

# CABINET

## Urgent Business Report

### Report of Head of Democratic Services

PURPOSE OF REPORT					
To advise Members of actions taken by the Chief Executive, in consultation with the relevant Cabinet Members and the Chairman of the Overview and Scrutiny Committee.					
Key Decision		Non-Key Decision		Referral from Officers	X
This report is public.					

#### 1.0 RECOMMENDATION

That the actions taken by the Chief Executive, in consultation with the relevant Cabinet Members and the Chairman of the Overview and Scrutiny Committee in accordance with the Scheme of Delegation, in respect of the following, be noted;-

##### 1.1 YPO Electricity Contract

- (1) That approval be given to purchase electricity through the Yorkshire Purchasing Organisation (YPO) for a twelve month period from 1<sup>st</sup> November 2009 to 31<sup>st</sup> October 2010 at a current fixed rate around £63.00 MWh.
- (2) That call in and the requirement to include the decision in the Forward Plan be waived, in accordance with Overview & Scrutiny Procedure Rule 17 and special urgency procedures, to enable immediate implementation.

##### 1.2 Filling of Vacant Posts in Financial Services

- (1) That authorisation be given to fill the posts of Exchequer Officer and Exchequer Assistant within Financial Services.
- (2) That the call in be waived, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.

## **2.0 Background**

### **2.1 YPO Electricity Contract**

The Council is a member of the Yorkshire Purchasing Organisation (YPO), a consortium of local authorities from throughout the North of England, which specialises in the procurement of energy and other consumables for local authorities. The existing five-year electricity supply contract was obtained through the YPO and expires on the 31<sup>st</sup> October 2010.

The YPO have now aligned all Authorities under the current electricity portfolios to enable all providers to give renewal prices for electricity for an additional 12 months cover from 1<sup>st</sup> November 2009 to 31<sup>st</sup> October 2010. As at the 27<sup>th</sup> October 2008 electricity was trading at £63.00 per MWh compared to the current contract price of £82.60 per KWh which is fixed until 31<sup>st</sup> October 2009.

The urgency for this decision was that the YPO were offering Councils the opportunity of purchasing electricity at £63 per MWh for a twelve month period from 1<sup>st</sup> November 2009 to 31<sup>st</sup> October 2010 and to benefit from this, the YPO requested that submissions be logged with them by Wednesday 29<sup>th</sup> October 2008 at 11am. After this date we would not have had the opportunity to move to this option and would remain on a fixed option until 31<sup>st</sup> October 2009.

### **2.2 Filling of Vacant Posts in Financial Services**

The post of Exchequer Officer (Payroll) will become vacant on 12 December following the early retirement of the current post holder. Financial Services were in the process of recruiting to the post when the current vacancy clearance process came into force. The post of Exchequer Assistant is also vacant, following internal promotion of the previous postholder.

The section is made up of only nine staff, covering a wide range of responsibilities. These include payroll, allowances and expenses reimbursement, residual car leasing and other non-pay benefits, purchase ordering and payments to suppliers, income management and sundry debtor management. There is currently no capacity anywhere else within the service to cover the work of these two posts. Prior to the recruitment freeze coming into force, the section was still reliant on using external contractors, pending becoming fully staffed – and this is still the case now.

The urgency for this decision is that there are currently 6 applicants shortlisted who are awaiting an interview date. This is a key post within the Service as its main task is to process all employees' pay, Members allowances and associated pension, tax and National Insurance payments.

## **3.0 Conclusion**

Approval was given to the above actions, which are reported to this meeting in accordance with the City Council's Constitution.

**RELATIONSHIP TO POLICY FRAMEWORK**

This is in accordance with the Constitution.

**CONCLUSION OF IMPACT ASSESSMENT**

(including Diversity, Human Rights, Community Safety, Sustainability etc)

Not applicable.

**FINANCIAL IMPLICATIONS**

Comments were contained in the original reports.

**SECTION 151 OFFICER'S COMMENTS**

Comments were contained in the original reports.

**LEGAL IMPLICATIONS**

Comments were contained in the original reports.

**MONITORING OFFICER'S COMMENTS**

Comments were contained in the original reports.

**BACKGROUND PAPERS**

1. Letters to the Leader of the Council, Cabinet Member with Special Responsibility and Chairman of the Overview and Scrutiny Committee.

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