

Policy Committee

Wednesday, 08 January 2014 at 10:30

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

- | | | |
|---|--|---------|
| 1 | Minutes of last meeting held on 11th December 2013 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Changes to Legal Services Staffing Structure | 7 - 16 |
| 5 | Development of the Improvement Programme | 17 - 26 |
| 6 | Nottinghamshire Olympic Legacy Fund | 27 - 30 |
| 7 | Work Programme | 31 - 34 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Chris Holmes (Tel. 0115 977 3714) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting POLICY COMMITTEE

Date Wednesday, 11th December 2013 at 10:30am

membership

Persons absent are marked with `A`

COUNCILLORS

Alan Rhodes (Chairman)
Joyce Bosnjak (Vice-Chairman)

	Reg Adair		Philip Owen
	Jim Creamer		John Peck JP
	Kay Cutts		Martin Suthers OBE
	Glynn Gilfoyle	A	Gail Turner
	Kevin Greaves		Stuart Wallace
A	Stan Heptinstall MBE		Muriel Weisz
	Richard Jackson		John Wilkinson
	David Kirkham		Jason Zadrozny
	Diana Meale		

ALSO IN ATTENDANCE

Councillor Roy Allan	Councillor John Knight
Councillor Nicki Brooks	Councillor Darren Langton
Councillor Steve Calvert	Councillor Sheila Place
Councillor Steve Carroll	Councillor Liz Plant
Councillor Kate Foale	Councillor Yvonne Woodhead
Councillor Alice Grice	

OFFICERS IN ATTENDANCE

Carl Bilbey	(Policy, Planning & Corporate Services)
Mick Burrows	(Chief Executive)
Martin Done	(Policy, Planning & Corporate Services)
David Ebbage	(Policy, Planning & Corporate Services)
Jayne Francis-Ward	(Policy, Planning & Corporate Services)
Chris Holmes	(Policy, Planning & Corporate Services)
Sarah Lay	(Policy, Planning & Corporate Services)
Matthew Lockley	(Policy, Planning & Corporate Services)
Celia Morris	(Policy, Planning & Corporate Services)
Michelle Welsh	(Policy, Planning & Corporate Services)
Clare Yau	(Policy, Planning & Corporate Services)

TEMPORARY MEMBERSHIP CHANGE

The following change to the membership was reported:-

Councillor John Wilkinson replaced Councillor John Knight for this meeting only.

MINUTES

The Minutes of the last meeting held on 13th November 2013 having been previously circulated were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

Councillor Stan Heptinstall MBE - (Other District Council Business).
Councillor Gail Turner - (Other District Council Business).

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

NOTTINGHAMSHIRE COUNTY COUNCIL'S ECONOMIC DEVELOPMENT STRATEGY

RESOLVED 2013/087

- 1) That Council's new Economic Development Strategy 2014-18 be approved.
- 2) That the Economic Development Committee be tasked with developing and subsequently monitoring a delivery plan for the Economic Development Strategy.

DIGITAL DEVELOPMENT PLAN 2013 – 2017

RESOLVED 2013/088

- 1) That the 'digital first' transformation be adopted.
- 2) That further development and implementation of the Digital Development Plan be approved.
- 3) That a progress report be brought back in 12 months.

WHISTLEBLOWING

RESOLVED 2013/089

- 1) That the Whistleblowing Policy is amended as set out in the Appendix to the report.

- 2) That the revised Whistleblowing Policy be promoted as considered appropriate.

COMMUNITY EVENTS 2014

RESOLVED 2013/090

That the events listed in the report be approved and the associated costs be met from the specified budgets.

WORK PROGRAMME

RESOLVED 2013/091

- 1) That the Committee's work programme be noted
- 2) That a progress report on Nottinghamshire County Council's Economic Development Strategy be added to the Work Programme in 12 months' time.

The meeting closed at 12.07 pm.

CHAIRMAN
M_11Dec2013

REPORT OF THE LEADER

CHANGES TO LEGAL SERVICES STAFFING STRUCTURE

Purpose of the Report

1. To approve a revised staffing structure for Legal Services to reflect the necessary changes to implement the savings proposed in the outline business case presented to Policy Committee on 13th November 2013.

Information and Advice

2. Members are aware of the proposal and the reasons for it from the Policy Committee report of 13th November.
3. A copy of the proposed new structure is attached to this report at Appendix 1. Staff and the Trades Unions have been consulted on the proposed structure in accordance with the employment procedures rules.
4. It should be noted that the part of the structure relating to business support staff (marked with an asterisk and dotted line on the chart headed Corporate and Environmental Law) is currently subject to ongoing consultation and a review of business support arrangements across Policy Planning and Corporate Services Department and therefore staffing proposals for this aspect of the proposed structure will be brought back to a later Committee meeting for a decision.

Other Options Considered

5. It would be possible to continue to place significant numbers of legal cases with external providers although this will not achieve the savings identified by the outline business case.

Reason for Recommendation

6. To ensure that the majority of legal work on core legal services such as child protection work is carried out cost effectively by the in-house legal team.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults,

service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

8. The cost of the new posts will be met by savings made by reducing the staffing establishment in other areas of Legal Services where demand has reduced or where efficiencies have been possible. Therefore there will be a net nil effect on the overall number of staff in the establishment. This, together with other budget savings proposed by the outline business case and by retaining child protection work in-house, we aim to secure total savings of £666K by 2017 .

Human Resources Implications

9. Recruitment to the posts will be undertaken in accordance with the Council's current recruitment and selection codes of practice. In order to ensure the necessary caliber of the candidates the posts will be permanent and in accordance with the vacancy control measures will be open to application by suitable redeployees with the appropriate skills and aptitudes.

Public Sector Equality Duty implications

10. Public Authorities are required to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between people who share protected characteristics and those who do not and to foster good relations between people who share protected characteristics and those who do not. Decision makers must understand the effect of policies and practices on people with protected characteristics. Equality Impact Assessments are the mechanism by which the authority considers these effects.
11. Equality implications have been considered during the development of the proposals and it is not believed that the proposals will have a disproportionate, adverse or negative effect on people with protected characteristics. The Human Resources policies that will be applied to any staffing reductions have been the subject of Equality Impact Assessments.
12. It is essential that Members give due regards to the implications for protected groups in the context of their equality duty in relation to their decisions.

Safeguarding of Children and Vulnerable Adults Implications

13. The extension of the existing in-house child protection legal team will support the work of the child protection teams working in Children, Families and Cultural Services department to safeguard the most vulnerable children in society.

Ways of Working Implications

14. As there is a net nil effect on the total staffing establishment there will be no long term impact on ways of working proposals.

RECOMMENDATION/S

- 1) That the revised staffing structure for Legal Services attached at Appendix 1 be approved excluding the business support roles which will be the subject of a further report at a later date. The existing structure is at Appendix 2.

Councillor Alan Rhodes
Leader of the Council

For any enquiries about this report please contact:
Heather Dickinson, Group Manager, Legal and Democratic Services

Constitutional Comments (SSR 20/12/13)

15. Policy Committee has the authority to agree the recommendation within the report.

Financial Comments (NR 23/12/13)

16. The financial implications are set out in paragraph 8 of the report

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Staffing Structure
- OBC A61

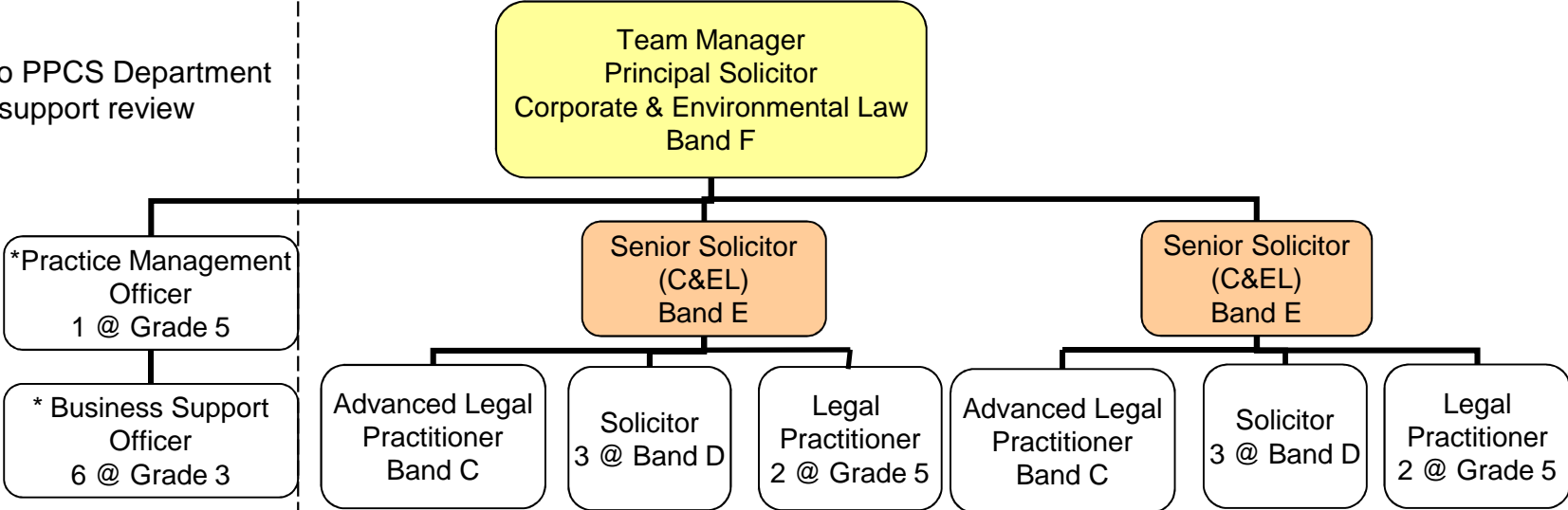
Electoral Division(s) and Member(s) Affected

- All

Structure Chart for Corporate & Environmental Law

Ref: PPCS 1.4.1

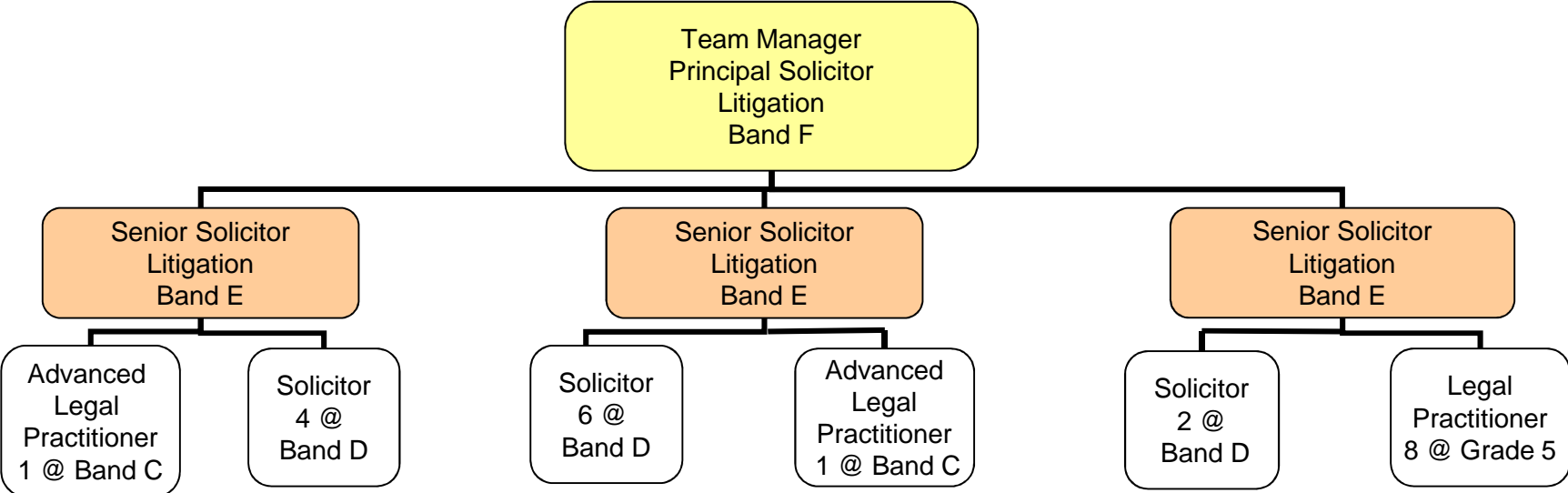
*Subject to PPCS Department Business support review



Date: 29 Nov 13

Structure Chart for **Litigation**

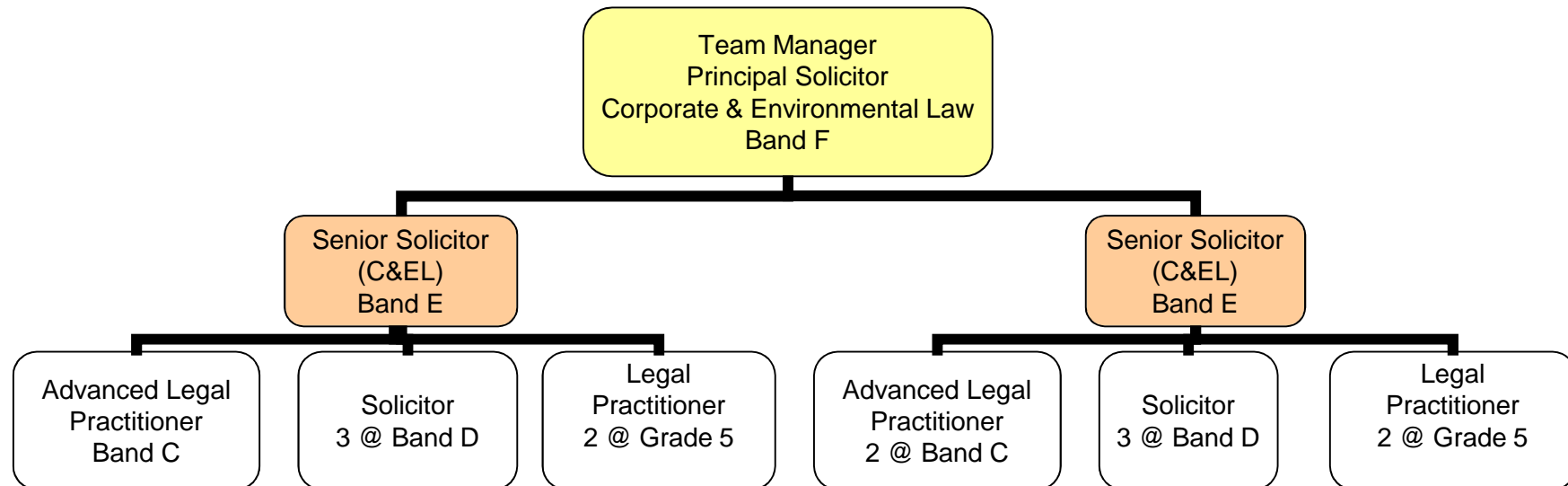
Ref: **PPCS 1.4.3**



Date: 29 Nov 13

Structure Chart for **Corporate & Environmental Law**

Ref: PPCS 1.4.1

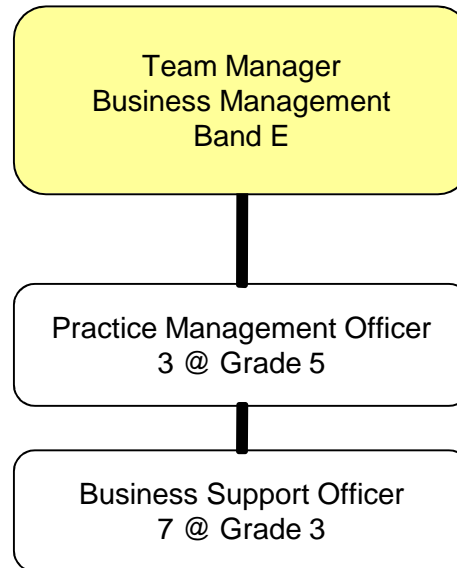


Version: 5.0

Date: 27th Jul 12

Structure Chart for **Business Management**

Ref: PPCS 1.4.2

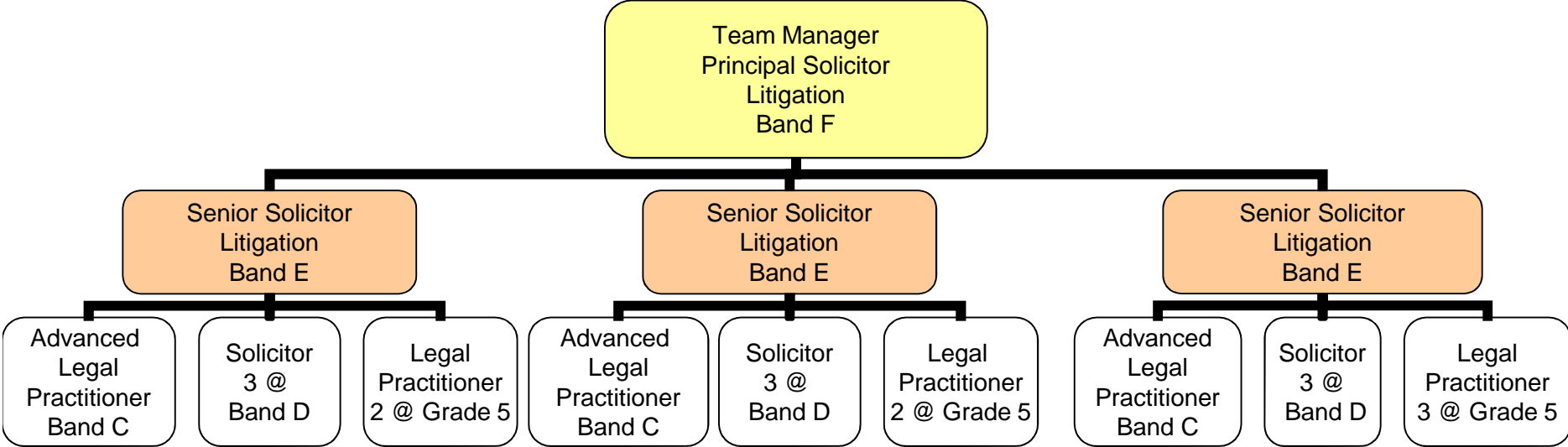


Version: 5.0

Date: 27th Jul 12

Structure Chart for **Litigation**

Ref: **PPCS 1.4.3**



Version: 5.0

Date: 27th Jul 12

REPORT OF THE DEPUTY LEADER**DEVELOPMENT OF THE IMPROVEMENT PROGRAMME****Purpose of the Report**

1. The purpose of this report is to seek Policy Committee's approval to a revised operating model and structure for the Improvement Programme.

Information and Advice

2. A programme of work was established in 2010 to deliver a number of major cross-cutting projects designed to modernise the Council's business practices, as well as delivering a range of service-based projects that would enable the Council to achieve budget reductions in the order of £150m over the four year period to 2014. Delivery of the Programme has been supported by a team of internal staff, which comprises experienced and skilled programme and project management staff, along with other specialists such as project planners and commercial analysts. The team supports service-based staff in the delivery of projects. As well as providing specialist skills and knowledge, the team provides additional capacity and challenge. A summary of the type of roles currently undertaken by team members is attached as Appendix A.
3. Over the last year, the team has developed several new ways of operating, including:
 - a. The implementation of LEAN+ as the Council's standard approach to process improvement
 - b. Increased transfer of skills to in-house staff, reducing the level of reliance on interims and consultants
 - c. Improvements in deployment of resources to provide greater flexibility and speed of response
 - d. A more proportional approach to governance
4. As we move forward and plan for the implementation of the next round of Council transformation and budget reductions, it is necessary to review the role of the team and ensure that its service offer and structure meets the needs of the organisation. Consultation with departments has taken place to confirm the services of the team that provide most benefit, to ensure that its future delivery model is designed around meeting those requirements.

5. Additionally, as budget proposals have been developed, departmental views have been sought on the level of support that is likely to be required from the team to deliver the more complex proposals. It is clear that:
 - a. Demand for support from the team exceeds the current supply
 - b. The excess demand is at programme officer and business support level, rather than programme and project manager level
6. It is recognised that increasing the size of the team to meet the emerging demand levels is not an option in the current climate. Indeed, there is an expectation that the team will contract in line with all other service delivery areas.
7. Following consultation with the Corporate Leadership Team, it is proposed that the future structure of the Team be organised around two main functions:
 - a) Programme Management Office
 - b) Direct project support

Programme Management Office (PMO)

8. This team will work across the whole Improvement Programme portfolio of activities to provide the following services:
 - a. Controlled programme/project set-up**
 - Ensure that programmes and projects are set-up and initiated consistently and in a controlled manner to maximise the chance of successful delivery and allow for optimal resource deployment
 - Support the identification of future transformation and savings proposals to help facilitate decision-making
 - Identify, define and document objectives, success criteria, benefits, costs, timescales and resource requirements (in business cases and PIDs)
 - Support the development and sign-off of evidence based benefits realisation plans, in conjunction with Finance
 - Define work required and break this down into manageable elements to create project plans
 - Identify how the projects can be closed down and handed back to the service
 - b. Resource evaluation and assignment**
 - Assess all requests for support from the Improvement Team
 - Maintain an up to date list of all Improvement Programme projects, with start and end dates and the resource allocation
 - Inform the Corporate Director and programme managers when resources are becoming available to be re-allocated to other projects
 - c. Programme/project planning and control**
 - Create and maintain standards for planning, interdependencies, risks, issues, and change control and support projects to set up and maintain these throughout the life of the programme/project to increase the chance of success

- Take an active involvement where appropriate (resource dependent) and provide quality assurance and advice in other cases
 - Ensure that high governance projects are following reporting procedures and that associated benefits are on target to be achieved. Where benefits are off-target, the PMO will help to identify corrective solutions
 - Facilitate timely, structured close-downs of projects, working alongside project managers and services. The PMO will ensure that services are aware of any outstanding issues or risks after close-down and that there is an approach to realising benefits (post-project) and lessons learnt gathering and dissemination.
- d. Programme/project reviews and analysis**
- Monitor and review projects/programmes to ensure they are kept on track and are completed successfully to deliver defined benefits
 - Ensure that project reviews are built into plans at the beginning of the project. Reviews might also be necessary if projects begin experiencing obstacles
 - Provide independent challenge and support to programme/project reviews
 - Provide a ‘troubleshooting’ service, where ad-hoc support can be provided on a short-term basis to resolve issues and help to get projects back on target.
- e. Consistent standards**
- Provide standardised programme/project management methodologies, training, templates, processes and tools for council-wide use and knowledge transfer
 - Maintain a quality control, coordination and development role in the use of LEAN+ across the organisation
 - Lead on ensuring that lessons learnt are captured across projects and disseminated corporately for others to learn from.

Project Support Team

9. It is proposed that this will be a flexible resource pool of project managers and programme officers that are engaged in direct project support. They will:
- a. Provide the organisation with a flexible pool of resources that bring specialist skills and experiences to complement those of service based staff and that can be deployed quickly to provide time-limited, project based input where the need is greatest; and
 - b. Ensure a consistent and structured approach to setting up and managing projects and programmes that is based on national best practice and is applied proportionately to improve the likelihood of projects succeeding and contributing effectively to the delivery of Strategic Plan objectives.
10. The service offer will cover activities that relate directly to the **management** of projects, as well as a range of activities that are essential to the **delivery** of projects. The service offer is defined as follows:
- a. **Project Design Phase**
 - Definition of outcomes, deliverables and tasks required
 - Identification of risks, issues, constraints and interdependencies
 - Scheduling of activity and resource requirements
 - Bringing this together in the Project Initiation Document

- Generating and appraising ideas and options, including research of other authorities' experiences
 - Challenging established approaches and encouraging innovation and ambition
 - Data analysis and modelling; benefits definition
 - Assessing the suitability and planning for the use of LEAN+
 - Mapping and evaluating issues with the “current state” model
- b. **Project Delivery Phase**
- Identifying emerging risks and issues and ensuring they are managed effectively
 - Monitoring and updating project plans, ensuring that change is controlled effectively
 - Progress reporting against project plans and benefits realisation plans
 - Problem identification, resolution and escalation
 - Producing and implementing detailed proposals/service designs
 - Supporting service user and customer consultation activities
 - Workshop design and delivery (eg with staff or stakeholders)
 - Communications planning and production of materials
 - Stakeholder and supplier management and engagement
 - Providing support to achieve the behavioural/cultural changes that are needed to achieve project objectives
 - Designing the “future state” model
 - Developing and supporting the implementation of transition plans
- c. **Project Closure Phase**
- Preparing handover documentation
 - Planning and implementing a controlled transition to “business as usual”
 - Confirming and documenting outcomes and benefits
 - Capturing lessons learned to ensure these are applied elsewhere

11. It is proposed that the two programmes that are currently delivered on a “whole programme management” basis, ie Ways of Working and Support Services, will in future be supported from within this resource pool. In particular, the workplace change function that is currently part of the Ways of Working programme will be fully integrated with support to LEAN+ service reviews.

12. The resource pool will be organised initially into two teams. One team will support cross-cutting projects and programmes, such as Ways of Working, the Strategic Management Framework, Business Support Review and Channel Shift, whilst the other will provide support to service-based projects. The balance of resources between the teams will alternate as required.

Staffing levels

13. It is proposed that the core management of the Team is significantly reduced and comprises a Programme Manager to manage the Programme Management Office (PMO) and two generic Programme Managers, all of whom will report to the Corporate Director (Policy, Planning and Corporate Services). This is a reduction of two director posts and three Programme Manager posts.

14. It is further proposed that the overall Team be established at a level equivalent to a 30% reduction of staffing costs, based on the current costs of the whole Improvement Team.

15. There are a number of possible structural permutations resulting from such reductions, an example of which would be:

	Current		Proposed		Change	
	FTEs	Cost £000	FTEs	Cost £000	FTEs	Cost £000
Service/Programme Directors	2	220	0	0	-2	-220
Programme Managers	6	411	3	206	-3	-205
Project Managers	24	1,219	18	914	-6	-305
Programme Officers	19	820	16	691	-3	-129
Planner/Commercial Analysts	3	145	2	96	-1	-49
Business Support Assistants	3	76	4	102	+1	+26
TOTAL	57	2,891	43	2,009	-14	-882

16. This option provides a balance of resources between Project Manager and Programme Officer level that is broadly in proportion to the reported requirements of departments. However, it is proposed that the Corporate Director be authorised to adjust post types within the agreed budget envelope dependent on the needs of the business as the programme of work develops. It should be noted that the increase in business support resources is required to provide support at an appropriate level to LEAN+ activity.

17. In addition to the above posts, it is proposed that the interim Programme Manager that is currently working on Children's Social Care transformation be retained, with a view to transitioning the management arrangements for this programme to a directly employed member of staff at an appropriate time. This will be agreed following a full risk assessment of the impact on transformation programme in this area.

18. The funding for the Team is temporary. In order to provide the flexibility required it is proposed that, following the restructuring exercise, employees with continuing contracts should be issued with a fixed term contract to 31st March 2016. This will maximise the chances of retaining staff with highly transferable skills and reflect the fact that there will be an on-going need for transformation capacity within the Council for the foreseeable future.

19. The programme of work is currently referred to as the Improvement Programme and the staff working on it as the Improvement Programme Team. It is proposed that in future the programme is known as the Transformation Programme and the staff team as the Programme Management Team.

Other Options Considered

20. A number of other options have been considered, ranging from disestablishment of the central team to an increased team to meet identified demand. The preferred option, as set out in this report, is considered to offer the best fit with business need in the context of the on-going financial challenges faced by the Council.

Reason for Recommendation

21. The proposed structure provides an appropriate balance between the need to make cost reductions and the need to provide appropriate support to the Council's most complex

service transformation projects in the most cost-effective manner, reducing reliance on external consultants.

Statutory and Policy Implications

22. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

23. Based on current predictions, the amount of funding previously earmarked for programme delivery remaining at the end of the current financial year will be £2.7m. At current staffing levels, this would be exhausted by the end of the financial year 2014/15. In addition, £2.5m remains for the Ways of Working revenue costs. The proposed reduction of 30% will realise savings of approximately £880k, which would contribute towards the cost of the Team during 2015/16. It is anticipated that the Improvement Programme reserve will be merged with the new Transformation Fund and that the balance of the funding requirement will be considered as part of the bidding process for the allocation of that Fund.

Human Resources Implications

24. These proposals will result in a reorganisation and reduction in the number of posts within the team with a consequent risk of redundancy. The process of reorganisation, redundancy and appointment to the revised temporary structure will be carried out in accordance with the Council's established policies. The proposals, implementation and implications arising out of this report will be subject to full consultation with staff and the recognised trade unions. Every effort will be explored to protect the employment of any displaced staff wherever possible.

RECOMMENDATION/S

25. That Policy Committee:

- a. approves the reduction of the current staffing cohort by 30%
- b. authorises the Corporate Director (Policy, Planning and Corporate Services) to determine the balance of posts within the structure, dependent upon the needs of the business as the programme develops
- c. continues to receive quarterly reports on the progress of high governance projects within the overall programme.

Councillor Joyce Bosnjak
Deputy Leader of the Council

For any enquiries about this report please contact:
Jayne Francis-Ward

Constitutional Comments [SLB 10/12/13]

26. Policy Committee is the appropriate body to consider the content of this report. It is responsible for the Council's Improvement Programme.

Financial Comments (SEM 19/12/13)

27. The financial implications are set out in the report.

Human Resources Comments (AW 20/12/13)

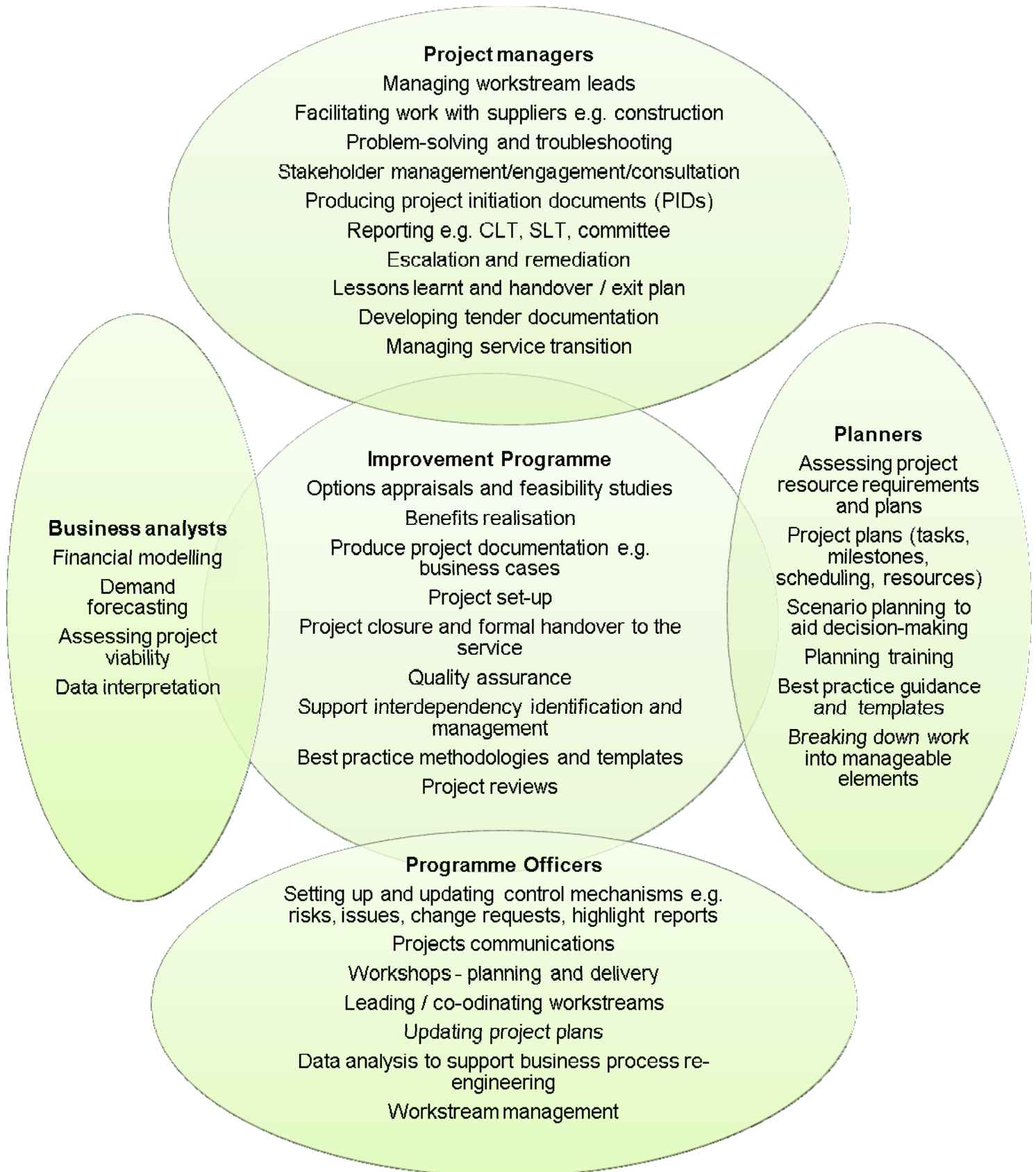
28. The HR implications are set out in the report. It is not normal practice to extend fixed term contracts beyond the agreed period of the available funding.

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All



REPORT OF THE CHAIRMAN OF THE CULTURE COMMITTEE**NOTTINGHAMSHIRE OLYMPIC LEGACY FUND****Purpose of the Report**

1. To agree the termination of the Olympic Legacy Fund (OLF) and the return to County Council funds of the remaining OLF balance of £123,000.

Information and Advice

2. At Policy Committee on 17 October 2012, approval was given to establish a £1 million grant fund to respond to the legacy challenge created by the 2012 Olympic and Paralympic Games. This was increased in March 2013 by a further £700,000 in the light of the volume of applications received from local sports organisations.
3. The OLF was designed to support local sports clubs to retain and grow membership and focused on supporting them to buy equipment and/or to support small/medium sized capital improvements to facilities. There were two programmes available to bid for: **Kick Start** for bids less than £10,000, and **Game Changer** for bids between £10,001 and £50,000.
4. In total 187 applications were received. To date, 162 sports clubs have received funding, representing 35 different sports. £123,000 of the OLF remains unallocated. There are eight outstanding bids.
5. At its meeting on 3 December 2013, the Culture Committee determined that in view of the Council's financial position, and the fact that over £1.5million of Olympic Legacy Grants had already been awarded, the Policy Committee should consider the desirability of awarding funding to the outstanding bids against the value of using the remaining funds to contribute to closing the Council's £154million funding gap as set out in the report to Policy Committee on 13 November 2013.
6. In view of the current financial position of the Council, it is proposed in consequence that the OLF be terminated and the remaining monies returned to County Council balances.

Other Options Considered

7. Maintaining the OLF would allow the award of funding to the remaining bids.

Reason/s for Recommendation/s

8. To utilise the remaining OLF monies to contribute towards closing the County Council's funding gap in the period to April 2017.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

10. These are set out in the main body of the report.

RECOMMENDATION/S

- 1) That, in view of the current financial position of the Council, the Olympic Legacy Fund be terminated and the remaining monies returned to County Council balances.

Councillor John Knight
Chairman of the Culture Committee

For any enquiries about this report please contact:

Steve Bradley
Group Manager, Cultural and Enrichment Services
T: 0115 977 4206
E: steve.bradley@nottsc.gov.uk

Constitutional Comments (SLB 23/12/13)

11. Policy Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (KLA 19/12/13)

12. The financial implications of the report are set out in paragraphs 2 to 6 of the report.

Background Papers and Published Documents

Original criteria documentation for Kick Start and Game Changer awards
Application forms
£1 million Olympic and Paralympic Legacy Fund – report to Policy Committee, 17 October 2012
Nottinghamshire Olympic Legacy Fund Kick Start Rapid Awards – report to Culture Committee on 8 January 2013

Nottinghamshire Olympic Legacy Fund Kick Start Rapid and Kick Start Awards – report to Culture Committee on 5 February 2013

Nottinghamshire Olympic Legacy Fund Game Changer Awards – report to Culture Committee on 5 March 2013

Nottinghamshire Olympic Legacy Fund Game Changer Awards – report to Culture Committee on 26 March 2013

Nottinghamshire Olympic Legacy Fund Game Changer Awards – report to Culture Committee on 8 October 2013

Savings Proposals 2014/15 – 2016/17 – report to Policy Committee on 13 November 2013

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0344



**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES**

WORK PROGRAMME

Purpose of the Report

1. To review the Committee's work programme for 2014.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. Such decisions will be included in the work programme on an annual basis and as specific decisions of interest arise.
5. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.

Other Options Considered

6. None.

Reason/s for Recommendation/s

7. To assist the committee in preparing and managing its work programme.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, ways of working, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make;

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact: Matthew Garrard, Team Manager, Policy, Performance and Research T: (0115) 9772892 E: matthew.garrard@nottscc.gov.uk

Constitutional Comments (SLB 30/04/2012)

9. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS 2/5/12)

10. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Electoral Division(s) and Member(s) Affected

All

POLICY COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information</u>	<u>Lead Officer</u>	<u>Report Author</u>
5th February 2014				
Highways Maintenance Contract	Progress report on the operation of the Highways Maintenance Contract	Information	Andy Warrington	
Translation & Interpretation Service provision	Review of the new service provision	Information	Martin Done	
Review of Complaints	Bi-annual service report to provide an overview of complaints received by the County Council	Information	Celia Morris	Jo Kirby
Appointment to Outside Bodies	To consider appointments to outside bodies	Decision	Jayne Francis-Ward	Chris Holmes
5th March 2014				
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Jayne Francis-Ward	
Equalities Plan	To consider the annual equalities plan in accordance with statutory duties arising from equalities legislation	Decision	Celia Morris	Matthew Garrard
2nd April 2014				
Freedom of Information and Data Protection	Annual report and review of freedom of information and data protection performance and processes	Information	Celia Morris	Jo Kirkby
Income Generation through Advertising and Sponsorship	Update report following consideration at Policy Committee on 18 September 2013.	Information	Martin Done	
Workforce Strategy	Implementation Review of Workplace Strategy	Decision	Marje Toward	
Strategic Management Framework Delivery Plan	Approve delivery plan underpinning strategic plan	Decision	Celia Morris	Celia Morris
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months.	Information	Heather Dickinson	
7th May 2014				
4th June 2014				
Improvement Programme – Annual Report 2013/14	Annual report of achievements for 2013-14. Page 33 of 34	Information	Jayne Francis-Ward	

2nd July 2014				
Review of Complaints	Bi-annual service report to provide an overview of complaints received by the County Council.	Information	Celia Morris	Jo Kirkby
November 2014				
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months	Information	Heather Dickinson	
December 2014				
Economic Development Strategy	Progress Report	Information	Celia Morris	
Digital Strategy	Progress Report	Information	Martin Done	