HALTON
BOROUGH COUNCIL

Business Efficiency Board

Wednesday, 12 November 2008 at 6.30 p.m.
Civic Suite, Town Hall, Runcorn

David W R

Chief Executive

BOARD MEMBERSHIP

Councillor Dave Leadbetter (Chairman)	**Labour**
Councillor Martha Lloyd Jones (Vice-Chairman)	**Labour**
Councillor Diane Inch	**Liberal Democrat**
Councillor Eddie Jones	**Labour**
Councillor Alan Lowe	**Labour**
Councillor Peter Murray	**Conservative**
Councillor Ulfar Norddahl	**Liberal Democrat**
Councillor Shaun Osborne	**Labour**
Councillor Ged Philbin	**Labour**
Councillor Geoffrey Swift	**Conservative**
Councillor Philip Worrall	**Liberal Democrat**

Please contact Michelle Simpson on 0151 907 8300 Ext. 1126 or e-mail michelle.simpson@halton.gov.uk for further information.

The next meeting of the Board is on Wednesday, 7 January 2009

ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC

Part I

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1. MINUTES

2. DECLARATION OF INTEREST

Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda, no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.

PART II

SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

In this case the Board has a discretion to exclude the press and public but, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100(A)(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation

procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

Agenda Item 3

REPORT TO:	Business Efficiency Board
DATE:	12 November 2008
REPORTING OFFICER:	Strategic Director Corporate and Policy
TITLE:	Development of the Efficiency Programme
WARDS:	Borough Wide

1.0 PURPOSE OF REPORT

1.1 To outline and discuss the Board's role in the delivery of the Efficiency Programme following the recent presentation to members.

2.0 RECOMMENDED: That:

(1) the Board receives the detailed delivery programme at its next meeting; and

(2) a report on progress against the programme be brought to subsequent meetings of the Board.

3.0 BACKGROUND

3.1 The Executive Board has agreed to the engagement of KPMG to assist the authority in developing a long term efficiency programme given the financial challenges the authority will be facing over the next three years. Working with the Council, the brief was to look across all areas to identify ways of making cashable efficiencies in such a way to ensure that service reductions were avoided.

3.2 The conclusion of the work identified six work streams where it was felt that by doing the business differently the Council would be able to meet the challenge of achieving cashable efficiency savings but also maintaining and, indeed, enhancing service standards. These areas are detailed below:

- The potential to reduce overheads through a rationalisation of current management structures.
- To improve the Council's approach to the provision of its administrative support services.
- To take the opportunity to refine the balance between corporate and directorate roles in a number of core areas and improve resource deployment.
- Review the Council's third party spend and develop its procurement expertise.

- To deliver a programme of option assessments to determine the most suitable form of delivery for all services.
- To use the opportunities provided by technology and the Council's infrastructure to make services more efficient.

3.3 These six areas will be developed into individual projects to run over the next three to four years. That development work will take place between now and Christmas in order for the programme to commence from January 2009. The sum of those projects will form the Efficiency Programme. The Executive Board at its meeting on 20 November 2008 will be asked to approve the operational arrangements required to deliver the programme.

3.4 In developing a programme, a communications strategy will also be developed to keep staff informed of how the programme may affect them and full consultation with the Trade Unions will take place at all stages.

3.5 This Board will have an important role in overseeing the delivery of the programme and ensuring that the cashable efficiency savings are realised. In order to do that the Board will need to be aware of the overall programme in order to support its effective delivery. The timetable will be presented at the next meeting and from thereon in, the Board will receive a report at each subsequent meeting, to ensure the programme is delivered on time and meets its overall objectives.

3.6 Like all local authorities the Council faces significant challenges over the coming years in balancing its budget and maintaining and enhancing service standards. Careful monitoring of the programme will play a key role in achieving those objectives.

4.0 POLICY IMPLICATIONS

4.1 The development of the programme is fully in line with the Council's sixth priority "Corporate Effectiveness and Business Efficiency" – "To improve continuously the quality and efficiency of services".

5.0 OTHER IMPLICATIONS

5.1 The full involvement of staff and Trade Unions in the delivery of the programme will be essential if it is to be delivered successfully. The Council has existing processes which work well which will be fully utilised as part of the process.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Efficient use of the resources the Council has available will ensure that they are directed at delivering the priorities identified by the Council.

6.2   **Employment, Learning and Skills in Halton**

Efficient use of the resources the Council has available will ensure that they are directed at delivering the priorities identified by the Council.

6.3   **A Healthy Halton**

Efficient use of the resources the Council has available will ensure that they are directed at delivering the priorities identified by the Council.

6.4   **A Safer Halton**

Efficient use of the resources the Council has available will ensure that they are directed at delivering the priorities identified by the Council.

6.5   **Halton's Urban Renewal**

Efficient use of the resources the Council has available will ensure that they are directed at delivering the priorities identified by the Council.

7.0   RISK ANALYSIS

7.1   The key risk is that given the overall pressures on the Council's finances that this will start to have a negative impact on service performance and lead to public dissatisfaction with Council services. The efficiency programme is aimed at avoiding this by challenging the way things are currently undertaken, being innovative in the way services are delivered in the future and ensuring that resources are directed to supporting and delivering front line services.

8.0   EQUALITY AND DIVERSITY ISSUES

8.1   Equality impact assessments will be undertaken on each element of the programme.

9.0   LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1   There are no background papers under the meaning of the Act.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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