MINUTES OF THE CORPORATE PERFORMANCE COMMITTEE

6 FEBRUARY 2014

PRESENT:

Members of the Committee:

Councillors Cranham (Vice-Chairman in chair), Birkett, Ms Edwards (substituting for Councillor Mistry), Gillias, Lowe, Pacey-Day and Ms Robbins

Officers:

Doug Jones (Head of Business Transformation), Adam Norburn (Head of Resources), Christopher Trezise (Corporate Performance Management Officer), Paul Ansell (Scrutiny Officer) and Veronika Beckova (Democratic Services and Scrutiny Officer)

In attendance:

Councillors Leigh Hunt (Sustainable Inclusive Communities Portfolio Holder) and Miss Lawrence (Chairman of the Household Waste Services in New Developments Task Group)

29. MINUTES

The minutes of the meeting held on 21 November 2013 were approved and signed by the Chairman.

30. APOLOGIES

Apologies for absence from the meeting were received from Councillors Dodd and Mistry.

31. BEST VALUE IN SERVICE CHARGE CONTRACTS – LIGHT TOUCH REVIEW

RESOLVED THAT – due to a key officer being unavailable to attend the meeting, this agenda item be deferred to the next meeting.

32. PERFORMANCE REPORTS

The committee considered a report (Part 1 – Agenda Item 6) concerning the People strategic area and the Sustainable Inclusive Communities portfolio.

The committee received a verbal update from Councillor Leigh Hunt on progress in her portfolio. The portfolio holder highlighted the following:

- Successful energy saving housing improvements in Wolvey and Brinklow.
- Pettiver Crescent project where the council is building its own housing stock, along with financial support for the rural homes development programme.
- Council’s services and performance are continuing to improve through end-to-end reviews.
- Lifeline services are performing above expectations.
• Housing repairs are now fully managed by the Works Services Unit. The average repair time per job (from beginning until end) has reduced from 59 days to 16.7 days. 94 per cent of problems are fixed first time. The Works Services Unit is producing excellent customer service. The service has also been open to private householders.

RESOLVED THAT –

(1) the Sustainable Inclusive Communities Portfolio Holder be thanked for her update; and
(2) the progress in the People strategic area be noted.

33. FINANCE AND PERFORMANCE MONITORING 2013/14 QUARTER 3

The committee considered a report (Part 1 – Agenda Item 7) concerning an overview of the council’s spending and performance position in the third quarter of 2013/14.

The Head of Resources and the Head of Business Transformation attended the meeting to present the report and answer questions.

The report was discussed in detail at the meeting and the following additional comments were made:

• Overall, General Fund revenue budgets are expected to underspend by approximately £150,000 at the year-end.
• The salary underspends are due to various factors such as vacancies while posts are filled and new recruits generally starting at a lower grade point than the previous post holder.
• The Carbon Management and Corporate Property Management activities have been transferred to Business Transformation until the end of March.
• A new post has been created to manage all of the council’s corporate property, including housing stock. The new Asset Manager is due to start on 17 February.
• Electoral registration is shifting from household registration to individuals’ registration over the next year. The process is much more complex and involves a large increase in the number of forms (going from 45,000 households to 80,000 residents over the age of 18). The council has secured funding from central government for the next two years to put the new process into place. The new electoral registration process will cause ongoing resources implications. Revisions to arrangements for government funding will be made as necessary. The change to electoral registration is a national initiative and will be advertised nationally. Rugby borough has a successful rate of 87% of households registering for elections. The members were informed that the council has developed a ‘Rugby app’ for smartphones to register electronically. The app is available on the council’s main website.
• The Benn Hall is subject to a review at the end of 2014 when a decision will be made about its future. The members suggested that this could be submitted to the Overview and Scrutiny Workshop on Monday 3 March as a possible scrutiny review.
• The cost of photocopying in the council has reduced. This is due to various factors – procurement, behavioural changes, advanced technology, etc.
• The new crematorium was scheduled to open during the first week of March. Due to problems with BT lines and drainage the opening will be delayed.

A supplementary report on absence management was circulated at the meeting.

• The Head of Resources reported that the council is currently averaging 9 days per employee per year and looking to reduce this to the 7-8 days.
• The council is more focused on short term sickness.
• At the end of December 2013 there were only three cases of long term sickness absence.

RESOLVED THAT – the Head of Resources and the Head of Business Transformation be thanked for the report.

34. CARBON MANAGEMENT PLAN

The committee considered a report (Part 1 – Agenda Item 8) providing an annual update on energy performance.

The Head of Business Transformation attended the meeting to present the report and answer questions.

In addition to the report, the following comments were made:

• Rugby Borough Council was shortlisted for the Energy Efficiency Award. The Head of Business Transformation and the Energy Officer have prepared a short presentation of the council’s achievements for the judges. The result will be announced in March.
• The council is exploring possible ways of saving energy on other council buildings.
• The council is also looking at water savings. High usage in previous years was exacerbated by a cracked pipe between the Lawn and Retreat and the Town Hall.

RESOLVED THAT – the Head of Business Transformation be thanked for his report.

35. REVIEW OF HOUSEHOLD WASTE SERVICES IN NEW DEVELOPMENTS

The committee considered the final report (Part 1 – Agenda Item 9 – Appendix) of the Household Waste Services Task Group, presented by Councillor Miss Lawrence (Chairman of the Task Group). The report presented the findings and recommendations of the review.

The report will be considered by Cabinet on 10 March.

RESOLVED THAT –

(1) the recommendations of the task group be endorsed; and
(2) the report and action plan of the task group be submitted to Cabinet.
36. COMMITTEE WORK PROGRAMME

The committee considered a report (Part 1 – Agenda Item 10) concerning the progress of task group reviews within its remit and the future work programme.

The committee members were invited to submit scrutiny reviews ideas to the Scrutiny and Policy Officer for the Overview and Scrutiny Workshop. The workshop will take place on Monday 3 March at 5.30pm in Council Chamber. Following agreement of the review work programme by OSMB, a detailed work programme for 2014/15 would be drafted and submitted to the committee’s next meeting.

CHAIRMAN