.

27. CHIEF EXECUTIVE'S DEPARTMENTAL SERVICE PLAN 2010/11

The Cabinet Member considered the report of the Assistant Chief Executive on the Chief Executive's Departmental Service Plan for 2010/11, including the proposed actions/activities for the Department as set out in the Service Plan attached to the report.

RESOLVED: That

- (1) the progress made on 2009/10 actions be noted; and
- (2) the intended action plans for 2010/11, which are already under way, be approved.

28. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test had been applied and favoured exclusion of the information from the press and public.

29. ONE VISION HOUSING ASSOCIATION - EMPTY PROPERTY TRAINING SCHEME PROPOSAL

The Cabinet Member considered the report of the Neighbourhoods and Investment Programmes Director on a proposal by One Vision Housing (OVH) to utilise a property in Sefton Village, which had been empty for a considerable period of time, to provide on-site construction training/experience in partnership with the North West Training Council. OVH proposed to dispose of the property after it had been refurbished and offset the cost of the training programme against the capital receipt.

RESOLVED: That

- (1) the training initiative proposal suggested by OVH and detailed in the report, be supported; and
- (2) the conditions set out in paragraph 3.2 of the report be applied to the proposal and the Head of Corporate Legal Services be authorised to enter into a supplementary agreement with OVH as described in paragraph 3.3 of the report.

30. APPLICATION FOR DISCRETIONARY RATE RELIEF

The Cabinet Member considered the report of the Interim Head of Corporate Finance and ICT Strategy on an application for discretionary rate relief by an organisation under the provisions of Section 47 of the Local Government Finance Act 1988.

RESOLVED:

That, taking into account the financial implications set out in the report, discretionary rate relief be not granted to the organisation referred to.

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REPORT TO: Cabinet Member – Corporate Services
Overview & Scrutiny Committee (Performance & Corporate Services)

DATE: 13 October 2010
09 November 2010

SUBJECT: **Revenue Expenditure, Capital Programme and Performance – 2009/10 Portfolio Final Accounts**

WARDS AFFECTED: All

REPORT OF: Chief Executive – Margaret Carney
Assistant Chief Executive – Samantha Tunney
Interim Head of Corporate Finance & ICT Strategy – John Farrell
Head of Corporate Legal Services – Jill Coule
Head of Corporate Personnel – Mark Dale
Environmental & Technical Services Director – Peter Moore

CONTACT OFFICER: Samantha Tunney - 0151 934 4039/2174
John Farrell – 0151 934 4096
Andrea Grant – 0151 934 2030
Mark Dale – 0151 934 3949
Peter Moore – 0151 934 4018
Helen Wilson – 0151 934 4047

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

To notify the Cabinet Member of the final 2009/10 outturn position for the Corporate Services Portfolio.

REASON WHY DECISION REQUIRED:

To allow the Cabinet Member to consider whether there are any issues arising from the 2009/10 accounts for the portfolio which should be referred to the Scrutiny and Review Committee (Performance & Corporate Services).

RECOMMENDATIONS:

The Cabinet Member is asked to:

- a) Note the Portfolio's revenue expenditure outturn for 2009/10;
- b) Note the Portfolio's capital expenditure outturn for 2009/10;
- c) Note the Portfolio's performance indicators and data for 2009/10; and
- d) Consider whether, in the light of the comments made by the Services Directors in this report, any issues should be referred to the Scrutiny and Review Committee (Performance & Corporate Services) for consideration.

KEY DECISION: No

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FORWARD PLAN:

Not appropriate

IMPLEMENTATION DATE:

Following the expiry of the "call-in" period for the Minutes of the meeting.

ALTERNATIVE OPTIONS:

None

IMPLICATIONS:

Budget/Policy Framework:

Financial:

This report identifies a revenue budget overspend of £0.136m for 2009/10 for this Portfolio which has had to be met from the general balances of the Council. Actual capital expenditure against the Capital Programme has resulted in a re-phasing of £0.443m of expenditure into 2010/11.

	2010/11 £	2011/12 £	2012/13 £	2013/14 £
CAPITAL EXPENDITURE				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
REVENUE IMPLICATIONS				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Not appropriate

Risk Assessment: Not appropriate

Asset Management: Not appropriate

CONSULTATION UNDERTAKEN/VIEWS

The Chief Executives, Finance & Information Services, Legal, Personnel, and Technical Services Departments were involved in the closure of the 2009/10 accounts.

FD 525 - The Interim Head of Corporate Finance and ICT Strategy has been consulted and his comments have been incorporated into this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

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Revenue Expenditure, Capital Programme and Performance – 2009/10 Portfolio Final Accounts

1 Introduction

- 1.1 The Audit and Governance Committee considered the Council's full Statement of Accounts on 30 June 2010. This report outlines the 2009/10 revenue and capital outturn for the Corporate Services Portfolio and identifies the major variations. The report also contains details of the Portfolio's operational performance in 2009/10 against its relevant indicators, together with comments by the Service Directors who are responsible to this Portfolio for their revenue, capital and performance issues, highlighting any that have ongoing implications for later years.
- 1.2 A separate report will be presented to the Overview and Scrutiny Committee to allow an independent review of all Portfolios' outturn positions.

2 Revenue Expenditure 2009/10

- 2.1 The closure of the 2009/10 Revenue Accounts has now been completed; however the detail is still subject to examination by the auditors Pricewaterhouse Coopers. The outturn for the Council indicates that General Fund Balances will increase (when compared to the budgeted position) to £3.661m, owing to an overall net under spending of £0.021m.
- 2.2 The final outturn position for this portfolio, when compared to the 2009/10 Revenue budget, indicates a net overspend of £0.136m.
- 2.3 Annex A summarises the divisions of service provided by this Portfolio and compares the 2009/10 estimates with provisional outturn figures. The main variations within the net overspend are analysed below :

	£m	£m
CHIEF EXECUTIVE'S DEPARTMENT		
a) Reduced costs relating to unused corporate office accommodation and in particular due to a reduced asset revaluation of Balliol House	-0.427	
Chief Executive's Department net under spend	-0.427	-0.427
FINANCE DEPARTMENT		
b) Housing Benefits net under spend	-1.271	
c) Release of Housing Benefit Reserves	-0.244	
d) Specialist Transport Unit	1.305	
e) Other Net Variations	-0.058	
Finance Department net under spend	-0.268	-0.268

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LEGAL DEPARTMENT

f) Pay Costs	0.119	
g) Supplies & Services	0.114	
h) Legal Contract Fees	0.134	
i) Land Search Fees	0.062	
j) Civic & Mayoral Services	-0.140	
k) Other Net Variations	0.014	
Legal Department net overspend	0.303	0.303

PERSONNEL DEPARTMENT

l) Pay Costs	-0.016	
m) Supplies & Services	-0.042	
n) Occupational Health	-0.054	
o) Additional income	-0.026	
p) Training Unit	-0.037	
q) Other Net Variations	-0.021	
Personnel Department net underspend	-0.196	-0.196

TECHNICAL SERVICES DEPARTMENT

r) Net Overspending on Administrative Buildings due to delays in the roll out of staff migrations to alternative accommodation as part of the accommodation strategy - in particular from Balliol House to St Peters House	0.426	
s) Admin Buildings staff costs where no budget exists to meet the costs of additional security or support staffing	0.100	
t) Other Properties general Repairs and Maintenance expenditure in respect of corporate properties held by the Council	0.167	
u) Other Net Variations	0.031	
Technical Services Department net overspend	0.724	0.724

NET OVER SPEND FOR THE PORTFOLIO	0.136	0.136
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The net overspend of £0.136m represents 1.0% of the Portfolio's 2009/10 Revenue Budget.

2.4 Variations on internal recharge budgets will be commented on by the relevant Service Director deemed to be responsible for spending in those areas, and will be reported to the relevant Cabinet Member in their individual Portfolio final accounts report. These may include areas such as Administrative Buildings and Specialist Transport recharges.

2.5 The Chief Executive comments on the departmental variations as follows:

a) Unused Office accommodation costs (-£0.427m)

The Council has to account for the costs of unused office accommodation corporately. Reductions were made to the 2009/10 costs following an asset revaluation of Balliol House

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The office has been partially occupied in the year and has been largely vacated since January 2010.

2.6 The Head of Corporate Finance and ICT Strategy comments on the departmental variations as follows:

b) Housing Benefits Net Underspend (-£1.271m)

The under spending on Housing Benefits was partly due to improved performance in 2009/10 error rates for overpayments, which enables 100% subsidy to be received (-£0.377m), and also to work carried out by Arvato in identifying changes in rent officer determinations, which now attract 60% subsidy as opposed to 0% subsidy previously (-£0.160m). In addition, the base budget for Housing and Council Tax Benefits forecasts a net deficit on transfer payments; however, in recent years this has increasingly reduced, as more subsidy has become claimable and efficiencies in benefit delivery have been achieved.

c) Agreed release of Housing Benefit Reserves (-£0.244m)

During the financial year a review of balances and reserves was carried out to establish if any amounts could be released in the year to assist with the Council's forecast overspending. As a result of this exercise -£0.244m of Housing Benefit reserve was released into General Fund balances.

d) Specialist Transport Expenses (+£1.305m)

Service user numbers have remained flat compared to 2008/09; however, the complexity and workload has continued to increase. The number of wheelchair service users has increased by 16.5% and the use of taxi/private hire vehicles increased by 24% compared to last year, whilst the remainder has reduced by 6%. These numbers equate to an overall increase in workload/activity of 8%, but with a significantly higher financial impact, as the additional activity uses the most expensive resources. For example, SEN commissioned additional taxi/private hire work valued at c£40k in the north of the borough during January, February & March alone. New taxi contracts were negotiated during the summer, but the overall spend on taxi/private hire has remained flat due to the increased activity outlined above.

Operational management continued to spend significant time addressing the more efficient and effective use of resources. The implementation of these plans was restricted due to the long term illness and subsequent early retirement of the Head of Operations, and the new Head of Service did not start in post until September. A new management software package has been purchased, and during 2010/11 this will be implemented through a restructuring of the management team. The introduction of streamlined management processes will deliver the commissioned transport in the most cost effective and efficient way achievable.

2.7 The Head of Corporate Legal Services comments on the departmental variations as follows:

f) Pay costs (+£0.119m)

The overspend on employee costs was due to the department holding no vacant posts during the year, which meant the vacancy management savings target could not be achieved.

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g) Supplies & services (+£114.0)

The primary reason for the overspend on supplies and services was due to contract payments for photocopiers, and a detailed investigation into agreements recently entered into was undertaken during the year. Attempts are currently being made to address this situation, but it is likely the overspend will continue at least during the early part of the new financial year.

h) Contract fee income (£+0.134m)

Commercial contract fee income underachieved against its target by £134,000; this was as a direct result of the spending freeze on the capital programme, meaning the department had limited ability to generate income. It should be noted that the level of this fee income is largely out of the control of the Legal Department, and the achievement of this income target will remain a problem in the next financial year.

i) Land Search Fees (+£0.062m)

A new fee level for land search fees came into effect from 1 January 2010, but the effect of these changes did not fully address the shortfall in income for the year, resulting in an underachievement of income of £62,000. It should also be noted that further legislation issued at the end of July, and reported on separately to Members, will further reduce the capacity to achieve this income target.

j) Civic & Mayoral Services (-0.140m)

The underspend on Civic & Mayoral Services was largely due to vacant posts being held, resulting in an underspend on employee costs, and additional income received during the year.

2.8 The Head of Corporate Personnel comments on the departmental variations as follows:

l) Pay costs (-£0.016)

Employee costs underspent during the year due to a period of maternity leave where the post was not filled and a vacant post within the department which was only filled part way through the year.

m) Supplies and services (-£0.042)

The underspend on supplies and services related to funds rolled forward from 2008/09 to meet possible additional costs relating to Resourcelink and to refurbishment costs; it was established during the year that this funding was no longer required.

n) Occupational Health (-£0.054)

A significant saving was made on non-salary costs within the Occupational Health service during the year.

o) Additional income (-£0.026)

Various income streams received by the Department for additional work carried out exceeded the income targets set by £26,000.

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p) Training Unit (-£0.037)

The variation for the Training Unit consists of an underspend for the year of £19,000 which was largely due to additional income received, and monies rolled forward from 2008/09 of £18,000 which were not utilised during this financial year.

2.9 The Environmental and Technical Services Director comments on the departmental variations as follows:

r - s) Net Overspending on Admin Buildings (+£0.526m)

The Administrative Buildings budget has experienced pressures in relation to maintenance costs, fuel, light & cleaning, business rates, rents & service charges (£0.426m). The impact has been an overspending across portfolios where administrative buildings are recharged. The detailed impact on each portfolio is shown in their outturn reports. The overspend was largely as a result of the delays experienced in rolling out the migration of staff to alternative accommodation as part of the overall Accommodation Strategy. In addition, the service has had to bear additional costs associated with attendant and security costs at St Peter's House and Balliol House during the year, as well as not having sufficient pay budgets to meet the costs of two administrative building assistants (+£0.100m).

t) Other Property costs overspend in respect of repairs and maintenance (+£0.167m)

This overspend has arisen partly because of additional cost pressures, eg additional work relating to estates which were formerly managed by the Housing Department, and partly as a result of the reallocation of costs following the Major Service Review. Properties within this budget area generally relate to corporate properties which are not managed particularly by any specific Department of the Council and are often surplus to requirement, yet still subject to maintenance prior to sale or consideration as to their future.

3 Capital Expenditure 2009/10 (Annex B)

3.1 Corporate Services capital programme outturn for 2009/10 was £7.483m compared to a revised estimate of £7.04m, giving a net overspend of expenditure of £0.443m. Annex B attached provides a detailed analysis of the outturn expenditure.

4. Performance in 2009/10 (Annex C)

4.1 Performance indicators are shown in Annex C.

4.2 The Head of Corporate Finance & ICT Strategy comments on the Finance Department Performance Indicators shown in Annex C as follows:

NI 014 – Avoidable contact

This performance indicator has now been discontinued and removed from the national indicators list.

The performance indicator for Housing Benefit change of circumstances is a factual figure which reflects claimant activity in Sefton, and the levels are broadly consistent with regional and national averages.

4.3 The Head of Corporate Personnel comments on the Personnel Department Performance Indicators shown in Annex C as follows:

BVPI 12 – Working days lost due to sickness absence

Corporate sickness absence levels have shown a slight decrease this year, with the 2009/10 level being 8.28 days, compared to 8.93 days in 2008/09.

Despite this slight reduction, Sefton maintains its position as having the lowest sickness absence levels when compared with neighbouring local authorities.

BVPI 15 – Ill-Health Retirement as a % of the total workforce

The actual figure for 2008/09 and 2009/10 there was no change and the figure was 0.15%. It should be noted that this figure can vary considerably year on year, as each case is different, is dealt with on its own merits and is subject to meeting strict criteria.

BVPI 14 – Early Retirements (excluding Ill-Health) as a % of the total workforce

The year end figure for 2009/10 is 1.71%, compared to 2008/09 (1.24%). It should be noted that there was a higher level of early retirements in 2009/10 due to the Major Service Review, which had an impact on the shape of the workforce and meant early retirement was used as a valuable tool to achieve the necessary changes.

It is anticipated that in the current circumstances of potentially significant changes in the structure of the Council, together with the need to achieve savings, the number of early retirements is likely to increase during future financial years.

BVPI 11a - % of top 5% earners who are women

This BVPI has shown an upward trend increasing from 44.49% in 2008/09 to 46.66% in 2009/10.

This indicator is calculated using salaries, and it can therefore fluctuate considerably with increases in salary (e.g. incremental progression of employees; pay awards) and decreases in salary (e.g. a new starter who is at the bottom of the grade, replacing a leaver who was at the top).

The overall make-up of the workforce is 40% male and 60% female; this BVPI indicates that, in the most senior posts, women are under-represented. The Positive Action Working Group (a sub-group of the Corporate Equalities Group) has an agenda which includes consideration of creating opportunities for more women to develop the skills and knowledge to move into senior management roles in the future. In the longer term, this should assist in the balance of male/females being more in line with the makeup of the workforce overall.

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17a - % of employees with a disability
BVPI 11c - % of top 5% earners with a disability

The overall number of employees with a disability has reduced slightly during 2009/10 to 1.92% compared to 2008/09 (2.08%), but the % of top earners has increased slightly from 2.52% in 2008/09 to 2.56% in 2009/10.

Members will be aware that the Council has the Positive About Disabled People (the “two tick” symbol), which guarantees interviews for disabled applicants who meet the essential criteria of advertised posts. There has also been a number of meetings of the staff support group for disabled staff, as well as on-going consultation and contact with external groups for disabled people, via the Sefton Equality Partnership. This ongoing dialogue is valuable to obtain the views of disabled people on both service delivery and employment practice.

BVPI 17a - % of employees who are from ethnic minority communities
BVPI 11b - % of top 5% of earners who are from an ethnic minority

There has been no change in the percentage for BVP17a from 2008/09 to 2009/10 as both years were 1.29%. BVPI 11b has increased slightly from 1.98% in 2008/09 to 2.01% in 2009/10.

5. On-going issues for later financial years

5.1 The Head of Corporate Finance & ICT Strategy has identified the following ongoing issues as a result of this Portfolio’s outturn position for 2009/10:

The Specialist Transport Unit has moved out of the Corporate Finance & IS Department and into the new Operational Services Department with effect from 1st April 2010.

Work will continue in relation to Housing Benefit subsidy, but it is anticipated that there will be continuing underspends in 2010/11.

5.2 The Head of Corporate Legal Services has identified the following ongoing issues as a result of this Portfolio’s outturn position for 2009/10:

As discussed in section 2.7 of this report, the issues which contributed to the overspends in 2009/10 on supplies and services, contract fee income and land search fees will continue to cause significant problems in balancing the budget in these areas in the new financial year.

5.3 The Environmental and Technical Services Director has identified the following ongoing issues as a result of this Portfolio’s outturn position for 2009/10:

The Council’s Accommodation Strategy is currently under active review through the Accommodation Working Group (AWG) and Strategic Asset Management Group (SAMG). Until this review is completed and actions fully implemented, the issues raised in section 2.9 of this report are likely to be recurrent budgetary issues. Action is being taken through AWG and SAMG to mitigate the impact of these issues.

6 Recommendations

6.1 The Cabinet Member is asked to:

- a) Note the Portfolio’s revenue expenditure outturn for 2009/10;

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- b) Note the Portfolio's capital expenditure outturn for 2009/10;
- c) Note the Portfolio's performance indicators and data for 2009/10; and
- d) Consider whether, in the light of the comments made by the Services Directors in this report, any issues should be referred to the Scrutiny and Review Committee (Performance and Corporate Services) for consideration.

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ANNEX A

Corporate Services Portfolio Revenue Expenditure Summary 2009/10

DEPARTMENTAL SUMMARY ANALYSIS	ACTUAL 2008/9	ESTIMATE 2009/10	ACTUAL 2009/10
	£	£	£
<u>CHIEF EXECUTIVE'S DEPARTMENT</u>			
Business Support Unit	18,273	-258,100	-299,638
Policy and Support	430,225	497,750	453,444
Other Corporate Expenditure	3,491,030	3,667,350	3,642,816
Council Administration	2,599,520	2,583,700	2,669,367
Unapportionable Overheads	784,380	958,500	546,985
Vacancy Savings	0	-8,800	0
<u>FINANCE DEPARTMENT</u>			
Finance Department	-43,710	-114,000	-419,924
Passenger Transport Unit - Fully Rechargeable	135	0	1,304,087
Apportionable Overheads – Fully Rechargeable	44,257	0	101,427
Local Tax Collection	3,552,204	3,430,200	2,895,727
Housing Benefits	1,239,475	916,400	70,006
Grants to Voluntary and Community Groups	759,750	784,750	698,995
Residual Magistrates Courts Pre-1990 Loan Charge Grant	-87,226	-153,600	-83,551
Pay to Procure Efficiency and other savings	0	-74,250	0
Price Inflation	0	50,050	0
<u>INFORMATION SERVICES DEPARTMENT</u>			
Information Services Department	-674,874	378,600	380,757
Mainframe Replacement Strategy	163,000	163,300	157,794
Telephones	41,064	130,750	138,787
<u>LEGAL DEPARTMENT</u>			
Legal Department	89,516	-47,150	154,338
Registration Of Electors	188,931	212,850	231,579
Elections	240,541	67,200	54,194
Births, Marriages and Deaths	84,113	51,900	58,542
Local Land Searches	-63,575	-202,950	-131,082
Coroners Service	404,227	366,000	359,651
Civic & Mayoral Services	986,100	1,140,800	1,026,276
Vacancy & other Savings	0	-137,900	0
<u>PERSONNEL DEPARTMENT</u>			
Personnel Department	-17,319	-30,700	-239,800
Trade Unions – Fully Rechargeable	0	-10,950	198
Price Inflation	0	8,600	0
Payroll Efficiency savings	0	-10,200	0
<u>TECHNICAL SERVICES DEPARTMENT</u>			
Administrative Buildings	57,432	47,550	755,298
Other Properties	-515,698	-857,500	-888,109
Price Inflation	0	2,900	0
Vacancy saving	0	-50,450	0
<u>TOURISM DEPARTMENT</u>			
Market Hall (SERVICE NOW PART OF LEISURE & TOURISM'S OUTTURN REPORT)	-98,153	0	0

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ENVIRONMENTAL PROTECTION DEPARTMENT Building Cleaning (SERVICE NOW PART OF ENVIRONMENTAL SERVICES OUTTURN REPORT)	8,897	0	0
NET EXPENDITURE CORPORATE SERVICES PORTFOLIO	13,682,515	13,502,600	13,638,164
EMPLOYEE SUMMARY			
Number of Employees	629.5	386.50	386.0

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METROPOLITAN BOROUGH OF SEFTON

CAPITAL PROGRAMME 2009/10 - 2012/13

ANNEX B

CORPORATE SERVICES

1	2	3	4	5	6
REF. NO.	PROJECT DESCRIPTION	TOTAL COST	REVISED ESTIMATE 2009/10	OUTTURN 2009/10	REPHASING TO 2010/11
		£'000	£'000	£'000	£'000
<u>Admin Buildings</u>					
1	Old & Completing Schemes	869.06	29.37	9.25	20.12
2	Disabled Facilities	500.00	71.01	1.13	69.88
3	Southport One Stop Shop	500.00	71.59	0.00	71.59
4	Accommodation Strategy	2,500.80	-888.63	61.11	-949.74
<u>Health and Safety Initiatives</u>					
5	2008/09 Programme	250.00	2.87	2.87	0.00
6	2009/10 Programme	250.00	250.00	156.93	93.07
7	Pleasureland Clearance / Demolition	400.00	0.00	0.00	0.00
8	Z Blocks Demolition	646.45	11.41	13.25	-1.84
9	Demolition Fund	165.00	134.80	138.65	-3.85
10	Demolition of Bootle High School	226.25	176.25	228.07	-51.82
11	Energy Efficiency Measures	250.00	50.00	11.18	38.82
12	Refurbishment of St. Peter's House	3,816.11	3,502.47	3,350.15	152.32
13	Purchase of St. Peter's House	3,294.90	3,294.90	3,294.90	0.00
14	Balliol House Demolition	750.00	0.00	0.00	0.00
Total Admin Buildings		14,418.57	6,706.04	7,267.49	-561.45

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1	2	3	4	5
REF. NO.	PROJECT DESCRIPTION	TOTAL COST	REVISED ESTIMATE 2009/10	OUTTURN 2009/10 REPHASING TO 2010/11
		£'000	£'000	£'000
	<u>Vehicles,Plant,Equipment</u>			
15	Replacement P.C.s	176.00	0.00	0.00
16	e-Government 2004/06	500.00	0.00	0.00
17	Technical Infrastructure	146.00	0.00	0.00
18	Legal Dept ICT Replacement Programme	94.57	0.00	0.00
19	IT Equipment - Server Replacement	90.00	48.31	0.00
20	E Government Priority Service Outcomes	400.00	173.14	117.24
21	E-government Geographical Information Service	165.00	27.11	0.38
22	I.T. Firewall Replacement	25.00	7.55	0.00
23	I.T. Members ICT & Mobile Technology	120.00	77.85	0.05
24	Vehicle Replacements	0.00	0.00	97.62
	Total Vehicles,Plant,Equipment	1,716.57	333.96	215.29
	TOTAL CORPORATE SERVICES SCHEMES	16,135.14	7,040.00	7,482.78
				-442.78



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ANNEX C

CORPORATE PERFORMANCE DATA FOR FINANCE DEPARTMENT INDICATORS

FINAL ACCOUNTS 2009/10 - FINANCE & IS DEPT CORPORATE SERVICES PORTFOLIO

Data taken from the Places Analysis Tool (PAT)

<u>Code</u>	<u>Name</u>	<u>Polarity</u>	<u>2009/10 Actual values</u>	<u>PAT Regional Average</u>	<u>10% Variance</u>	<u>PAT National Average</u>	<u>10% Variance</u>
NI 014	Avoidable contact: The average number, of customer contacts per received customer request	Lower %	16.3	na	na	na	na
NI 180	The number of changes of circumstances which affect customers' HB/CTB benefit entitlement within the year.	Higher Number	1064.4	1109.9 	-3.65%	1010.3 	5.85%

Note : The above list of National Indicators may not include all Indicators relevant to this Department, as items with 'Nil' actual values for 2009/10 have been excluded.

OLD SCHEME BEST VALUE PERFORMANCE INDICATORS 2007/8 TO 2009/10

PI Ref	Description	Sefton Actual 2007/8	<u>Sefton Actual 2008/9</u>	<u>Sefton Actual 2009/10</u>
2a	Equality Standard for Local Government	Level 3	90% Level 4	N/A
11a	% of top 5% earners: women	36.88%	44.49%	46.66%
11b	% of top 5% earners: from black & ethnic minorities	1.87%	1.98%	2.01%
11c	% of top 5% earners: with a disability	2.7%	2.52%	2.56%
12	Working days lost due to sickness absence	8.89 days	8.93 days	8.28 days
14	Percentage of early retirements	1.35%	1.24%	1.71%
15	Percentage of ill health retirements	0.23%	0.15%	0.15%
16a	Percentage of employees with a disability	2.39%	2.08%	1.92%
17a	Percentage of black and ethnic minority employees	1.42%	1.29%	1.29%

Although there is no longer formal reporting of the national Best Value Performance Indicators (BVPIs), it was agreed that the Department will continue to report and monitor on them as “local indicators”, as there are already processes and procedures in place to collect and collate the required data. While it may no longer be possible to compare results nationally, as there is no requirement for authorities to continue to report on any of the original set of BVPIs, the data may be adopted by future benchmarking groups, and could prove to be a useful gauge for historical comparisons. The table above shows the last 3 years of BVPI indicators relating to this Department.

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Agenda Item 5

REPORT TO: CABINET MEMBER – Corporate Services
CABINET MEMBER – Performance & Governance

DATE: 13th October 2010
3rd November 2010

SUBJECT: Corporate Services Departmental Service Plan 2010/11

WARDS AFFECTED: All

REPORT OF: Mr. Mike Fogg
Director of Corporate Services : 0151 934 4081

CONTACT OFFICER: Dr. Sue Walton
Assistant Director – Business Support: 0151 934 4213

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To advise and seek approval for the Corporate Services 2010/11 Departmental Plan, as well as provide an update of actions at Quarter 1.

REASON WHY DECISION REQUIRED:

To agree and approve the proposed actions/activities of the Corporate Services Department as contained in the attached 2010/11 Service Plan.

RECOMMENDATION(S):

The Cabinet Member is recommended to:

1. Agree the intended action plan for 2010/11, which is already underway.
2. Note the progress made to the end of June 2010 against the action plan.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the “call-in” period for the Minutes of these meetings

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ALTERNATIVE OPTIONS: None considered

IMPLICATIONS:

Budget/Policy Framework:

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: Legal implications are considered in setting performance targets and during service delivery.

Risk Assessment: Not monitoring performance is considered to be high risk and therefore performance reporting is carried out routinely.

Asset Management: Asset Management implications are considered in setting performance targets and during service delivery.

CONSULTATION UNDERTAKEN/VIEWS

Consultation with Senior Managers within Corporate Services.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People	√		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

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1. BACKGROUND

- 1.1. The Strategic Leadership Team at its meeting on the 11th March 2010 agreed that there was to be a revised approach to service planning for this year and this lighter touch was supported by the Cabinet Member for Performance and Governance. The rationale for this is two-fold; first the provision of high-level priorities from services will improve the prioritisation process currently taking place and secondly the corporate plan and sustainable community strategy can be revised following that prioritisation process so a simplified approach is appropriate for services.
- 1.2. The organisational and service plan delivery changes will mean, in some cases, radical rewrites of the current plans. There will, following the prioritisation exercise, need to be a refresh of Cabinet Member Portfolios, which as part of the governance review, has been agreed will be put back until the Council has determined its priorities which will be made clear through changes around the transformation programme.
- 1.3. The Cabinet Member for Performance and Governance has been consulted and has agreed a simpler approach as an interim measure whilst the prioritisation exercise takes place, on the understanding that a new approach will be developed for next year.

2. THE SIMPLIFIED APPROACH TO SERVICE PLANNING 2010/11

- 2.1. All Service Directors were requested to complete the attached one page proforma. Each Director was requested to identify a maximum of 6 priorities for all service areas that they are responsible for. The purpose of this page is to:
 - List key priorities for the service.
 - Outline why these are a priority.
 - Identify what main actions must be undertaken in the year against these priorities.
 - Identify the resources and key performance indicators (if any) associated with them.
- 2.2. In thinking about priorities, Service Directors were asked to think about the 'must do's' – i.e. we cannot deliver our desired outcomes, not legal without this, unsafe without it, not financially viable without it.
- 2.3. At the same time, Service Directors were also asked to think about what would be desirable, but not essential,; likely to be painful to leave out, but is still possible. This thinking has helped shape the content of Service Plans in 2010/11.

3. RECOMMENDATIONS

- 3.1. The Cabinet Member is recommended to agree the intended action plan for 2010/11 which also includes updates at the 30th June 2010.

CORPORATE SERVICES DEPARTMENTAL SERVICE PLAN
MARCH 2010 TO MARCH 2011

(WITH AN UPDATE POSITION AT QUARTER 1 (JUNE 2010))

<i>Priorities for the Service</i>	<ol style="list-style-type: none"> 1. Integration and review of all corporate service divisions, which include the combined BSU, Finance & IS, Legal and Personnel. 2. Support the transformational agenda by both undertaking and supporting reviews and rationalisations. 3. Create an ICT strategy that supports the transformation and rationalisation agenda. 4. Capture all external legal expenditure by the Council and optimise the use of the Legal Consortium. 5. Provide legal support to major capital schemes in particular Housing Market Renewal. 6. Implementation of NJC pay and grading review in October 2010. 	<i>Why are they priorities?</i>	<ol style="list-style-type: none"> 1. This is as a result of the Transformation agenda to enable significant budgetary savings to be made across the Corporate Services Department. 2. Delivery of a programme of rationalisation proposals that yield savings required as part of the transformation programme. 3. This will support the Transformation agenda, and will be influenced by the needs of the business. 4. To ensure that all external legal expenditure is kept to a minimum and to ensure that value for money is obtained. 5. These are priority schemes which are major capital schemes requiring significant input. 6. To comply with the single status requirements of the Green Book and to resist Equal Pay claims in the future.
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Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
1.	<p>Any interim arrangements are finalised and permanent recruitment has been undertaken for key positions.</p> <p>Consult service users in the creation and development of all integrated services within the Corporate Services Department to ensure that they are fit for purpose.</p> <p>Implement agreed structures.</p> <p>Deliver cost savings on previous structures.</p>	Use of existing resources.	March 2011	To maintain and improve the efficiency of the Corporate Services Department at reduced cost	<p><u>Finance & IS</u></p> <p>It is proposed that finance teams from Children, Schools and Families (2 teams), Health and Well Being and the Chief Executives & Communities Business Support Unit (1 team) will integrate with Corporate Finance in Magdalen House at the beginning of October 2010, subject to suitable accommodation being ready.</p> <p>Meetings have taken place with all of the staff affected and an interim management structure has been agreed. Once the teams are co-located, a fundamental review of structure and functions will be carried out with a view to having a final structure in place by 1st April 2011.</p> <p><u>Legal</u></p> <p>Action has been taken to establish a 'pure' legal function with a sole focus on providing authoritative advice and support to the Council and Client Departments.</p>

Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
1.					<p><u>Legal (Cont)</u></p> <p>To this end:</p> <ul style="list-style-type: none"> • Land Charges has been relocated to the Planning & Economic Development Department. • The Registrars and Coroners Services have been relocated to the Leisure and Tourism Department. • With finally Democratic Services being relocated to the Assistant Chief Executive. <p><u>Personnel</u></p> <p>Integration process in progress. Physical moves of staff have been made within Merton House and future ones are anticipated for BSU staff based within Magdalen House. Structure and job roles are to be finalised.</p>

Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
2.	<p>Providing information, advice & support to achieve interim savings.</p> <p>Developing efficiency proposals.</p> <p>Consulting & Negotiating the proposals with the trade unions.</p>	Use of existing resources.	March 2011	Delivery of a programme of rationalisation proposals that yield savings required as part of the transformation programme	<p><u>Finance & IS</u></p> <p>In addition to delivering service efficiencies and improvements the target budget savings of £100K will be delivered.</p> <p><u>Legal</u></p> <p>No comments to date.</p> <p><u>Personnel</u></p> <p>As part of the integration process and the review of job roles, it is anticipated that both current and future cost savings on current budgets will be achieved.</p>
3.	<p>Dependent upon completion of the Council's business and transformation strategy.</p> <p>Input from major departments on business change.</p> <p>Work with Arvato to create technical strategy.</p>	Use of existing resources.	Depends on business plan	The ICT Strategy will provide the requirements and direction for ICT expenditure. It will create new projects and curtail or foreshorten others	<p><u>Finance & IS</u></p> <p>The ICT Strategy will provide the requirements and direction for ICT expenditure. It will create new projects and curtail or foreshorten others.</p>

Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
4.	Full co-ordination between Consortium Members, internal legal staff and client departments.	Use of existing resources.	April 2011	To benchmark external legal expenditure for the financial years 2008/9 and 2009/10 and to compare with expenditure in 2010/11	<p><u>Legal</u></p> <p>There have been a number of ICT technical issues which have required addressing before the Consortium could become operationally effective. A number of those have now been overcome and legal staff are to be trained on the full uses of the Consortium in Sept/Oct 2010, with a view to realising benefits as quickly as possible thereafter</p>
5.	Providing Legal Services in connection with land acquisition, planning processes, compulsory purchase orders and statutory orders.	Funding will be in accordance with the Council's Capital Programme.	Timescales will be in accordance with the programmes for each scheme Review progress - March 2011	Successful completion of capital schemes e.g. road link and HMR Projects.	<p><u>Legal</u></p> <p>Acquisitions were previously outsourced to external solicitors, but are now being conducted by the in house legal department with effect from July 2010.</p> <p>The main compulsory purchase order work is still being carried out by external solicitors in the interests of continuity in this complex matter.</p>

Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
6.	Complete TU Consultation concerning the implementation proposals.	Use of existing resources.	June 2010	To avoid legal challenges if the pay structure has to be imposed. The trade unions have not formally approved the pay structure and wish to ballot. This may cause delays	<p><u>Personnel</u></p> <p>Consultation with Trade Unions undertaken in relation to the implementation of pay and grading. However, Trade Unions are also considering their responses to likely impacts.</p>
	Issue HR1 & Section Notice Letters regarding the potential to dismiss and re-engage the NJC workforce.		March 2010	To ensure the Council complies with the relevant notification and consultation procedures specified in employment law. On target	<p><u>Personnel</u></p> <p>Action complete and was issued within the target deadline set.</p>
	Finalise Allowance Proposals so they can be joined to the pay structure proposals.		April 2010	To avoid cost increases that will arise by implementing the new pay structure. In progress	<p><u>Personnel</u></p> <p>Negotiations with Trade Unions on allowances are on-going. It is unlikely that these will be implemented at the same time as pay and grading in October 2010.</p>

Which Priority does it link to?	What are the main actions which will impact on this priority for 2010-2011	Is it resourced?	Deadline	What are the outcomes of doing the action? Any related measures for the outcome and how we're doing at the moment	Update Position At Quarter 1 (June 2010)
6.	Develop a Communications Strategy that ensures that the Council's proposals are understood by all stakeholders	Use of existing resources	April 2010	To achieve implementation with the minimum of disruption. In Progress.	<p><u>Personnel</u></p> <p>A communications strategy was implemented and has included the following methods.</p> <ul style="list-style-type: none"> • A Help Desk to answer any queries on JE results. • A Managers tool-kit. • A staff booklet. • For those staff suffering detriment, a personalised meeting with their Manager. • Information on the intranet. • Manager briefings. • Personalised letters to each employee.
	Finalise New Pay Specification so that Arvato can build the new pay structure in Resource Link.		June 2010	To develop and test the new pay structure for operation in October. In progress	<p><u>Personnel</u></p> <p>Work is on-going and meetings have been held with Arvato to discuss implementation, but it is anticipated that the new pay structure within Resource Link will be delivered on time.</p>

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Agenda Item 6

REPORT TO: CABINET MEMBER - CORPORATE SERVICES
DATE: 13 OCTOBER 2010
SUBJECT: SICKNESS ABSENCE POSITION – QUARTER 1 2010/2011
WARDS AFFECTED: ALL
REPORT OF: MARK DALE, HEAD OF PERSONNEL
CONTACT OFFICER: JAN MARTIN, SENIOR HEALTH AND SAFETY ADVISER
**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To provide the Cabinet Member with information on sickness absence levels for all staff (including school based) during the first quarter of 2010/2011, together with any proposed improvements in sickness absence management as well as any current initiatives.

REASON WHY DECISION REQUIRED:

To promote reduction in sickness levels, and better targeting on priority areas and departments

RECOMMENDATION(S):

It is recommended that:

- (i) the report is noted, particularly in respect of current management action and initiatives relating to sickness absence

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the “call-in” period for the Minutes of the meeting

ALTERNATIVE OPTIONS:

N/A

IMPLICATIONS: None

Budget/Policy Framework:

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Financial:

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None

Risk Assessment: N/A

Asset Management: None

CONSULTATION UNDERTAKEN/VIEWS

There are no financial consequences and therefore the Finance Director has not been consulted

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CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being	√		
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

ResourceLink has supplied all numerical data for this report.

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BACKGROUND

Overall performance - corporate targets are 2.20% short term, 1.80% long term (4.0% overall)

1. Based on records currently entered on the system, the total number of 'available days' from 1st April 2010 to 30 June 2010 (Quarter 1), including school-based staff, was 464,564 Full Time Equivalent (FTE) days. Total absence, both long and short term, was 16,189 FTE days. Overall absence rate was 3.49% - comprising of 1.55% short term and 1.94% long term. This equates to approximately 8.02 days per employee.
2. If the data for school-based staff are extracted there were 183,730 FTE days available. Corresponding total absence, both short and long term, was 7,849 FTE days equating to an overall rate of 4.27% (1.68% short term and 2.59% long term). This equates to approximately 9.82 days per employee.
3. The Local Government Association's most recently published survey (2008/2009) of 151 local authorities suggests that for all types of local authority the level of sickness absence equated to 9.2 FTE days and 11.3 FTE days for Metropolitan Authorities. Sefton's current performance compares favourably to these figures.
4. General absence management is extremely important at all times, however due to the current economic constraints it is even more essential than ever to minimise disruption to services and to prevent extra "stressors" on staff covering absence. Having said that absence levels historically and across all sectors tend to decrease where there are potential threats to job security. It will be interesting therefore to see if and how the current financial difficulties impact on absence levels within Sefton.

Departmental performance

5. Table 1 (shown at ANNEX 1) illustrates departmental performance for the first quarter of 2010/2011. Figures exceeding the short and long terms targets are shaded.
6. Absence rates have clearly improved for this quarter with only a handful of departments failing to attain both of the corporate targets. Overall the figures are hopefully a positive indicator of the continuous work departments have undertaken with regard to sickness absence management.
7. Even though it has yet to achieve corporate targets, Operational Services Department clearly tackles its levels of absence with good effect. Rates of absence have continued to improve for at least the last five quarters and this should be acknowledged.
8. It is also evident that although progress continues to be made in many departments and in particular with regard to improvement in short term absence, the key focus continues to be that of long term absence. Although current long term figures continue to fall quarter on quarter departments must not become complacent and lose focus.

Reasons for absence

9. Tables 2 and 3 (shown at ANNEX 2) illustrate the number of FTE days against the reasons for absence, both short and long term, for all quarters. The data have been split by gender, and left as FTE days, to give a sense of scale of absence.
10. Tables 4 and 5 (shown at ANNEX 3) illustrate the same data as Tables 2 and 3 but excluding school-based staff.
11. It should be noted that the highest reason for overall absence (short and long term), including that for schools is for Medical Illness which accounts for 3160 days lost or 19.50%. Infection (2877 days, 17.77%), Operation/Post Op Recovery (2784 days, 17.20%) and Mental Health (2670 days, 16.49%) type absences feature as the second, third and fourth reasons respectively.

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Recent 'absence management' initiatives

12. There are currently no new initiatives other than general absence management.

Other Information

13. The last absence report suggested that future data would be presented in the format agreed by Members. Unfortunately the computer programmes required to enable this are still "under construction." Job Evaluation and changes to the organisation's structure have had to take priority. Consequently the new format will be implemented as soon as the programmes are ready to use, which is likely to be later in the year.

14. The Health Unit in conjunction with HR has outlined a programme of support for those employees who are currently at risk of redundancy. This includes a variety of measures to assist employees in coping with their situation and to hopefully enable them to remain at work. The programme will be made available to any employees who are identified as "at risk" in future.

Recommendations

15. It is recommended that:

- (i) the report is noted, particularly in respect of current management action and initiatives relating to sickness absence

Table 1 – Departmental analysis - inclusive of school based staff, April 2010 to June 2010

Departments	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER			
	Short Term		Long Term		Short Term		Long Term		Short Term		Long Term		Short Term		Long Term	
	Days	%	Days	%	Days	%	Days	%	Days	%	Days	%	Days	%	Days	%
Chief Executive	12	0.65	0	0.00												
CSF	4968	1.53	5443	1.68												
Communities	1	0.38	0	0.00												
Corp Services	162	1.13	249	1.73												
Env & Tech Serv	124	1.57	211	2.69												
H & S Care	437	1.94	921	4.10												
Leisure and Tourism	166	0.68	266	1.09												
Neighbourhood and Investment	45	1.27	133	3.72												
Operational services	1113	2.21	1606	3.19												
Planning & Ec Development	143	1.10	93	0.71												
Safer Stronger Communities	3	0.22	64	4.77												
Total	7174		8986													

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Annex 2

Table 2: Short term - April 2010 to June 2010 (inclusive of school based staff)

Reason for absence	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	233	71	162									
Medical illness/disease	1611	422	1189									
Operation/post recovery	645	139	506									
Musculoskeletal	829	264	565									
Mental Health (inc stress)	455	118	337									
Infection	2264	487	1777									
Total	6037	4536	1501									

Table 3: Long term - April 2010 to June 2010 (inclusive of school based staff)

Reason for absence	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	384	45	339									
Medical illness/disease	1549	433	1116									
Operation/post recovery	2139	395	1744									
Musculoskeletal	1792	506	1286									
Mental Health (inc stress)	2215	646	1569									
Infection	613	129	484									
Total	8692	2154	6538									

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Annex 3

Table 4: Short term - April 2010 to June 2010 (exclusive of school based staff)

Reason for absence	1 st Quarter			2 nd Quarter			3 rd Quarter			4th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	152	54	98									
Medical illness/disease	667	230	437									
Operation/post recovery	293	48	245									
Musculoskeletal	502	187	315									
Mental Health (inc stress)	290	75	215									
Infection	1106	559	547									
Total	3010	1153	1857									

Table 5: Long term - April 2010 to June 2010 (exclusive of school based staff)

Reason for absence	1 st Quarter			2 nd Quarter			3 rd Quarter			4th Quarter		
	Total	M	F	Total	M	F	Total	M	F	Total	M	F
Accidents	226	41	185									
Medical illness/disease	994	392	602									
Operation/post recovery	1067	359	708									
Musculoskeletal	1353	417	935									
Mental Health (including stress)	771	351	420									
Infection	402	54	348									
Total	4813	1615	3198									

Agenda Item 7

REPORT TO: Cabinet Member – Corporate Services
Cabinet Member - Environmental

DATE: 13 October 2010
20 October 2010

SUBJECT: Adoption of a Sustainable Procurement Policy

**WARDS
AFFECTED:** All

REPORT OF: John Farrell, Interim Head of Corporate Finance and
Information Services.
Peter Moore, Environmental protection Director

**CONTACT
OFFICER/S:** Tommy Crawford, Head of Procurement
Tel: 0151 934 4067
Stephanie Jukes, Sustainability Officer
Tel: 0151 934 4552

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To inform the Cabinet Members of the creation and adoption of a Sustainable Procurement Policy, that will support all contracting activity across the authority (The relevant policy is included as Appendix A to this report).

REASON WHY DECISION REQUIRED:

To inform the Cabinet Members of the background to the creation of the policy document and to highlight the importance of incorporating sustainability considerations into all procurement activity.

RECOMMENDATION(S):

The Cabinet Members are recommended to note the contents of this report.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Immediately following the period of call-in for the minutes of these meetings.

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ALTERNATIVE OPTIONS:

Incorporating sustainability considerations into procurement activity is recognised as best practice. Failure to do so can result in added cost and exposure to potential legal risk.

IMPLICATIONS:

Budget/Policy Framework: N/A

Financial: None arising directly out of this report

<u>CAPITAL EXPENDITURE</u>	2008/ 2009 £	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Financial:

Adoption of sustainability considerations where appropriate will enable officers to carry out procurement in an efficient manner, when considering whole life-time costs of contracting.

Legal:

The policy will ensure that Sefton embraces all legislative requirements relating to incorporating sustainability considerations into procurement activity.

Risk Assessment:

Initial consultations have taken place at a senior level with relevant officers, to agree the content

Asset Management:

and practical adoption of processes thereof.
The consideration of whole life cycle costs where appropriate will result in a more efficient approach to asset management.

CONSULTATION UNDERTAKEN/VIEWS

A working group, comprising personnel from the Corporate Procurement Unit, Environmental department, and various internal representatives from key user groups have contributed to the content of the relevant policy document.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

N/A

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1 Background and Context:

- 1.1. The Council is seeking to implement a Sustainable Procurement Policy to provide officers with support and guidance in terms of incorporating sustainability issues into all procurement activity. The policy is attached to this report as Appendix A.
- 1.2 'Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment' (Procuring the Future, Sustainability Procurement Task Force, June 2006).
- 1.3 In March 2007 the 'Sustainable Procurement Action Plan' was published by central government which was designed to drive sustainable procurement forward across the public sector.
- 1.4 The Local Government Association (LGA) published its report on Climate Change during December 2007. It recommended that local authorities focus on Sustainable Procurement to cut carbon levels within the internal organisation and across the borough.
- 1.5 Councils across England spend around £40b each year undertaking capital projects and purchasing goods and services. Sefton MBC spends circa £200m on externally procured works, goods and services.
- 1.6 Procurement can be used as a positive vehicle through which to drive the sustainable agenda. Undertaken in a robust manner this can result in financial benefits to the authority through the acquisition of more efficient products in respect of their use of energy, water and material resources. Better 'demand management', through re-use, recycling and standardisation of specifications can lower whole life costs through improved/rationalised designs.
- 1.7 Wider socio-economic benefits may be delivered through the creation of employment and training opportunities within contract with key construction suppliers for example, while any legal risk in contract can be mitigated through focusing on ensuring sustainable-related clauses reduce the possibility of inappropriate practices arising within the supply chain, such as child labour issues. These positive social and environmental outcomes derived from procurement activities can thus support the aims of the Sustainable Community Strategy and assist in the delivery of a range of National Indicator targets.

2. Current:

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- 2.1 The council's Corporate Procurement Unit and Environmental team worked closely with other members of the 'Sustainable Champions' group to agree the attached Sustainable Procurement Policy (Appendix A).
- 2.2 Further to the creation of the formal policy document, the previously named departments have worked closely and implemented a number of changes with sustainability issues in mind, in line with government guidance;
- All paper purchased across the authority via the internal electronic procurement system is now 100% recycled.
 - An 'Eco Management and Audit Scheme' (EMAS) has been designed and verification to the standard has been achieved by two internal departments. The adoption of EMAS is a corporate commitment.
 - Through monitoring the use of corporate contracts it has been possible to 'consolidate' orders across the authority. This saves on cost and also reduces the carbon footprint associated with vehicles delivering across council locations on a regular basis.
 - All consumables ordered via the internal electronic procurement system such as printer cartridges are from recycled stock.
 - Some capital contracts being advertised now include relevant social clauses in respect of sustainability, such as those aimed at encouraging employers to provide for local employment opportunities where applicable.
 - A series of sustainable procurement training days have been delivered to selected staff within the authority that have responsibility for procurement and contracting.

3. Next Steps:

- 3.1 The working group, consisting of individuals from the Environmental and Corporate Procurement Units, will continue to work closely together with members of the Sustainable Champions group, to ensure the policy is adopted and practically embedded into all procurement activity.
- 3.2 Training sessions will continue to be rolled out to ensure best practice sustainable procurement activities are adopted in a coherent and common fashion across the authority.

4. Recommendation

- 4.1 The Cabinet Members are recommended to note the contents of this report.

Sustainable Procurement Policy

“Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment.”

Extract from Procuring the Future (Sustainable Procurement Task Force, June 2006).

Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. The Council recognises it has a vital role in furthering sustainable development, through its procurement of buildings, goods, works and services and has determined that a corporate and systematic approach can help achieve its aims.

The Council will therefore strive to:

1.0 People and Education

- 1.1 Make sustainable procurement a priority.
- 1.2 Mainstream sustainable procurement processes throughout the authority.
- 1.3 Educate and encourage internal procurers and commissioners to review their consumption of goods/services with a view to reducing usage and encourage the adoption of more sustainable alternatives.
- 1.4 Deliver training and development for all involved within the activities of the procurement cycle.

2.0 Strategy & Communications

- 2.1 Communicate the sustainable procurement policy to all staff, suppliers, members and other stakeholders.
- 2.2 Investigate the impact of expenditure on goods and services to identify potential environmental impacts.
- 2.3 Assess the environmental and corporate risks to the organisation in all procurement activity.
- 2.4 Work in partnership with other organisations, such as buying consortia, to improve sustainable procurement activity.

3.0 Procurement Process

- 3.1 All capital contracts will be awarded on the basis of achieving the most practicable solution to demonstrate sustainable best practice.
- 3.2 All other contracts / purchases will be awarded on the basis of whole life cycle costs (cradle to grave).
- 3.3 Deliver benefits to our core business and stakeholders.
- 3.4 Ensure that where appropriate suppliers' environmental credentials are, as far as legally practicable, considered in the supplier evaluation process and that environmental criteria are used in the award of contracts.
- 3.5 Buy sustainable products and services where possible.

4.0 Engaging Suppliers

- 4.1 Ensure that all contract opportunities are made available via the regional procurement portal.
- 4.2 Address all barriers to entry in order that Small and Medium Sized Enterprises (SMEs), local suppliers and the third sector are encouraged to bid for the Council's business.
- 4.3 Work with key suppliers to make changes to improve sustainability throughout the supply chain.
- 4.4 Investigate all opportunities for recycling and re-use of materials where appropriate.

5.0 Measurements and Results

- 5.1 Comply with all relevant environmental, health & safety, diversity, disability and employment legislation.
- 5.2 Work towards meeting the targets as set out by bodies such as the Sustainable Procurement Task Force and National Action Plan.
- 5.3 Review aims, objectives and targets to ensure continual improvement of our sustainable procurement performance.

Agenda Item 8

REPORT TO: Cabinet Member - Corporate Services

DATE: 13th October 2010

SUBJECT: Pericles Revenues and Benefits System replacement

WARDS AFFECTED: All Wards

REPORT OF: John Farrell
Interim Head of Corporate Finance & ICT.
Tel:0151 934 4096

CONTACT OFFICER: John Farrell
Tel: 0151 934 4096

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

To provide the Cabinet Member with an update of progress in relation to implementation of the Northgate Revenues & Benefits system.

REASON WHY DECISION REQUIRED:

The Cabinet Member for Corporate Services is the portfolio holder for Revenues Services and Benefits Services.

RECOMMENDATION(S):

It is recommended that the Cabinet Member notes the contents of this report.

KEY DECISION: No

FORWARD PLAN: No appropriate

IMPLEMENTATION DATE: following call-in period

ALTERNATIVE OPTIONS:

After March 2011, the current Pericles system will not be supported and therefore the Council must implement a replacement system before then.

IMPLICATIONS:

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Budget/Policy Framework: None arising directly from this report

Financial: None arising directly from this report

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure	0.00	0.00	0.00	0.00
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N No	When?			
How will the service be funded post expiry?				

Legal: A new contract between arvato and Northgate for the purchase of the replacement system has been agreed.

Risk Assessment: Risk assessments are documented in Project Plans relating to the system implementation and conversion.

Asset Management: None

CONSULTATION UNDERTAKEN/VIEWS NONE

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>

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1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability		√	
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

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1. **Background – Anite Pericles system**

1.1 The Council's current Revenues & Benefits system was procured from Anite Public Sector in 2002 following a full OJEU procurement exercise.

1.2 Following that procurement, the Anite Pericles system was implemented on a phased basis as follows:

Business rates	January 2003
Council Tax	October 2003
Benefits	June 2004

1.3 In late 2008 the Anite Public Sector business was purchased by Northgate plc, and that business included the Pericles customer base. Since this acquisition, Northgate Information Solutions (Northgate) have taken the decision to end support of the Pericles Revenues & Benefits system, and have advised customers, including Sefton, that the product will not be supported after March 2011.

1.4 The Cabinet Member Corporate Services meeting on 16th September 2009 considered a report entitled "Pericles Revenues and Benefits System replacement" which proposed that a competitive tender procurement exercise be carried out using the Office of Government Commerce (OGC) Catalyst arrangements.

1.5 The Cabinet Member Corporate Services meeting on 9 December 2009 and Cabinet 17 December 2009 considered a further report entitled "Pericles Revenues and Benefits System replacement", and following consideration of that report resolved that:

- a) The report be noted
- b) The selection of Northgate Information Solutions as preferred supplier be approved;
- c) The fact that the contract for the new Revenues and Benefits system will be between arvato Government Services (Sefton) Ltd and Northgate Information Solutions be noted; and
- d) The fact that detailed costings will be submitted to the Cabinet Member meeting in January 2010 be noted.

1.6 The Cabinet Member Corporate Services meetings on 13 January 2010 and 26 May 2010 considered further reports on this matter, including details of the costs associated with this project, and in particular that a contractual agreement has now been entered into between arvato Government Services and Northgate Information Systems and that work associated with the implementation of the new system has commenced.

1.7 The purpose of this report is to provide an update of progress.

2. Implementation Update

- 2.1 The Finance & Information Services Operational Board (FISOB) receives updated progress reports at its monthly meetings, and a Project Board led by arvato continues to meet regularly to manage the implementation of this key system.
- 2.2 It is now proposed that the current Pericles system will close down on 22nd October 2010 to enable live conversion to the Northgate system to commence. Because of the amount of data to be converted and the complexity of the Revenues and Benefits system, the conversion process is estimated to take 3 weeks, and therefore it is planned that the new Northgate system will become operational for live input on 15th November 2010.
- 2.3 Good progress is being made in relation to preparation for conversion to the new system. The following summarises some of the current key activities of the project:
- a) A communication plan is in place to ensure that all stakeholders are advised of the change of systems and planned “go live” date of 15th Nov 2010.
 - b) Data cleansing activity is ongoing, ensuring that the data to be transferred from the current Pericles system to the new Northgate system is accurate and fit for purpose.
 - c) Actions are being taken to ensure that the new system complies with Audit requirements and provides the required financial reporting systems.
 - d) A rolling programme of system training is now ongoing.
 - e) Service contingency plans are being developed to ensure minimum impact to customers when the actual conversion takes place, including plans to ensure that work is as up to date as possible prior to conversion.
 - f) Business processes are being reviewed, and arvato are drawing upon their experience from operating the Northgate system at their East Riding of Yorkshire site.
 - g) Key officers continue to be seconded full time to the project, and backfilled accordingly to minimise any detrimental impact on the day-to-day business.
 - h) Good progress is being made with the system interfaces, stationery and printing although further work is required to ensure that documentation is fit for purpose.
 - i) System and user acceptance testing is ongoing.
 - j) The “Live Migration plan” is in the process of being developed capturing all tasks with associated timescales.
- 2.4 Some Key Performance Indicators may need to be relaxed due to the impact of implementing this major system change on productivity in Revenues & Benefits. If so this will be considered at FISOB.

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3. **Financial Implications**

- 3.1 Costs in relation to this project were detailed in the report to the Cabinet Member for Corporate Services meeting on 13 January 2010, and currently costs are being contained within the amounts agreed. This is being closely monitored to ensure that costs do not exceed, and are preferably kept below the agreed amounts.

4. **Recommendations(s):**

- 4.1 It is recommended that the Cabinet Member notes the contents of this report.

John Farrell

Interim Head of Corporate Finance and ICT Strategy

Agenda Item 9

REPORT TO: CABINET MEMBER – CORPORATE SERVICES

DATE: 13th October 2010

SUBJECT: Proposed Write-off of Irrecoverable Debts with Balances between £2,000 and £10,000

WARDS AFFECTED: All

REPORT OF: Interim Head of Corporate Finance and ICT Strategy

CONTACT OFFICER: John Farrell
0151 934 4096

EXEMPT/ CONFIDENTIAL: No

PURPOSE/SUMMARY:

To seek approval to write off debts amounting to £555,074.11.

REASON WHY DECISION REQUIRED:

The debts have proved to be irrecoverable.

RECOMMENDATION(S):

It is recommended that 57 non-domestic rate debts amounting to £258,292.87, 79 Council Tax Debts amounting to £272,266.84 and 8 Housing Benefit Overpayments amounting to £24,514.40 be written off.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of this meeting.

ALTERNATIVE OPTIONS:

None

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IMPLICATIONS:

Budget/Policy Framework: Any uncollectable non-domestic rates that are written off can be offset against the Council's contribution to the Non Domestic Rates Pool. Provision has been made for this in the closing accounts for the Pool each year since 1990.

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:

Risk Assessment:

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy		√	
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

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1. BACKGROUND:

- 1.1 This report is about various amounts of debts that have proved to be irrecoverable.
- 1.2 The Council has delegated authority to the Cabinet Member for Corporate Services to write-off sums in this range. Sums below this range are delegated to the Head of Corporate Finance & ICT Strategy and the Head of Corporate Legal Services. Sums above this range must be referred to the Cabinet.

144 individual accounts, with balances between £2,000 and £10,000 and totalling £555,074.11 have been identified for write off. These can be summarised as follows: -

Write Offs between £2k - £10k		
Write Off Reason	No of Cases	Amount for Write Off
Bankrupt	29	£ 123,251.90
Ceased Trading No Assets	16	£ 77,104.87
Deceased No Assets	7	£ 28,315.13
Housing Benefit Manager's recommendation	1	£ 2,016.96
Out of Jurisdiction	1	£ 2,724.95
Gone No Trace	53	£ 180,461.92
Liquidation	16	£ 59,578.03
Receivership	4	£ 17,380.30
Unable to Collect	12	£ 47,973.20
Aged Debt/ceased accounts	5	£ 16,266.85
Totals	144	£ 555,074.11

These debts can be broken down into separate revenues types as follow: -

NDR		
Write Offs Over £2k - £10k		
Write Off Reason	No of Cases	Amount for Write Off
Bankrupt	11	£ 56,018.52
Ceased Trading No Assets	16	£ 77,104.87
Gone No Trace	9	£ 46,112.49
Liquidation	16	£ 59,578.03
Receivership	4	£ 17,380.30
Unable to Collect	1	£ 2,098.66
Totals	57	£ 258,292.87

CTAX		
Write Offs Over £2k - £10k		
Write Off Reason	No of Cases	Amount for Write Off
Bankrupt	17	£ 64,680.74
Deceased No Assets	5	£ 19,578.47
Gone No Trace	40	£ 123,141.29

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Out of Jurisdiction	1	£	2,724.95
Unable to Collect	11	£	45,874.54
Aged debt/ceased accounts	5	£	16,266.85
Totals	79	£	272,266.84

Housing Benefits		
Write Offs Over £2000		
Write Off Reason	No of Cases	Amount for Write Off
Bankrupt	1	£2,552.64
Deceased No Assets	2	£8,736.66
Gone No Trace	4	£11,208.14
Housing Benefit Manager's recommendation	1	£2,016.96
Totals	8	£24,514.40

- 1.3 Any uncollectable non-domestic rates that are written off can be offset against the Council's contribution to the Non-Domestic Rates Pool. Provision has been made for this in the closing accounts for the Pool in each year since 1990.
- 1.4 Prior to write off every effort has been made to seek recovery. Internal Audit has reviewed the write off process, has independently scrutinised a sample of the cases submitted and has no objection to these debts being written off. Whenever a firm or individual goes into bankruptcy, liquidation, receivership etc., the Council's interest is registered with the Receiver, Liquidator etc. and it is possible that further sums may be recovered in due course.
- 1.5 Whenever an amount is written off it is possible that further sums may be recovered in due course as new information is obtained. This would happen in the following instances: -
- Where a new address is found for an absconded debtor, attempts will be made to recover any outstanding sums.
 - Whenever a firm or individual goes into bankruptcy, liquidation, receivership etc., the Council's interest is registered with the Receiver, Liquidator etc. and the receiver may pay a dividend to creditors.
 - Companies that have ceased trading but have not entered into insolvency may restart their business.
 - New information may come to light that indicates it is now feasible to collect a debt that had previously been deemed uncollectible for example, a large outstanding debt for a tax payer suffering extreme financial hardship, and in receipt of benefits, may have entered into employment.
- 1.6 Schedules of the debts concerned will be available at the meeting if required.
- 1.7 The amounts proposed for write off are within the provision set aside for doubtful debts. The Council has made provision for writing-off bad debts and these debts will be charged against this provision.

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2. RECOMMENDATION:

It is recommended that 57 non-domestic rate debts amounting to £258,292.87, 79 Council Tax Debts amounting to £272,266.84 and 8 Housing Benefit Overpayments amounting to £24,514.40 be written off.

The total debt recommended for write off amounts to £555,074.11

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