

Progress Update – EIT Review of Advice & Information

No.	Recommendation	Lead Responsibility	Finance Manager	Anticipated Completion Date/ Completion Date	Quarter 2 Evidence of progress Presented to Committee on 22/11/11 (Please state current position on recommendation or alternative action taken)	Q2 Savings/Costs to Date (please state whether actual or estimated)	Q2 Assessment of progress (Categories 1-4)
5	5. That the Welfare Rights service enter into discussions with the PCT to seek to draw in funding by delivering advice sessions at GP practices, similar to models adopted by other local authorities.	Manager of the new team set up as part of recommendation (4) above	D New	October 2011	This recommendation is still in review due to the changes within the local PCTs and monies available to provide advice sessions. Consideration is being given of how best to work with GP consortiums in the area in the future. However we are waiting for further information as changes to the PCT funding structure is developed. Revised completion date April 2012.		3 - Slipped
6	That the Web Development Team, part of the new Communications Team, develop a specification and work with Xentrall ICT to create an on-line directory of Advice and Information providers across the borough.	D Hurwood C Cooke	N/A	Aug 2011 (revised date)	As previously reported, this piece of work is linked to the creation of the Adults Services Directory. Work has progressed with the new company (OpenObjects). During Q2, further meetings with the Development Team have been held and the continued development work is now in the hands of the Family Information Service (FIS). Work is continuing through the project group to ensure the new Adults Services Directory and the FIS websites are ready for public participation and operate as effectively as possible. The design and feel of the website now matches the requirements of the Council. Testing is being carried out. A suitable web address has been chosen with work ongoing through the Corporate Communications Team to ensure this is in place for the planned soft launch due to take place at the Are You Being Served Event on 25 October 2011 (the revised completion date).		3 - Slipped

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7	That Customer Services and the Library Service promote the availability of the new directory and become points of contact for customers seeking sources of advice and information in face-to-face situations and over the telephone.	K Hornsey / L Featherstone	N/A	Oct 2011 (revised date)	Dependent on (6) above. Discussions and consultation have taken place with Customer Services and library staff regards the process for rolling this out following the soft launch of the above websites. As this action cannot be started until the directory has been launched (now scheduled for the end of October 2011), the planned completion date for this action has been revised to January 2012.		3 - Slipped
8	That an advice providers' network be created, with responsibility for setting up and leading this network sitting within the restructured Welfare Rights team recommended at (4) above.	Manager of the new team set up as part of recommendation (4) above	N/A	October 2011	The advice and information network has had its first meeting with representatives from advice agencies within the Borough, including CAB, Tilley Bailey & Irvine, PCT and Welfare Rights. A further meeting has been set up to look at possible working arrangements.		1 – Achieved fully
9	The newly formed advice providers' network explore options of bidding for Big Lottery grant to support the activities of the network.	Manager of the new team set up as part of recommendation (4) above	N/A	Oct-11	This will form part of the work to be considered by the advice network looking at specific work/project scope required in order to make an application for funding. Revised completion date April 2012		3 - Slipped
Predicted savings of Review				£61,500 over 3 years	Actual Savings of Review to Date (including all recommendations)		
Human Resources Implications				None			

Progress Update – EIT Review of Procurement & Commissioning

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1	Centralised approach to Category Management in Procurement is adopted.	Martin Skipsey (Corporate Categories) Russell Smith (Service Categories - Facilities Management, Building Construction) Brian Buckley (Service Categories - Street Lighting)	Paul Bale	Yr 1 – March 2012	Corporate Categories – reviews completed for Mail Services, Office Furniture, Cash Collection, Clothing, Uniforms, Stationery, Consultancy & Specialist Contractors, Print & Advertising. Service Categories – reviews completed for Building Construction, Building Repair & Maintenance and Civil Engineering & Major Road Schemes. Reviews commenced for Street Lighting, Removals, Room Hire & Document Archiving and Building Alarms & Security Services. Service Categories – review commenced for Street Lighting and Road Maintenance.	Actual £126,786 Estimate for end of year £220,231 Actual £16,237 Total Actual £143,023 Total Estimate £236,468	2 – On Track
Predicted savings of Review				£250k for 2011/12 £500k for 2012/13	Actual Savings of Review to Date (including all recommendations)	£143,023 for 2011/12	
Human Resources Implications							

Progress Update – EIT Review of Xentrall

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5	Capitalise on existing investment. This option builds on the original business case whereby more services could be put into the partnership and there is also an opportunity to expand the business by seeking additional income from other public sector bodies. Additional savings have also been identified as part of the review.	Sue Reay	Paul Bale	10/10/11	<p>There are no obvious opportunities for putting more Stockton and Darlington services into Xentrall.</p> <p>The current focus is on retaining business from schools as they convert to Academies and seeking opportunities to deliver services to Academies outside of Stockton and Darlington (currently have 2) and other public bodies.</p>		2
Predicted savings of Review			£400,000	Actual Savings of Review to Date (including all recommendations)		ICT restructuring will deliver £200k savings to SBC and DBC in 11/12 and £400k per year from 12/13	
Human Resources Implications			No further HR implications				

Progress Update – EIT Review of Democratic Services

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2	That subject to CMT and MAP approving the introduction of a summer recess period for Council/Committee meetings, the Head of Democratic Services be authorised to consider the introduction of a system of annualised hours for Democratic Services staff and realise any financial savings that accrue from this.	Head of Democratic Services Team Leader – Democratic Services Head of Democratic Services Head of Democratic Services	Paul Bale	01/04/11 November 2011	Review of use of DSOs during canvass to take place in Autumn 11.	Democratic Services Officers canvassed Mandale and Victoria Ward resulting in £1,300 savings on Register of Electors Annual Canvass 2011; which, with the earlier reported staff saving arising from the pilot (£2,500), gives an actual saving of £3,800.	2 – On track
4	That subject to full consultation with elected Members:-						
	the Head of Democratic Services and the Head of ICT seek to introduce a standardised level of future IT support for Members;	Head of Democratic Services	Paul Bale	31/03/12	Standardised kit installed for all members and costs reported to MAP (30 th September 2011).	See potential savings below re printers.	2 – On track

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	following the successful rationalisation of our printer estate within the authority and the introduction of secure 'follow me' printing from multi-function devices, local printers in Members homes be no longer supported;	Team Leader Democratic Service	Paul Bale	31/03/12	Rationalisation of printer estate and introduction of new multi function printers with 'Follow me' printing facility scheduled to be introduced January 2012. 15 black and white laser printers were issued to the newly elected members for use within their own homes, at a cost of £99 each. MAP requested a further report to its next meeting regarding their concerns over the removal of existing colour printers from members, and their proposed replacement with new black and white laser printers, due to their on-going need for colour printing as a result of the information supplied to them by officers.	The purchase of new laser printers, as opposed to the previously supplied ink jet printers, represent a purchase saving of approximately £915. It is expected that further savings will be achieved in the long term regards replacement cartridges for these devices as the expected life span of these cartridges was several times longer than with ink jet cartridges.	2 – On track
	in line with Workwise principles, the amount of office accommodation provided within the Council offices be	Head of Democratic Services Team Leader Democratic	Paul Bale	31/03/12	Head of Service liaising with the officers conducting the wider review of accommodation		2 – On track

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	rationalised to reduce the amount of office space required in favour of more shared "touchdown" facilities with concentrated workspace areas;	Services					
	advancements in IT technology be reviewed in the near future to see whether devices such as I-Pads, tablets etc can be introduced by the Authority offering longer term efficiencies leading to a reduction in the Council's Printing budget with less paper work sent to Members and the facility for Members to access all documents via a tablet, upon which notes can be made on the documents electronically	Team Leader Democratic Services	Paul Bale	31/03/12	With regard to advancements in IT, MAP were advised of other technologies currently being considered or piloted which could be of benefit to Members included wireless network access (Wifi) and a review of desktop & mobile devices. A Wifi pilot had recently been undertaken which included three Members and this secure facility would soon be available for use across the Council where there was a business need. A home installation currently costs approximately £700 for a five year use. A review was also underway into the Council's estate of ICT desktop devices and the benefit of using PCs, laptops and/or thin-client devices. An extension to this review would be the use of Blackberries, tablets (iPad and others) and other personal mobile devices for business use within the Council. The findings of the review would be available early in 2012 and an investment/deployment strategy developed accordingly. Further information was requested on how the cost of this proposed advancement in new technology could be absorbed within the current financial constraints.		2 – On track

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5	That attendance at the list of approved conferences is reviewed by the Members Advisory Panel.	Head of Democratic Services Team Leader Democratic Service	Paul Bale	31/12/11	Scheduled to be considered by MAP in November	Actual savings dependent on MAP consideration in November 2011	2 – On track
6	That Democratic Services, in consultation with each elected Member, be authorised to identify ward surgery venues that can be provided at no cost to the Authority, utilising more widely library and school buildings where appropriate.	Head of Democratic Service Team Leader Democratic Service Member Services Officer	Paul Bale	31/12/11	Scheduled to be considered by MAP in November		2 – On track
7	That the business case for transferring servicing of LSP meetings to Democratic Services be explored by the Head of Democratic Services.	Director of Law and Democracy Head of Democratic Services	Paul Bale	31/03/12	On going		2 – On track
8	That Democratic Services deliver the further service improvements identified through independent assessment and inspection at no extra	Team Leader Democratic Services Development Officers – Member Services	Paul Bale	31/03/12	Charter of Member Development Assessment now scheduled for early 2012		2 – on track

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	cost to the Authority within existing budgets.						
11	That future work is carried out to examine the civic function and how the current staffing arrangements and roles can become multi functional to increase efficiencies whilst maintaining and improving the current service.	Head of Democratic Services Team Leader Electoral, Civic and Community Engagement	Paul Bale	31/03/12	<p>Following analysis of working practices it is clear that due to multiple demands on this service that a more multi functional support assistant role would create efficiencies whilst strengthening the overall service delivered.</p> <p>Therefore it has been proposed that an amendment be made to the existing Principal Development Officer Community Engagement role to encompass supervisory responsibility for the Mayoralty and civic service and the change of job title to Democratic Engagement & Civic Services Officer. It is also proposed that the current Mayors Attendant Role and Civic Services Officer role are combined and refreshed to ensure the revised Civic Services Assistant role can deliver the pace of improvement required by the on-going culture of efficiency improvement and transformation. The emphasis will be one of proactive support to the Mayoralty and on-going improvement of the Civic Service.</p>		2 On Track

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13	That the Head of Democratic Services continue to work with procurement to maximise the opportunities for savings in respect of electoral printing.	Head of Democratic Services	Paul Bale	31/03/12	NEPO evaluation completed, awaiting references and some clarification re security and prices. Notification of result of evaluation due 16 November and contract to commence 1 December 2011		2 – On track
Predicted savings of Review				11/12 £30k 12/13 £60k	Actual Savings of Review to Date (including all recommendations)	11/12 £30k target will be achieved Work ongoing to achieve £60k 12/13 target	
Human Resources Implications				Progressing with implementation of civic review			

Progress Update – Review of Outside Bodies

No	Recommendation	Responsibility	Date	Q1 Evidence of Progress Presented on 27/09/11	Q1 Assessment of progress (Categories 1-4)	Q2 Evidence of Progress Presented on 22/11/11	Q2 Assessment of progress (Categories 1-4)
7	That, in addition to officers, Members are requested to provide annual feedback for the bodies they are appointed to, monitoring the activity of these bodies and the value of the appointments	Team Leader-Democratic & Member Services	01-Apr-12	Survey will be issued to members at the end of the current Municipal Year. Members reminded quarterly of facility on Intranet to store the latest up to date information regarding outside body activities, for the benefit of the Council's wider membership.	2 – On Track	Content received uploaded on to Intranet and members advised of its location.	2 – On Track
9	That the Engagement & Partnership Team and Catalyst be asked to continue to facilitate the provision of advice and assistance to community groups regarding Trustee Liability insurance issues	Senior Community Engagement Officer Partnership and Engagement Manager	1st May 2011 March 2011	Draft information intended for website currently being assessed by Risk & Insurance Section with publication expected by end of September. In addition in September 2011 a workshop was held for the VCS on Community Asset Transfers which included case studies highlighting the opportunities and responsibilities of taking on buildings which included insurance issues. A host of signposting support information has also been added to the SBC mycommunities webpages. A follow up VCS workshop	2 – On Track	The timescale for the information on insurance trustees has slipped as the draft is still with the Council's Insurance Section. It is anticipated that it will be on line by end of October. The new VCS workshop planned with Catalyst and Stockton Residents and Communities Group Association on the subject of Commissioning and TUPE responsibilities, is scheduled to be held on Thursday 27 th October 2011.	2 – On Track

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				is planned with Catalyst and Stockton Residents and Communities Group Association for October on Commissioning and TUPE responsibilities.			