

POLICY & RESOURCES COMMITTEE

MINUTES of a MEETING held at COUNTY HALL, TROWBRIDGE on 16th JANUARY, 2001.

PRESENT: Mr. P.F. Chalke (Chairman), Mrs. C. Crisp, Mr. P.R. Davis, Miss M.F. de Rhé-Philipe, Mrs. G. Hill, Mr. P.W.L. Sample, Mrs. J.B.P. Savage, Mrs. J.A. Scott, Mrs. J.H. Seager, Mrs. C.A. Soden, Mr. N.S.E. Westbrook

Mrs. V.C.S. Landell Mills was also present in accordance with Standing Order 26.

1. **Membership** The Director of Corporate Services reported the membership of the Committee, incorporating any changes since the last meeting.

2. **Apologies** Apologies for absence were received from Mr. R.T. Rogers.

3. **Minutes of Last Meeting**

Resolved: To confirm and sign the minutes of the meeting of the Committee held on 19th December, 2000.

4. **Public Participation** Mr. Maslen and Mr. McGee asked questions about the implications arising from proposed reductions in the Social Services Committee budget to which the Chairman replied.

5. **District Audit Management Letter** The Chief Executive presented a report together with a copy of the District Auditor's management letter.

Resolved:

(1) To note the District Auditor's management letter.

(2) To draw the following recommendations of the District Auditor to the attention of the County Council in relation to decisions about the budget for 2001-02:-

(i) Ensure the expeditious and effective implementation of the financial recovery plan now in preparation for the Social Services Department.

- (ii) *Give full consideration to the resourcing and delivery of social services for the next financial year, including addressing the implications of waiting lists for elderly persons homes places not provided for in the current year budget.*
 - (iii) *Ensure that the externalisation of WDS services is expeditiously implemented.*
 - (iv) *Give full consideration in the budget for the 2001/2002 financial year to County Treasurer proposals to increase county fund balances."*
 - (3) *To request officers to respond to key recommendations R5-R15 as described in paragraphs 6-9 of the Chief Executive's report.*
6. **Progress on the Best Value Performance Plan 2001** On considering a report by the Chief Executive,
- Resolved:
- (1) *To agree the process described in paragraph 8 of the Chief Executive's report for the drafting and preparation of the Best Value Performance Plan.*
 - (2) *To delegate to the Chief Executive authority to finalise the Plan and its summary in the light of (3) below, the views expressed by members at the budget seminars in February and after consultation with the group leaders.*
 - (3) *To review the programme of Best Value reviews as the budget process evolves to reflect the County Council's priority in those areas which require a more effective service.*
7. **Social Services Budget Report Update** On considering a report by the Director of Social Services,
- Resolved: *To note the changes to the Social Services year end expenditure projections for the current year and the financial position for 2001-02 and in particular, the additional demands facing the Social Services Committee.*
8. **Budgetary Control Statement for November, 2000** On receiving a report by the County Treasurer,
- Resolved: *To note the report.*
9. **Budget 2001-02: Position Statement** On considering a report by the County Treasurer,
- Resolved: *The Committee:*
- (1) *notes the position statement in the County Treasurer's report, including his assessment of the Secretary of State's possible criteria for budget capping in 2001/02 and his exemplification of the additional £3m for services associated with an increase of 7.9% in the Council Tax .*

- (2) *requests the County Treasurer to report direct to the County Council when the full position is known.*
- (3) *confirms that the budgets of the Social Services Committee and other Committees must be sufficient to enable the Council at least to meet its statutory duties and avoid reasonable legal challenge.*
- (4) *draws the attention of the Education Committee to the apparent change in the balance of the Committee's budget and requests the Committee to bring forward the Best Value review of the library service, to 2001/02, instead of the narrower review which was recommended by the Community Services Sub Committee on 10 January 2001.*
- (5) *recommends the County Council*
 - (i) *to increase the provision in the financial plan for the Education and Environment & Transport Committees by £1.6m and £0.3m respectively to reflect the higher education SSA .*
 - (ii) *to increase the provision for the Environment & Transport Committee by a further £0.5m in order to claim the full level of funding of £9.57m under the Local Transport Plan settlement for 2001/02.*
 - (iii) *to increase the provision for the Social Services Committee by £0.5m to reflect the changed date of introducing the new specific grant .*
 - (iv) *to consider final levels of Committee budgets and Council Tax in the light of the Treasurer's final report.*

10. **Interim Treasury Report: 2000-01 (Period 3)** On considering a report by the County Treasurer,

Resolved: *To note the report.*

11. **Borrowing Resolution 2001-02** On considering a report by the County Treasurer,

Resolved: *To recommend the County Council to agree in respect of its borrowing limits for 2001-02:*

- (1) *that the maximum amount which the County Council may have outstanding by way of borrowing should be £100 million;*
- (2) *that the maximum amount which the County Council may have outstanding by way of short term borrowing should not exceed £30 million;*
- (3) *that the amount of borrowing on which interest payable by the County Council is at a rate or rates which can be varied by the person to whom it is payable or which can vary by reference to any external factors should not exceed 25% of the total borrowings outstanding at any point in time.*

12. **Corporate Services Sub-Committee**

Resolved: *To receive the Minutes of the meetings of the Sub-Committee held on 15th December, 2000 and 9th January, 2001.*

13. **WDS Externalisation Working Party**

Resolved: *To receive the minutes of the Working Party meeting held on 8th January, 2001.*

Contract Framework for the Externalisation of WDS On considering a recommendation of the Working Party and a joint report by the Solicitor to the Council and the Director of Environmental Services,

Resolved:

(1) *To adopt the following contract objectives:*

- (i) *To ensure continuation of essential services across the whole of Wiltshire.*
- (ii) *To let as few contracts as is consistent with best value.*
- (iii) *To maximise the value of the business to be transferred and minimise any losses to the County Council.*
- (iv) *To maximise the value of any residual assets to the County Council and minimise any residual losses.*
- (v) *Insofar as it is consistent with the objectives above, to protect the interests of staff.*

(2) *To advise all contractors that the County Council will:*

- (i) *Consult shortlisted contractors on matters such as specification and quality.*
- (ii) *Adopt a wholly transparent process in terms of information and evaluation criteria.*
- (iii) *Expect all staff that transfer to do so as if TUPE applies and will expect contractors to offer all transferring staff broadly comparable pensions.*

(3) *To adopt the following evaluation criteria:*

- (i) *Contractors at the first evaluation must be able to demonstrate a proven commitment to quality service provision.*
- (ii) *The contractors shortlisted will be those best able to demonstrate a commitment to quality.*

- (iii) *The final shortlist should comprise 3 contractors in each of the four categories (see below).*
- (iv) *A contractor can bid for more than one category.*
- (v) *All else being equal, preference will be given to contractors who can provide a total service.*
- (vi) *The final selection will not be on price alone - there will also be a quality threshold and a quality measure.*
- (4) *That matters to be considered when assessing quality should include:*
 - (i) *Mechanisms for ensuring delivery within specification, including method statements.*
 - (ii) *Mechanisms for ensuring contractor self-monitoring.*
 - (iii) *Proposals for continuous improvement to assist the Council in meeting its Best Value objectives.*
 - (iv) *For contractors passing the quality threshold, subject to consultation with contractors, an 80:20 price/quality split will be adopted.*
- (5) *That the following contract structure should be adopted:*
 - (i) *Grounds Maintenance, with the letting of this contract expedited and completed by 9 April 2001(the beginning of the school holiday) in order to minimise ongoing losses.*
 - (ii) *Catering should, where possible, be one contract with the Council with subsidiary agreements between the council and other stakeholders and with a view to selection before the end of the summer term of this year for commencement on 4th June 2001.*
 - (iii) *Cleaning as with catering.*
 - (iv) *For the County Hall complex, the possibility of a single facilities arrangement should be explored with the industry as a matter of urgency for a further report to the Working Party/Sub-Committee.*
- (6) *To approve the attendance of the Chairman and Vice-Chairman at the Open Day as an approved duty for the purpose of payment of Members' allowances.*
- (7) *To approve the co-option of a School Governor to the Working Party / Sub-Committee as a stakeholder representative.*

14. Corporate Grants Working Party

Resolved: *To receive the minutes of the Working Party meeting held on 18th December, 2000.*

Anti Poverty Strategy: Benefits Take Up Campaign On considering the recommendation of the Working Party and a report by the Director of Social Services,

Resolved: To continue to fund the benefits take up campaign for a further period of three years from 2001-2002 at £40,000 per annum.

Corporate Grants 2001-02 On considering the recommendation of the Working Party and a report by the Director of Social Services:

Resolved: to agree the allocation of Corporate Grants for 2001/2002 at the same levels as in 2000/2001 as follows:-

<i>(a) Citizens' Advice Bureaux</i>		
<i>CAB Services in West Wiltshire</i>	<i>£50,850</i>	
<i>Salisbury & District CAB</i>	<i>£49,379</i>	
<i>Kennet CAB</i>	<i>£33,568</i>	
<i>North Wiltshire CAB</i>	<i>£54,475</i>	
		<i><u>£188,272</u></i>
<i>(b) Local Development Agencies</i>		
<i>Salisbury CVS</i>	<i>£37,832</i>	
<i>West Wilts CVS</i>	<i>£37,832</i>	
<i>North Wilts CVS</i>	<i>£37,832</i>	
<i>Kennet RDA</i>	<i>£37,832</i>	
		<i><u>£151,328</u></i>
<i>(c) Other Services</i>		
<i>Community First</i>	<i>£63,705</i>	
<i>Wilts Racial Equality Council</i>	<i>£14,000</i>	
<i>Wilts Charities Information Bureau</i>	<i>£20,382</i>	
<i>Victim Support Wiltshire</i>	<i>£ 8,555</i>	
<i>Wiltshire Community Foundation</i>	<i>£ 1,000</i>	
		<i><u>£107,642</u></i>
	<i>Total</i>	<i><u>£447,242</u></i>

15. **The Youth Justice Plan 2001/02** The Committee considered a report by the Chief Executive together with a copy of the draft Youth Justice Plan for 2001/02.

Resolved:

- (1) To approve the Wiltshire Youth Justice Plan 2001/02 as presented.*
- (2) To agree that the plan be submitted to the Youth Justice Board.*
- (3) To congratulate the Youth Offending Team on their work and the production of the Plan.*

16. **Community Safety and the Statutory Responsibilities of the County Council** On considering a report by the Chief Executive.

Resolved: To agree the following procedures to meet the legal requirements of Section 17 of Crime and Disorder Act 1998:-

- (1) to include community safety in the criteria for each Best Value Review of Council services;
- (2) to include further guidance for reviewers in the Council's Best Value "tool kit".

17. **H.M. Coroner: Budget** On considering a report by the Director of Corporate Services,

Resolved:

- (1) To note the current budgetary position and the steps being taken to put next year's H.M. Coroner budget on an accurate footing.
- (2) To approve the overspend in the 2000/01 budget being funded from general balances.

18. **Urgent Items** The Chairman agreed to consider these matters as urgent items as both seminars are due to be held before the next meeting of the Committee:

- (1) **CCN Seminar: Local Public Service Agreements**

Resolved: To agree Mrs. Seager's attendance at this seminar to be held in London on 1st February 2001 and that her attendance be an approved duty for the purposes of attendance, travel and subsistence allowances.

- (2) **Overview and Scrutiny Roundtable**

Resolved: To agree Mr. Willmott's attendance at this seminar to be held in Bristol on 9th February 2001 and that his attendance be an approved duty for the purposes of attendance, travel and subsistence allowances.

(Duration of meeting : 10.30 a.m. - 11.50 a.m.)

The Officer who has produced these minutes is Stuart Smith, of the Committee Services Unit, direct line 01225 713054.

Press enquiries to Communications, direct line (01225) 713114/713115.

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