



Committee: BUDGET AND PERFORMANCE PANEL

Date: TUESDAY, 27 NOVEMBER 2012

Venue: LANCASTER TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of the meetings held on 15 October 2012 and 23 October 2012 (previously circulated).

3. **Items of Urgent Business authorised by the Chairman**

4. **Declaration of Interests**

To receive declarations by members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Partnerships (Pages 1 - 4)**

Report of the Assistant Head of Community Engagement (Partnerships).

Consideration of this report was deferred from the meeting of the Panel held on 23 October 2012 (minute no. 27 refers).

6. **Work Programme Report (Pages 5 - 9)**

Report of the Head of Governance.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Susan Sykes (Chairman), Alycia James (Vice-Chairman), Tony Anderson, Dave Brookes, Janet Hall, Roger Mace, Richard Newman-Thompson, Elizabeth Scott and Keith Sowden

(ii) Substitute Membership

Councillors Chris Coates, Mike Greenall, Richard Rollins, Roger Sherlock, Emma Smith and Paul Woodruff

(iii) Queries regarding this Agenda

Please contact Tom Silvani, Democratic Services - telephone 01524 582132, or email tsilvani@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
LANCASTER LA1 1PJ

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BUDGET & PERFORMANCE PANEL

Partnerships

**27 November 2012
(Deferred from 23 October 2012)**

Report of Assistant Head of Community Engagement (Partnerships)

PURPOSE OF REPORT

This report is to update Budget and Performance Panel on current partnership arrangements and recent developments.
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This report is public

RECOMMENDATIONS OF Assistant Head of Community Engagement (Partnerships)

It is recommended that

- (1) Budget and Performance Panel members note the information provided on the council's current partnership working arrangements**

1.0 Introduction

- 1.1 The council's Corporate Plan 2012 – 2015 States that "It is recognised that the council is working together more and more with partners, with the community as well as internally across the council. This has become an important way of doing business and is likely to be crucial in delivering local services efficiently, effectively and sustainably in the future. In this context, it can be seen that **Working Together is Partnership** is an increasingly important way of working that cuts across all operational areas and service delivery".
- 1.2 During the last twelve months some significant changes and new developments have taken place which have reinforced the importance of working together but have emphasised the need to ensure that partnership arrangements add value and help to achieve results.

2.0 Partnership arrangements

Local Partnerships

- 2.1 For some years the district had an LSP (Local Strategic Partnership), a very broad structure with a range of governance, thematic, working and special interest groups. Partners across all sectors participated in LSP related groups in a variety of ways.

- 2.2 Where at one time, LSP's were statutory partnerships, this obligation was removed in 2011, providing an opportunity to consider what partnership working arrangements would work best for the district.
- 2.3 In November 2011, the council's Cabinet agreed the approach to partnership working in the future (Minute 57 refers). Reflecting the challenging economic issues and extreme pressures on public sector budgets, it was agreed that partnerships need to be cost effective, purposeful, offer clear added value and have a sharp focus on outcomes to be achieved. Cabinet agreed that partnership working was more important than ever but that the time for the LSP had passed.
- 2.4 Following this, in early 2012, the LSP agreed to dissolve and the final event was held very recently to celebrate the achievements of many of the projects.
- 2.5 Partnership arrangements continuing separately into the future are as follows:

- District Children's Trust
- Community Safety Partnership
- Health and Well Being Partnership
- Economy (working with the Chamber of Commerce)
- Public sector Leader's Group
- Arts Partnership
- Community Leader's Group (now Communities Together)
- Lancaster Area Committee of Parish Council's
- Voluntary, community and faith sector (developing around existing forums and an infrastructure group)

Working Together with Families

- 2.6 The council is working with Lancashire County Council, other partners and families to develop and deliver an important initiative known as *Working Together with Families*. This initiative will help to support troubled families with complex needs by working with them in a multi agency way. To succeed, the key agencies that would normally be involved will need to work together to communicate with families and to find joint solutions.
- 2.7 The learning from *Working Together with Families* is expected to be valuable in terms of a multi agency approach to many situations in the future.

Partnership Evaluation and Development

- 2.8 Where partnerships are identified as important, the council will wish to ensure that they are efficient and effective. In some cases, the council has specific responsibilities for the management of partnerships.
- 2.9 A mechanism for identifying (mapping) the number and type of partnerships that the Council is involved in and an approach to evaluating the effectiveness and performance of key partnerships has been developed. Principally, this includes a method of assessing the level of '*significance*' of each partnership towards the achievement of corporate priorities and a 'toolkit' aimed at evaluating both the effectiveness of individual partnerships and the Council's involvement in them.
- 2.10 Whilst the toolkit is available to all partnerships, officer support is very limited

and will be available to those partnerships that have been identified as significant and on a prioritised basis.

- 2.11 A database has been created which will provide an overview key partnerships helping the council to achieve its priorities and will afford a means of enabling Budget and Performance Panel to '*scrutinise the performance of the Council's major partnerships*' in line with its Terms of Reference.

Revenues and Benefits Shared Service

- 2.12 The Council entered into a formal shared service arrangement with Preston City Council with effect from 1 July 2011 to provide a Revenues & Benefits service across both city council areas.
- 2.13 A Joint Committee is in place to administer the arrangement, with leader and portfolio holder representation from both Councils. The Committee meets twice per year to review and approve the detailed budget, together with the 3 year business plan, including performance targets.
- 2.14 The shared service arrangement is proving highly successful, operating within budget projections, with the opportunity to create additional savings through previous investment in new technology and software. It has a challenging year ahead, in implementing welfare reforms and any local taxation changes.

3.0 Conclusion

- 3.1 Partnership working is evident across the council's activities and is demonstrated in a number of formal arrangements. The potential to achieve efficiencies in the future by working with partners is likely to be very important.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>No direct implications as a result of this report</p>
<p>LEGAL IMPLICATIONS</p> <p>No direct implications as a result of this report</p>
<p>FINANCIAL IMPLICATIONS</p> <p>No direct implications as a result of this report</p>
<p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: No direct implications as a result of this report</p> <p>Information Services: No direct implications as a result of this report</p> <p>Property: No direct implications as a result of this report</p>

Open Spaces:

No direct implications as a result of this report

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Contact Officer: Anne Marie Harrison
Telephone: 01524 582308
E-mail: amharrison@lancaster.gov.uk

BUDGET AND PERFORMANCE PANEL**Work Programme Report****27 November 2012****Report of Head of Governance****PURPOSE OF REPORT**

To update members regarding the Panel's work programme.

This report is public

RECOMMENDATIONS

- (1) That members note the updated work programme as detailed in Appendix A to the report.
- (2) That members consider whether they would like to include any further items in the work programme.

1.0 Introduction

- 1.1 This report provides members with recommendations for inclusion in the Panel's work programme and advises of possible upcoming items for consideration and work in progress.
- 1.2 The Budget and Performance Panel is responsible for setting its own annual work programme within the terms of reference, as set out in Part 3, Section 13 of the Constitution.

2.0 Report**2.1 Customer Comments, Compliments and Complaints Policy and Guidance**

At its meeting on 6 November 2012, Cabinet approved the recommendations of the council's Overview and Scrutiny Committee made at its meeting on 10 October 2012 with regard to the revised Customer Comments, Compliments and Complaints policy.

At the meeting Cabinet resolved the following:

- (1) That the revised Customer Comments, Compliments and Complaints Policy be approved.
- (2) That the recommendations of Overview and Scrutiny Committee with regard to direct Elected Member involvement be approved:
 - (a) That Cabinet approve Option 2 as set out in the report

- (b) That the Budget and Performance Panel be requested to undertake performance monitoring of the complaints procedure.
- (c) That sample complaints be reviewed on a regular basis.

Following consultation with the Head of Environmental Services, this issue has been included on the Panel's work programme for consideration at its meeting scheduled for 5 March 2013.

2.2 Upcoming Items

- Details of upcoming items are detailed in Appendix A to the report.

SECTION 151 OFFICER'S COMMENTS	
The Section 151 Officer has been consulted and has no further comments.	
MONITORING OFFICER'S COMMENTS	
The Monitoring Officer has been consulted and has no further comments.	
BACKGROUND PAPERS	Contact Officer: Tom Silvani Telephone: 01524 582132 E-mail: tsilvani@lancaster.gov.uk
None.	

APPENDIX A

BUDGET & PERFORMANCE PANEL WORK PROGRAMME
2012/13

Matter for consideration	Officer responsible / External	Date of meeting
2012/13 Quarter 2 Corporate Performance and Financial Monitoring, including Treasury Management	Assistant Head of Community Engagement (Partnerships) and Financial Services Manager	11 December 2012
Service Level Agreements – Update on the new commissioning process	Assistant Head of Community Engagement (Partnerships)	11 December 2012
Salt Ayre Sports Centre	Head of Community Engagement	11 December 2012
Lancaster City Council Leader's Presentation on the Budget and Policy Framework Proposals	Leader of the Council	29 January 2013 (Venue – Morecambe Town Hall)
Lancashire County Council's Director of Resources – Budget and Capital Investment Strategy Budget and Policy Framework Proposals.	External	29 January 2013 (Venue – Morecambe Town Hall)
2012/13 Quarter 3 Corporate Performance and Financial Monitoring, including Treasury Management	Assistant Head of Community Engagement (Partnerships) and Financial Services Manager	5 March 2013
Treasury Management Strategy 2013/14	Financial Services Manager	5 March 2013
Customer Comments, Compliments and Complaints Policy and Guidance	Head of Environmental Services	5 March 2013
Second Homes Funding	Assistant Head of Community Engagement (Partnerships)	To be monitored via Cabinet reports
Update Building Control Service Area	Head of Regeneration and Planning	TBC
Empty Houses, Voids, and why Properties are in need of	Head of Environmental Services	TBC

Repair		
Section 106 Monies, regarding the introduction of new legislation, particularly the Community Infrastructure Levy (CIL)	Head of Regeneration and Planning	TBC
Empty Houses, Voids, and why Properties are in need of Repair	Head of Environmental Services	TBC
How the current economic climate and changes to planning legislation has affected revenue coming into the Council	Head of Regeneration and Planning	TBC
Budget Overspends/Variations	As required	As required

Invitations to Cabinet Members

Cabinet Member and area of responsibility	Issue	Date of meeting
Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits)	2012/13 Qtr2 Corporate Performance and Financial Monitoring, including Treasury Management	11 December 2012
Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits)	Lancaster City Council Leader's Presentation on the Budget and Policy Framework Proposals	29 January 2013 (Venue – Morecambe Town Hall)
Councillor Blamire (Leader) and Councillor Bryning (Cabinet Member for Finance, Revenues and Benefits)	2012/13 Qtr3 Corporate Performance and Financial Monitoring, including Treasury Management	5 March 2013

Briefing Notes

Matter for consideration	Date Circulated	Officer responsible
Lettings of Council Buildings		Head of Resources