

Report to Business & Transformation Scrutiny Panel

Agenda
Item:
A.3
(b)

Meeting Date: 26 October 2017
Portfolio:
Key Decision: No
Within Policy and Budget Framework Yes
Public / Private Public
Title: SMT Sub-Groups – Business Management & Development
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.70/17

Purpose / Summary:

The Report describes the work of the Business Management & Development Senior Management Team Sub Group. It is for information, as requested by the Panel.

Recommendations:

Members have requested the Report and any comments or questions are welcome.

Tracking

Executive:	
Scrutiny:	26 October 2017
Council:	

1. Background

The Business Management and Development Sub-Group is a sub-group of the Senior Management Team and is chaired by the Corporate Director of Governance & Regulatory Services. The Sub-Group is primarily tasked with taking care of operational matters, looking for improvements where possible and considering commercial opportunities for the Council.

The Sub-Group has a core membership of the Director, the Chief Finance Officer, the Legal Services Manager and the Policy & Performance Manager. Each Chair a different task Group, which also include other, relevant officers, which reports back to the over-arching sub-group. The task groups are as follows:

Task Group	Remit
Governance	<ul style="list-style-type: none">• Constitution• Schemes of Delegation• Training• FOI• ICT Security• Audit• Information Management• Codes of Conduct
Commercial Strategy	<ul style="list-style-type: none">• Asset Business Plans• Income Generation• New Ventures
Financial Planning	<ul style="list-style-type: none">• Medium Term Financial Plan• Strategic Financial Planning Group• Budget Development• Financial Monitoring• Efficiency Plans
Corporate Planning	<ul style="list-style-type: none">• Service Planning
Performance Management	<ul style="list-style-type: none">• Reports to Members• Reports for the Public• Reports for Management
Risk Management	<ul style="list-style-type: none">• Project Risks• Directorate Risks• Service Risks• Audit (Risk)

Using the themes of Governance & Finance; Commercial Strategy and Performance Management, the current work areas of the groups are as follows:

Governance & Finance

Task	Purpose
Investigation of electronic voting system for Council Chamber.	To modernise and make the functioning of Council meeting more efficient.
Review of sealing of legal documents.	Increased efficiency.
Review of other Councils' meeting procedures (by attendance)	To see whether we can learn and do anything better.
Project manage and implement the General Data Protection Regulations.	To implement the GDPR – project team <ul style="list-style-type: none"> • Data Audit underway • Assessment of required policies • Authority to appoint a new senior 'Information Officer' – JD agreed and evaluated. To advertise.
Review of procurement strategy	To keep it fit for purpose. Now approved.
Code of Corporate Governance	Reviewed and amended (Audit Committee) Significant piece of work as relates to the Council's decision making framework.
Annual Governance Statement	Reviewed, amended and approved (Audit Committee).
Ethical Governance Training Programme	Now run by the SMT sub-group. Issues re lack of take up when choice is allowed.
Chief Officer Schemes of Sub-Delegation	Chief Officers operate by passing their delegated powers on to other. The schemes of sub-delegation are designed to clearly and transparently record how this is done.
Medium Term Financial Plan	Considering different ways of progressing this: base budgets/minimum reserve provision/Business Rate Retention
Constitution review	Ongoing process to see if it can be improved. First section will be the Financial Procedure Rules (Audit Committee)
Strategic Financial Planning Group	Terms of reference reviewed and updated.
Developing e-learning for financial systems users.	To reinforce the application of financial controls.
Review of Budget Monitoring Process	To improve where possible.
Develop the Financial Systems Ledger: e-purchasing system.	To improve purchasing efficiency for the Council.
Risk Management Group	Monitors Directorate Risks throughout the Council (sits below the Corporate Risk Management Group).
Review of Budget Process	To introduce efficiencies: <ul style="list-style-type: none"> • More efficient involvement of Scrutiny Panels • The wider Member role. • Improve consultation

	<ul style="list-style-type: none"> • Reporting Cycle
Cumbria Legal Training	Organised by Carlisle. We've now had two training sessions on Joint Ventures/Compulsory Purchase and State Aid/Income Generation. Hosted in Carlisle. Approx saving of £20,000 across Cumbria.

Commercial Strategy/Income/Savings

Crowd Funding	Consideration of whether this is possible for the Council.
Building Control	Assessment of income generation potential and suitable legal structures to deliver the Business Proposals.
Review current 'commercial' activities	FAMO, Primark, Solar Panels.
Investment in energy generating weir/ local housing company/ lottery/ renting spare office space/ car parking	Possible income generating areas.

Performance Management

Employee Wellbeing Dashboard	Project progressed – able to extract data from iTrent as an Excel Spreadsheet.
Data Analysis	Assessing data linkage in relation to Clean Neighbourhoods legislation.
Performance Framework	Improvements made to system – reported to SMT and approved.
Scrutiny Chairs	Sub-Group has oversight of Performance Reporting to Scrutiny Chairs

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**Appendices None
attached to report:**

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS/RISKS:

Community Services -

Corporate Support and Resources –

Economic Development –

Governance and Regulatory Services –