

## Progress Update – EIT Review of Advice &amp; Information

No.	Recommendation	Lead Responsibility	Finance Manager	Anticipated Completion Date/ Completion Date	Quarter 4 Evidence of progress Presented to Committee on 05/06/12 (Please state current position on recommendation or alternative action taken)	Q4 Savings/Costs to Date (please state whether actual or estimated)	Q4 Assessment of progress (Categories 1-4)
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	Completed	Group is now established although new agencies are still coming on board. There are many good examples of innovative advice provision within the Borough and agreement is needed from all parties to explore funding opportunities for specific projects that are not currently covered. Funding bid is being considered for Comic Relief monies. Discussions ongoing regarding this and other funding opportunities		1 – Achieved (fully)
<b>Predicted savings of Review</b>				£61,500 over 3 years	<b>Actual Savings of Review to Date (including all recommendations)</b>	£57,000 over 3 years* (see below)	
<b>Human Resources Implications</b>				None			
<p>* The £57,000 represents savings achieved through the new corporate advice and information contract. The recommendation from the review, approved by Cabinet, was that the specification for the contract be worded in a way that gives the Council the option of re-investing these savings to expand the range of advice and information services provided under the contract, given the current economic climate and that this would be reviewed throughout the period of the contract. A review at the end of year 1 of the contract has identified that demand for homelessness advice is increasing and that investment to support advice and information services for residents whose home is at immediate risk because of possession proceedings would be beneficial and has the potential to reduce expenditure that the Council might incur should a homelessness situation arise. This advice and information support includes work relating to rent and mortgage possession proceedings and warrants of possession, including providing initial advice, negotiating with landlords and lenders and representation at Court. Further work is taking place to develop a business case for using the savings in this way.</p>							

## Progress Update – EIT Review of Procurement &amp; Commissioning

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1	Centralised approach to Category Management in Procurement is adopted.	<p><b>Martin Skipsey</b> (Corporate Categories)</p> <p><b>Ian Miles</b> (Corporate ICT Categories)</p> <p><b>Russell Smith</b> (Service Categories - Facilities Management, Building Construction)</p> <p><b>Brian Buckley</b> (Service Categories - Street Lighting)</p>	Paul Bale	Yr 1 – March 2012	<p>Corporate Categories – reviews completed for Mail Services, Office Furniture, Cash Collection, Clothing, Uniforms, Stationery, Consultancy &amp; Specialist Contractors, Print &amp; Advertising</p> <p>Corporate ICT Categories – review completed for Local Printers and MFDs (Photocopiers)</p> <p>Service Categories – reviews completed for Water Dispensers, Building Construction, Building Repair &amp; Maintenance and Civil Engineering &amp; Major Road Schemes, Removals, Room Hire. Reviews commenced for Document Archiving, Storage and Disposal and Building Alarms &amp; Security Services.</p> <p>Service Categories – review commenced for Street Lighting contract. Review completed for Road Maintenance contract.</p>	<p>Actual £156,786</p> <p>Savings to commence in 2012/13</p> <p>Actual £16,237</p> <p>Savings from new Road Maintenance contract to commence in 2012/13 and to be kept in service.</p>	<p>1 – Fully Achieved</p> <p>2 – on track</p> <p>2 and 4</p> <p>2 – on track</p>

						<b>Total Actual</b> £173,023	
<b>Predicted savings of Review</b>			£250k for 2011/12 £500k for 2012/13	<b>Actual Savings of Review to Date (including all recommendations)</b>		£173,023	
<b>Human Resources Implications</b>							

## 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	20/12/11	Xentrall has done some work around partnering and have achieved additional income through Academies (now at 23). We are continuing to consider opportunities as they arise.  Minor change – Schools Finance Team have now transferred into Xentrall. This team complements the Schools and Academies service currently delivered by Xentrall.		1 – Fully Achieved

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<b>Predicted savings of Review</b>			£400,000	<b>Actual Savings of Review to Date (including all recommendations)</b>		All savings have been achieved in full.	
<b>Human Resources Implications</b>			Five staff have transferred from Finance into Xentrall.				

## Progress Update – EIT Review of Democratic Services

No.	Recommendation	Lead Responsibility	Finance Manager	Anticipated Completion Date/ Completion Date	Quarter 4 Evidence of progress Presented to Committee on 05/06/12 (Please state current position on recommendation or alternative action taken)	Q4 Savings/Costs to Date (please state whether actual or estimated)	Q4 Assessment of progress (Categories 1-4)
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 level IT support agreed by MAP-25 Nov 2011		1 – Fully Achieved
	following the successful rationalisation of our printer estate within the authority and the introduction of secure 'follow me' printing	Team Leader Democratic Service	Paul Bale	31/03/12	Roll out of 'follow me' printing in Council offices due to commence June 12. Local printers in Member homes continued to be supported (MAP-25 Nov 11)		2 – On Track

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	from multi-function devices, local printers in Members homes be no longer supported;						
	in line with Workwise principles, the amount of office accommodation provided within the Council offices be rationalised to reduce the amount of office space required in favour of more shared 'touchdown' facilities with concentrated workspace areas;	Head of Democratic Services  Team Leader Democratic Services	Paul Bale	31/03/12	Pilot project regards the use of Members own I-Pad, kindle devices, to be commenced in June 12 with a small number of elected members. £15k saving on corporate Members Printing budget for 11/12 realised.		2 – On Track
	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	Team Leader Democratic Services	Paul Bale	31/03/12			

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	via a tablet, upon which notes can be made on the documents electronically						
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	<p>Attendance reviewed by MAP-13<sup>TH</sup> Feb 12, resulting in a number of Conferences being removed from the corporate list of Conferences authorised for attendance by Members and officers.</p> <p>Member and officer representation at the following conferences would continue but places on the conferences, and any other ad hoc conferences/seminars, would be allocated to Members and officers by the relevant Head of Service having regard to location, conference programmes etc, with the cost of any ad hoc conference/seminar being met from the relevant Service Group's own budget.:</p> <ul style="list-style-type: none"> <li>- LGA Annual Conference</li> <li>- Institute of Licensing Conference</li> <li>- Chartered Institute of Housing Conference</li> <li>- National Children and Adult Services Conference</li> <li>- Planning Summer School</li> </ul>		1 – Fully Achieved

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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	Review considered by MAP-13 <sup>th</sup> Feb 12 and agreed that Democratic Services continue to offer and promote to Members the range of supported engagement opportunities available to them with a view to Members being able to choose whatever method of engagement was appropriate for them and their electorate, and that a 'top tips' guide be produced to alert members to the available options for engagement.		1 – Fully Achieved
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	Business case investigated – not appropriate at this time.		4 – Not achieved
8	That Democratic Services deliver the further service improvements identified through independent assessment and inspection at no extra cost to the Authority within existing budgets.	Team Leader Democratic Services  Development Officers – Member Services	Paul Bale	31/03/12	Member Learning & Development Strategy submitted for assessment against highest standard for excellence (Charter Plus) in May 12.		2 – On Track
<b>Predicted savings of Review</b>				11/12 £30k  12/13 £60k	<b>Actual Savings of Review to Date (including all recommendations)</b>	On course to deliver finance savings	

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<b>Human Resources Implications</b>				Following changes to Civic Service the following has been consulted upon and implemented: <ul style="list-style-type: none"> <li>• Electoral Engagement &amp; Civic Service Team Leader post be deleted</li> <li>• The responsibility for Electoral team becomes the responsibility of the Team Leader for Scrutiny.</li> <li>• The responsibility for Civic and Democratic Engagement will become the responsibility of the Team Leader for Democratic Engagement, Civic and Member Services.</li> <li>• The Trainee Scrutiny Officer post is reinstated, and the Scrutiny Support Officer post deleted, to increase capacity in the Scrutiny Team</li> </ul>			

## Progress Update – Review of Outside Bodies

No	Recommendation	Responsibility	Date	Q3 Evidence of Progress Presented on 31/01/12	Q3 Assessment of progress (Categories 1-4)	Q4 Evidence of Progress Presented on 05/06/12	Q4 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	Limited content received. Monthly reminders/promotion of facility scheduled to increase feedback from members.	2 – On Track	All members have been asked to provide feedback based on their first year as representatives on outside body organisations, with a view to monitoring the value of the appointment and sourcing information regards the body's activities. Members have been given until the end of May 12 to	3-Slipped



No	Recommendation	Responsibility	Date	Q3 Evidence of Progress Presented on 31/01/12	Q3 Assessment of progress (Categories 1-4)	Q4 Evidence of Progress Presented on 05/06/12	Q4 Assessment of progress (Categories 1-4)
						<p>respond.</p> <p>With regard to information concerning outside body activity, the position is as follows. Of the 5 Joint Bodies to which the Council appoints, information is now held regards the activity of 2 of these bodies (CFA &amp; Police Auth) and each also has a web link, as does the Jt Archives Cttee so that members/officers have direct access to their activities.</p> <p>No information has been received from members regards any of the 4 Charity organisations appointed to; and neither have a website facility.</p> <p>There are 17 External Partnerships to which members are appointed; and of these 14 have a website with the link provided on our Intranet. Information is also held regards 4 of these Partnerships with documents provided by members and uploaded on</p>	

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						<p>the intranet.</p> <p>Of the 6 Voluntary &amp; Community organisations, web links are provided for 4 and 1 has other documentation provided by a member.</p> <p>There are also 27 Council Partnership/Funded organisations; 4 of whom have websites hosted on our Intranet site. No other information has been provided via members.</p> <p>Both of the statutory organisations to whom we appoint, have website links but no further information has been obtained other than what is available via the website.</p> <p>Quarterly reminders are sent to all members encouraging information to be deposited with the Member Support Officer regarding Outside Body activity.</p>	

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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	The insurance section are reviewing the information with a view to putting on line by 31 <sup>st</sup> Jan  Following limited take up of places more targeted workshops are planned in the new year.	3- slipped	Guidance on insurance matters is included on the SBC mycommunity webpages. Catalysts, on behalf of the voluntary and community sector, have also negotiated a preferential arrangement with Blue Finn, an insurance provider.  Trustee Recruitment session held on 23rd February at SRCGA:-  •10 step process for recruiting trustees, including practical guidance, resources and a range of documents around planning, diversity, role description, formalities and induction processes.	1- Completed

## Cycling on Pavements

No	Recommendation	Responsibility	Completion Date	Q4 Evidence of Progress Presented on 05/06/12	Q4 Assessment of progress (Categories 1-4)
1	the Sustainable Travel Officer develop a Code of Conduct to be introduced in Stockton Town Centre to determine acceptable cycling behaviour in pedestrianised areas. This would be subject to a review after 12 months when it would be determined whether to extend it throughout the borough or further legislation be investigated.	Jonathan Kibble	December 2011	A code of conduct was developed in December 2011 and printed and distributed to enforcement officers and the police in January 2012. The A5 leaflets are to be given to those riding on paved areas in the town centre for information.	1 – Fully Achieved
2	Stockton Borough Council's Police Authority Representative makes representation to the Chief Constable to confirm the powers of Police Community Support Officers. Consideration should then be given to ensure that PCSOs	Head of Community Protection	30 September 2011	Draft letter provided for Police Authority representative but Chief Constable and Deputy Chief Constable suspended immediately afterwards.	3 - Slipped

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	have adequate powers to deal with cyclists who ride dangerously, carelessly, ignore traffic signs or signals, or cycle on the footway.				
3	the installation of increased signage is investigated, in line with Council planning policies, to address key/problem areas in the borough in order to better inform cyclists of where cycling is prohibited.	Jonathan Kibble	June 2012	The signage for cyclists crossing the High Street from Dovecot Street to Silver Street on National Cycle Route 14 is being reviewed along with all Town Centre signing as part of the Town Centre redevelopment plans.	2 – On track

No	Recommendation	Responsibility	Completion Date	Q4 Evidence of Progress Presented on 05/06/12	Q4 Assessment of progress (Categories 1-4)
4	a high visibility campaign be organised by Cleveland Police and SBC to target the problem of cycling without due care and attention on pavements in Stockton Town Centre.	Head of Community Protection (to liaise with Cleveland Police)	30 September 2011	Action on this item is dependent on partnership work with police colleagues. The issue will be raised again with the new Acting Chief Inspector for Neighbourhood Policing.	3 - Slipped
5	any action taken by Cleveland Police in relation to dangerous cycling on pavements be fully supported by the Council, including by the provision of CCTV evidence where appropriate.	Head of Community Protection	30 September 2011	See comment under item 4 above.	3 - Slipped