

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY 24TH NOVEMBER 2011 AT 4.00 P.M.

THE COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE,
BROMSGROVE

MEMBERS: Bromsgrove District Council: Councillor C. B. Taylor
Bromsgrove District Council: Councillor M. A. Bullivant
Malvern Hills District Council: Councillor Mrs. B. Behan
Malvern Hills District Council: Councillor P. Grove
Redditch Borough Council: Councillor M. Braley
Redditch Borough Council: Councillor P. Mould
Worcester City Council: Councillor Mrs. L. Hodgson
Worcester City Council: Councillor F. Lankester
Worcestershire County Council: Councillor A. N. Blagg
Worcestershire County Council: Councillor D. Thain
Wychavon District Council: Councillor Mrs. E. Stokes
Wychavon District Council: Councillor K. Jennings
Wyre Forest District Council: Councillor J. Baker
Wyre Forest District Council: Councillor M. Hart

AGENDA

1. To receive apologies for absence and notification of substitutes
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the Worcestershire Shared Services Joint Committee held on 29th September 2011 (Pages 1 - 4)
4. Worcestershire Regulatory Services Purposes and Outcome Measures - Verbal Update

Verbal Update from the Head of Worcestershire Regulatory Services following the Worcestershire Regulatory Services Away Day 24th November 2011. To include the proposed 3 Purposes and Outcome Measures for consideration by Worcestershire Shared Services Joint Committee Members.
5. Appointment of ICT Project Manager - Verbal Update from the Head of Worcestershire Regulatory Services
6. Worcestershire Regulatory Services Risk Register (Pages 5 - 10)

7. Worcestershire Regulatory Services Financial Monitoring April - September 2011/2012 (Pages 11 - 18)
8. Worcestershire Regulatory Services Budget 2012 / 2013 (Pages 19 - 22)
9. Worcestershire Shared Services Joint Committee - Proposed Meeting Dates 2012 / 2013

Thursday 23rd February 2012

Thursday 28th June 2012 – Annual Meeting

Thursday 29th September 2012

Thursday 22nd November 2012 – Budget Meeting

Thursday 21st February 2013

10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

15th November 2011

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY, 29TH SEPTEMBER 2011 AT 4.00 P.M.

PRESENT: Councillors Mrs. L. Hodgson (Chairman), M. Braley (Vice-Chairman), M. A. Bullivant, Mrs. B. Behan, P. Grove (during Minute No's 12/11 to 17/11), P. Harrison (substituting for Councillor J. Baker), P. Mould, A. N. Blagg, D. Thain, F. Lankester, K. Jennings, Mrs. E. Stokes and M. Hart

Also in attendance: David Evans, Audit Manager, Audit Commission (during Minute No. 12/11)

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council, Mr. I. Pumfrey, Head of Customer and Environmental Services, Malvern Hills District Council and Ms. A. Scarce, Committee Services Officer, Bromsgrove District Council

Invitees: Councillor J. Riaz, Licensing Chairman, Worcester City Council

Officers: Ms. J. Pickering, Mr. S. Jorden, Ms. C. Flanagan, Mrs. D. Randall, Mr. I. Edwards and Ms. P. Ross

9/11 APOLOGIES

Apologies for absence were received from Councillors J. Baker, Wyre Forest District Council and C. B. Taylor, Bromsgrove District Council.

10/11 DECLARATIONS OF INTEREST

No declarations of interest were received.

11/11 MINUTES

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 23rd June 2011 were submitted.

With reference to an undertaking given at the previous meeting, the Executive Director, Finance and Corporate Resources, Bromsgrove District Council apologised to Members for not having provided this information and agreed that more detailed information on miscellaneous expenses would be provided in future reports to the Joint Committee.

RESOLVED that the minutes be approved as a correct record.

12/11 **AUDIT COMMISSION ANNUAL GOVERNANCE REPORT 2010/2011**

A copy of the Annual Governance Report for 2010/2011 was considered. The Chairman welcomed Mr. D. Evans, Audit Manager from the Audit Commission to the meeting. Mr. D. Evans informed Members that he would present the report in the absence of Ms. L. Cave, District Auditor, who had submitted her apologies.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council informed Members that this was the first year that accounts had to be prepared in compliance with The International Financial Reporting Standards, which had resulted in additional work for officers.

Mr. D. Evans informed Members of the minor issues and amendments that had been raised with the Executive Director Finance and Corporate Resources, Bromsgrove District Council. Officers had accepted these minor revisions and he asked the Joint Committee to consider these before approving the Annual Governance Report 2010/2011.

Mr. D. Evans responded to questions from Members with regard to the Joint Committee being considered as a 'smaller relevant body'.

RESOLVED:

- (a) that the Audit Commission Annual Governance Report 2010/2011 be noted;
- (b) that the Statement of Accounts 2010/2011 not be amended to reflect the issues raised by the Audit Commission for the reasons discussed during the meeting; and
- (c) that the letter of representation on behalf of the Joint Committee be approved.

13/11 **STATEMENT OF ACCOUNTS 2010/2011**

Consideration was given to the report relating to the financial information for the year 2010/2011. The Statement of Accounts reflected the position from June 2010 to March 2011 for the new Worcestershire Regulatory Services and therefore was the first set of accounts referred for approval by the Joint Committee.

RESOLVED that the Statement of Accounts 2010/2011 be approved.

14/11 **WORCESTERSHIRE REGULATORY SERVICES PERFORMANCE INFORMATION APRIL - JUNE 2011**

The Committee considered a report which detailed the performance data for Worcestershire Regulatory Services for the period April 2011 to June 2011.

The Head of Worcestershire Regulatory Services responded to questions from Members with regard to future reporting. He informed Members that he was due to meet with the Joint Committee Management Board to discuss future reporting including a comprehensive list of key outcomes and performance

measures. Once determined this information would be made available to Joint Committee Members during 2012.

RESOLVED that the performance data for Worcestershire Regulatory Services for the period April 2011 to June 2011 be noted.

15/11 **PROJECT MANAGEMENT SUPPORT**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with details of the current project management resources arrangement and the reduction in days due to the increased demand on the Project Manager from the Worcestershire County Council's Bold Programme.

Members were further informed that on 14th September 2011 the Worcestershire Regulatory Services Management Board had accepted the proposal to seek to recruit a full / part time Project Manager to manage delivery of the remaining Information Communications Technology (ICT) and Transformation products.

The Chairman expressed sincere thanks to Mr. I. Edwards for his contribution as Regulatory Services Project Manager.

Further discussion followed on the development of a robust ICT operating system and the role of Systems Thinking in order to determine the ICT needs and requirements for Worcestershire Regulatory Shared Services. The Head of Worcestershire Regulatory Services confirmed to Members that they would be advised of the procurement process and once developed the ICT Project Plan would be shared with the Joint Committee.

16/11 **WORCESTERSHIRE REGULATORY SERVICES ENFORCEMENT POLICY**

The Committee considered a report which sought to provide a Worcestershire Regulatory Services (WRS) single Enforcement Policy to be used across the county in relation to all enforcement activities.

The Head of Worcestershire Regulatory Services informed Members that The Regulators Compliance Code was fairly prescriptive in terms of what needed to be included within an Enforcement Policy, seeking to ensure that local authorities took a measured approach to enforcement. The Enforcement Policy would allow the service to operate in a consistent way across the county in relation to all enforcement matters.

The Legal Service Manager, Redditch Borough Council responded to questions from Members regarding minor changes to the WRS Enforcement Policy, Introduction. Comments received from the legal team at Bromsgrove District Council and Redditch Borough Council for inclusion within the policy had not been received in time to incorporate into the Enforcement Policy presented at the meeting.

Following further explanation and discussion with the Legal Service Manager, Redditch Borough Council with regard to the minor changes it was

RESOLVED that the agreed changes to the Worcestershire Regulatory Services (WRS) Enforcement Policy, Introduction, be incorporated and Members receive a copy of the WRS Enforcement Policy with the published Joint Committee minutes.

RECOMMENDED that, subject to the agreed changes to the Worcestershire Regulatory Services Enforcement Policy, Introduction, the Council for each Member Authority adopts the policy.

17/11 **WORCESTERSHIRE REGULATORY SERVICES JOINT COMMITTEE**
BUDGET MONITORING APRIL 2011 - JULY 2012

The Committee considered a report which detailed the financial position for the period April 2011 to July 2012.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and informed the Committee that there were no major issues to report in relation to the financial position April 2011 to July 2012.

Following further discussion, the Executive Director Finance and Corporate Resources, Bromsgrove District Council agreed to provide Joint Committee Members with more detailed information on miscellaneous expenses.

RESOLVED:

- (a) that the Executive Director Finance and Corporate Resources, Bromsgrove District, be tasked to provide Joint Committee Members with more detailed information on miscellaneous expenses by 10th October 2011, and
- (b) that the financial position for the period April 2011 to July 2012 be noted.

The meeting closed at 5.17 p.m.

Chairman

JOINT COMMITTEE

Date 24th November 2011

RISK REGISTER

Recommendation	To note the current risk register. .
Contribution to Priorities/ Recommendations	Not applicable.
Introduction Summary Background	Background WRS was requested to formulate a risk register. It was recommended by Management Board that a summary of risks and mitigating actions be provided to the Joint Committee annually.
Report	Risk Register Reporting In October 2011, the Management Board of WRS received and signed off a detailed risk register for WRS. This was prepared using the templates provided by Bromsgrove. It was agreed that the risk register would be monitored as follows:- <ul style="list-style-type: none">• WRS officers would review and update the full register quarterly.• That a report on any “red” risks would be provided to Management Board quarterly.• That a summary of all risks and high level mitigation action would be provided to Joint Committee on an annual basis. It was also agreed that the risk register would be circulated to each partner council to ensure the overall “WRS Risk” can be incorporated into partner councils risk registers as deemed appropriate.

Key Risks

Annex 1 of this report shows the identified risks and summary of the mitigating activities.

The “red” risks relate to

- Possible failure of support services, in particular support re IT and telephony.
- Concerns that the business transformation process will not identify the budget savings required. However meetings since the register was drafted indicate that the necessary savings for 2012/13 have now been identified. The overall risk will be reviewed next quarter.

The “amber” risks relate to

- Risks associated with the identification and procurement of a single ICT system for WRS
- Changes to the pest control and dog warden services. However a decision on changes to elements of these services are due to be taken by Management Board in December 2011 and the risk will be reviewed next quarter.
- Ability to respond to civil contingencies.
- Risks associated with partner councils not providing stable funding for WRS

All others are currently “green” but will require ongoing monitoring.

Risk Matrix

In order to assess red/amber/green the following matrix was used.

	Category	Impact		
		LOW	MEDIUM	HIGH
Likelihood	HIGH	3	6	9
	MEDIUM	2	4	6
	LOW	1	2	3

Financial Implications

There are no direct financial implications related to the risk register.

Sustainability

Not applicable.

Contact Points

Wendy Martin, Business Manager, Worcestershire Regulatory Services
Tel: 07982 418423
email: wmartin@worcsregservices.gov.uk

Background Papers

None

Risk Register

Service: Regulatory

Key Objective: Ref. No. 1		Key Objective: Ref. No. 2		Key Objective: Ref. No. 3		Key Objective: Ref. No. 4		Key Objective: Ref. No. 5	
One effective and efficient database system across the partners		Effective and efficient Business Continuity arrangements in place		Maintain our capacity to achieve service delivery		Effective and efficient contract arrangement for dog control		Robust arrangements in place in relation to obtaining legal advice and monitoring legislative changes	
Responsibility: SJ		Responsibility: SJ		Responsibility: SJ		Responsibility: SJ		Responsibility: SJ	
Associated Key Risk(s)		Associated Key Risk(s)		Associated Key Risk(s)		Associated Key Risk(s)		Associated Key Risk(s)	
Delays in procuring new single WRS IT System		Major Power failures or other reasons that access to Wyatt House is not possible		Major staff sickness (e.g. flu pandemic)		Pest and Dog Control contractors cease operations		Loss of Major Court Case	
Migration of the seven to one may be expensive. Could involve large scale data cleansing				Unable to recruit or retain suitably qualified staff		Lack of kennelling for stray dogs		Need to ensure the legal vires of the service doing what is required by constituent authorities, to	
Significant training needs to enable staff to input information accurately								There may be large on-going cases that could have significant impact on the finances of the new service if they are not won.	
Question whether there will be sufficient expertise within the new structure to support the migration plan									
Current Likelihood		Current Likelihood		Current Likelihood		Current Likelihood		Current Likelihood	
High		Medium		Medium		Low		Medium	
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
AMBER (3)		GREEN (2)		GREEN (2)		AMBER (3)		GREEN (2)	
Impact Likelihood		Impact Likelihood		Impact Likelihood		Impact Likelihood		Impact Likelihood	
Low		Low		Low		High		Low	
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
GREEN (1)		GREEN (2)		GREEN (2)		GREEN (2)		GREEN (2)	
Action Ref.		Action Ref.		Action Ref.		Action Ref.		Action Ref.	
1.1		2.1		3.1		4.1		5.1	
Rating		Rating		Rating		Rating		Rating	
High		Low		Low		Medium		Medium	
Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements	
Design specification correctly and on time		Mobile / flexible working equipment for all staff		Have business continuity plan in place		Design specifications contracts correctly and on time		Legal advice to be sought throughout the entire process using internal and external lawyers according to the information required.	
1.2		2.2		3.2		4.2		5.2	
Rating		Rating		Rating		Rating		Rating	
High		Low		Medium		Medium		Medium	
Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements	
Follow procurement process in timely fashion		Have business continuity plan in place		Active participation regional, sub regional groups by team members		Follow procurement process in timely fashion			
1.3		2.3		3.3		4.3		5.3	
Rating		Rating		Rating		Rating		Rating	
High						Medium			
Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements		Actions / Improvements	
Ensure sufficient in-house support for system maintenance and						Restructure dog warden service			
1.4		2.4		3.4		4.4		5.4	
Rating		Rating		Rating		Rating		Rating	

Key Objective: Ref. No. 6		Key Objective: Ref. No. 7		Key Objective: Ref. No. 8		Key Objective: Ref. No. 9		Key Objective: Ref. No. 10	
Responsibility:	Associated Key Risk(s)	Responsibility:	Associated Key Risk(s)	Responsibility:	Associated Key Risk(s)	Responsibility:	Associated Key Risk(s)	Responsibility:	Associated Key Risk(s)
SJ	Robust arrangements in place to respond to an environmental incident/disaster	SJ	Effective and efficient budgetary control	SJ	Service provision complies with Government requirements	MB	Achieve stable levels of contribution from partner authorities,	KD	Host provides high quality support services to ensure effective service provision
AMBER (3)	Major infectious disease, incident or animal disease outbreak	GREEN (2)	Failure to maintain effective budgetary control	GREEN (1)	Criticism or intervention by Government if they are unhappy with service provision	AMBER (3)	Level of support from constituent authorities for Regulatory Services will vary due to variations in income	RED (6)	Failure of HRV Finance support
Impact	High	Impact	Medium	Impact	Low	Impact	High	Impact	Medium
Likelihood	Low	Likelihood	Low	Likelihood	Low	Likelihood	Low	Likelihood	High
Risk Colour (Score)	AMBER (3)	Risk Colour (Score)	GREEN (2)	Risk Colour (Score)	GREEN (2)	Risk Colour (Score)	AMBER (3)	Risk Colour (Score)	GREEN (2)
Current	Acceptable	Current	Acceptable	Current	Acceptable	Current	Acceptable	Current	Acceptable
Action Ref.	6.1	Action Ref.	7.1	Action Ref.	8.1	Action Ref.	9.1	Action Ref.	10.1
Rating	Medium	Rating	Medium	Rating	Low	Rating	High	Rating	Medium
Action / Improvements	Maintain emergency plans for foreseeable incidents	Action / Improvements	Monthly monitoring of budgets	Action / Improvements	Ongoing liaison with Government stakeholders	Action / Improvements	Partners conform with legal agreement on budgetary cost	Action / Improvements	Maintain ongoing liaison with host authority
6.2		7.2	Regular report to Management Board	8.2		9.2		10.2	Ensure Management Board informed of significant failings
6.3		7.3		8.3		9.3		10.3	Host authority to deal with issues in a timely fashion
6.4		7.4		8.4		9.4		10.4	

Key Objective: Ref. No. 11		Key Objective: Ref. No. 12		Key Objective: Ref. No. 13		Key Objective: Ref. No. 14	
Minimise any perceived or real democratic deficit		Effective communication with internal partners		Development where possible of harmonised approach to service delivery by partners		Business transformation to deliver required cost savings	
Responsibility: MB/JC		Responsibility: SJ		Responsibility: MB		Responsibility:	
Associated Key Risk(s)		Associated Key Risk(s)		Associated Key Risk(s)		Associated Key Risk(s)	
Local Member / Citizen identifies or perceives lack of democratic accountability for new service		Communication / interface with other services				service delivery problems	
						Cuts in front line services	
Current		Current		Current		Current	
Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood
Low	Medium	Low	Low	Low	Medium	Medium	Low
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
GREEN (2)		GREEN (1)		GREEN (2)		RED (6)	
Acceptable		Acceptable		Acceptable		Acceptable	
Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood
Low	Medium	Low	Low	Low	Medium	Medium	Low
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
GREEN (2)		GREEN (1)		GREEN (2)		GREEN (2)	
Action Ref.	Rating	Action Ref.	Rating	Action Ref.	Rating	Action Ref.	Rating
11.1	Medium	12.1	Medium	13.1	Medium	14.1	High
Action / Improvements		Action / Improvements		Action / Improvements		Action / Improvements	
Ensure good communications back to the constituent authorities		Ongoing liaison with relevant parts in partner councils (eg Planning)		Have clear scripting for Customer Service staff so that they know the different provisions in each district		Clear timetable for application of systems thinking in all areas	
11.2	Low	12.2		13.2	Medium	14.2	High
Action / Improvements		Action / Improvements		Action / Improvements		Action / Improvements	
Ensure all publicity pushes the joint nature of services				Gradually move towards a more standardised approach within the demands of individual local authorities		Implement changes in timetable	
11.3	Low	12.3		13.3		14.3	Medium
Action / Improvements		Action / Improvements		Action / Improvements		Action / Improvements	
Maintaining "localism" into the operational delivery						Effective communication with staff around change procedures	
11.4		12.4		13.4		14.4	Medium
Action / Improvements		Action / Improvements		Action / Improvements		Action / Improvements	
						Regular reports to Management Board	

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Worcestershire Regulatory Services

Supporting and protecting you

Joint Committee 24 November 2011

REGULATORY SERVICES FINANCIAL MONITORING APRIL - SEPTEMBER 2011/12

Recommendation

That the Committee

- consider the financial position of the service for June – September 2011.

Contribution to Priorities

The development of a robust budget and financial management framework will ensure the priorities of the service are delivered within the agreed budget.

Introduction/Summary

The Worcestershire Shared Service Partnership commenced on the 1st June 2010, this is the second year for the operation of the joint provision of the service. The budget for this financial year (2011/12) was approved by the Joint Committee on the 25th November 2010.

This report provides members with details of the financial position from April 2011 to September 2011.

Background

As part of the financial managements arrangements relating to the service a regular monitoring statement is produced for Members to ensure that costs are managed within the budget approved by participating Councils.

The Head of Service has regular discussions with finance colleagues to review costings and to address any issues that may arise.

The Regulatory Services Management and Project Board also consider the reports on a monthly basis.

Report

The following statements are included for the Committee's attention:

- Revenue Monitoring April – September 2011/12 – Appendix 1
- Capital Projected outturn position 2011/12 – Appendix 2



Revenue Monitoring

Appendix 1 details the financial position for the Regulatory Services function for the period from 1st April to 30th September 2011, with a projected outturn to the end of the financial year.

Reasons for variations in the expected level of expenditure are included on the Appendix. These have been agreed with the Head of Service and actions are in place to mitigate any current overspends to budget.

Salary – significant underspend

The 2011/12 salary budget projects a saving of £190k due to salary savings arising from two Grade B posts remaining vacant. Plans are in place to recruit to one of the Grade B posts within the next 2 months. When a start date has been agreed the financial statements will be adjusted accordingly.

Car Allowance – overspend

The overspend anticipated on the Car Allowance budget of £13k reflects the agreement made to pay a 12 month disturbance allowance to staff for mileage costs associated with the move to Wyatt House. This is absorbed by other savings within the service and has ensured that staff are supported financially during the transition.

The projected underspend has increased from that previously estimated (£46k). This is due to a number of reasons:

- The continued staff vacancies as detailed above.
 - A reduction in the anticipated expenditure on Furniture and Equipment as much of this was brought into the service from the partners.

Transformation Project - Projected Outturn

Capital spend in this financial year continues to be lower than anticipated, due to the decision to undergo transformation of the service before establishing its ICT needs. Appointment of a Project Manager is anticipated in November, with the process for the procurement of the Management Information System commencing in December 2011 following the result of the Transformation review, with procurement completed in March 2012.

Financial Implications

None other than those stated in the Appendices

Sustainability

None as a direct result of this report

Contact Points

Jayne Pickering – 01527-881400
Debbie Randall – 01527-881235

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	Summary - Full year Budget	Summary - Budget 6 Mths Sept 11	Summary - Expenditure to Sept 11	Summary - Variance	Summary - Projected outturn	Summary - Projected Outturn Variance	Narrative
	£'000	£'000	£'000	£'000	£'000	£'000	
Direct Expenditure							
Employees							
Salary	4,251	2,126	2,008	-117	4,061	-190	Underspend is due to salary savings arising from two Grade B posts remaining vacant
Agency Staff	3	2	10	9	18	15	
Subscription	5	2	0	-1	3	-2	
Training	2	1	0	-1	1	-1	
Employee Insurance	19	19	20	1	20	1	
CRB	0	0	0	0	0	0	
Sub-Total - Employees	4,280	2,149	2,039	-110	4,103	-177	
Premises							
Rent	0	0	39	39	39	39	Accommodation Charges paid to partners to 30/06/11 - prior to move to Wyatt House
Room Hire	6	2	1	-1	3	-3	
Business Rates	36	36	36	0	36	0	
Cleaning	8	2	4	2	11	3	
Repairs & Maintenance	1	1	7	6	10	9	
Service Charges	17	5	3	-2	10	-7	
Secure Storage	15	3	1	-2	14	-1	
Utilities	20	1	1	0	20	0	
Water & Sewerage Services	0	0	0	0	1	1	
Sub-Total - Premises	103	50	91	41	143	40	
Transport							
Vehicle Hire	8	2	1	-2	5	-3	
Vehicle Fuel	8	4	4	0	7	-1	
Tyres	0	0	0	0	0	0	
Road Fund Tax	1	1	1	0	1	0	
Vehicle Insurance	3	3	3	0	3	0	
Vehicle Maintenance	10	3	0	-3	5	-5	
Car Lease	7	4	3	0	7	-1	
Car Allowances	208	94	102	8	221	13	
Public Transport	0	0	1	1	1	1	
Sub-Total - Transport	245	110	115	4	249	5	
Supplies and Services							
Furniture & Equipment	77	23	13	-11	60	-17	This underspend is because furniture and equipment was brought into the service from the Partner Councils
Test Purchases	20	5	0	-4	15	-5	
Clothes, uniforms and laundry	8	2	2	0	8	0	
Printing & Photocopying	40	14	8	-6	27	-13	

CRB Checks (taxi)	9	4	4	1	9	0
Publications	48	18	9	-9	33	-14
Postage	9	3	6	3	12	3
ICT	101	55	59	4	113	12
Legal Costs	23	6	0	-6	14	-9
Telephones	52	20	16	-3	50	-1
Training & Seminars	78	22	19	-3	66	-12
Car Parking & Subsistence	7	3	0	-3	1	-6
Insurance	20	20	33	13	33	13
Miscellaneous Expenses	3	1	2	0	2	-1
Third Party Payments						
Support Service Recharges	250	125	125	0	250	0
Customer Services Hub	50	25	25	0	50	0
Audit	20	10	19	9	30	10

The final agreed fee from the Audit Commission was £20k. A virement has been made from furniture & equipment to fund the additional £10k budget required. The overspend reflects the previous year final account.

Sub-Total - Supplies & Service	815	356	341	-15	774	-41
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Contractors

Dog Warden	195	98	99	1	195	0
Pest Control	50	25	23	-2	48	-2
Analytical Services - Trading Standards	145	70	71	1	145	0
Land Drainage	20	10	8	-2	20	0
Licensing	14	4	3	-1	12	-2
Other contractors/consultants	66	28	43	15	100	34

This overspend relates to consultancy to cover the Grade B vacancy, and will be covered by the salary saving

Water Safety	11	5	4	-1	9	-2
Food Safety	6	1	0	-1	5	-1
Environmental Protection	43	19	19	0	39	-4
Taxi Tests	19	8	9	1	23	4
Grants / Subscriptions	3	2	12	10	12	9
Advertisng	10	5	4	-1	9	-1
Publicity & Promotions	5	2	0	-1	4	-1
Sub-Total	586	276	295	20	620	34

Income

Car Lease Contributions / Training Courses	-3	-2	-7	-5	-8	-5
Sub-Total	-3	-2	-7	-5	-8	-5

Total	6,026	2,939	2,874	-65	5,882	-144
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Percentage saving from original budget £7,181 in 2010-11

18.10%

TRANSFORMATION PROJECT MONITORING 2011/12 PROJECTED OUTTURN

APPENDIX 2

Capital Asset/ Investment description	Business Case Total Estimated Cost £'000	Total Budget 2011/12 (inc c/fwd from 2010/11) £'000	Actual Spend 2011/12 £'000	Projected Actual Spend to 31/03/12 £'000	Projected Variance to 31/03/12 £'000
ICT					
Management information system (based on average of Mouchel Phase 1 & 2 costs less back scanning)	431	431		200	-231
Integration costs - suppliers of other systems	100	60		30	-30
Host ICT development capacity - temporary additional uplift	150	77	22	77	0
Back scanning (provisional estimate for 30k files based on Mouchel costs)	105	55		0	-55
Content management system development	50	50		50	0
Sharepoint (knowledge base) development	50	50		0	-50
Desktop/ pc hardware refresh	144	28	34	30	2
Server/ network refresh	60	20		10	-10
Workflow tool	50	25		12	-13
Access mapping & workflow development Including self service	250	250		100	-150
Building works	10	10		0	-10
Cabling	2	2		2	0
Furniture	5	-1		0	1
Removals	5	5		0	-5
Project management	125	93	26	93	0
Total	1,537	1155	82	604	-551
Capital Grants	-270	-270	-56	-270	0
Total to be Funded by Partners	1,267	885	26	334	-551

Notes to statement:

Management Information System - procurement for this will commence in October 2011 following the result of the transformation exercise
RIEP Grant reclaim has now commenced with the first quarter being due for payment
Consideration will need to be ongoing as to the capital and revenue nature of the spend associated with the Transformation Project

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Joint Committee
24 November 2011

REGULATORY SERVICES BUDGET 2012/13

Recommendation

That the draft budget for 2012/13 be approved and that Members delegate to the Head of Service and S151 officers to agree the revisions in relation to Land Drainage.

**Contribution to
Priorities**

The development of a robust budget and financial management framework will ensure the priorities of the service are delivered within the agreed budget.

Introduction/Summary

The budget for 2012/13 was included in the original business case for Regulatory Services as implemented 1st July 2010.

This report provides members with details of the ongoing budget for future years of service provision.

Background

The development of the business case for Regulatory Services included a detailed analysis of the financial implications for each partner.

The financial arrangements for the project have been agreed previously and these financial projections include all services provided by Regulatory Services.

Report

Officers have reviewed the financial position based on estimated expenditure and have prepared a detailed budget as attached at Appendix 1. This reflects the financial position associated with the establishment that is in place following the restructure.

The following assumptions have been made during the compilation of this budget:

- The costs attributed to general expenditure have been included based on the business case with no increase for inflation.
- The figures include the budgets for land drainage, which has subsequently been removed from this service area into a new shared service for both the North and South of the County. Officers are working

on the final position for the budget and therefore have requested delegation to the Head of Service and S151 officer to finalise the budget position to reflect the changes and to report this to the participating authorities.

The original business case savings of £357k will be delivered during 2012/13. This will be allocated across the participating authorities on the following basis as previously agreed:

	Partner %	Saving 12-13 £
Bromsgrove	11.16%	-39,868
Malvern	9.67%	-34,545
Redditch	10.65%	-38,047
Worcester City	10.99%	-39,261
Wychavon	16.72%	-59,732
Wyre Forest	10.93%	-39,047
County	29.88%	-106,744
		<u>-357,244</u>

Financial Implications

None other than those stated in the Appendix

Sustainability

None as a direct result of this report

Contact Points

Jayne Pickering – 01527-881400
Debbie Randall – 01527-881235

Background Papers

Detailed financial business case

REGULATORY SERVICES BUDGET 2012/2013

Account description	Draft Budget 2012/2013 £'000
Employees	
Monthly salaries	4,167
Agency workers	3
Training for professional qualifications	2
Medical fees (employees')	1
Employers' liability insurance	19
Employees' professional subscriptions	2
Sub-Total - Employees	4,194
Premises	
Internal repair/maint.	1
Rents	182
Room hire	6
Water charges	0
Cleaning and domestic supplies	0
Sub-Total - Premises	189
Transport	
Vehicle repairs/maint'ce	
Diesel fuel	7
Licences	1
Contract hire of vehicles	8
Vehicle insurances	3
Car Lease	7
Car allowances	178
Vehicle Maintenance	10
Sub-Total - Transport	214
Supplies & Service	
Equipment - purchase	34
Clothing and uniforms	7
Laundry	1
Training fees	60
General insurances	20
Printing and stationery	40
Books and publications	27
Postage/packaging	6
ICT	51
Telephones	41
Taxi Tests	20
CRB Checks (taxi)	10
Legal fees	13
Subsistence expenses	7
Support service recharges	250
Customer service posts	50
Audit	19
Sub-Total - Supplies & Service	656
Contractors	
Consultants / Contractors' fees/charges/SLA's	403
Advertising (general)	10
Grants and subscriptions	2
Marketing/promotion/publicity	5
Sub-Total - Contractors	420
Income	
INCOME miscellaneous fees	-3
Sub-Total - Income	-3

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