

APPENDIX 1

Extracts of Executive Board Committee Minutes that are relevant to the Corporate Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 5 SEPTEMBER 2013

60	WAIVER REQUEST – REVENUES & BENEFITS & CUSTOMER SERVICES DIVISION
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The Board received a report of the Strategic Director, Policy and Resources, which sought approval to grant the waiver of Procurement Standing Orders for the scanning and indexing of images for the Revenues and Benefits Division.

The Board was advised that the Revenues and Benefits Division successfully implemented a document managing and workflow system in January 2001. The contract was extended in 2006 and 2010, with the current contract due to expire in September 2015. It was reported that a new one year contract and re-negotiation of the existing contract had resulted in a saving of £19,500 over a three year term. Details of the Business Case were given in the report and covered transparency of the contract, propriety assured with integrity clauses built into the document. The Operational Director, Finance, would be accountable for awarding the contract and having responsibility for the internal and external audit process.

RESOLVED: That the waiver of Procurement Standing Order 4.1 Competition Requirements, be approved in order to allow the Council to enter into a new one year contract with Northgate Information Systems, for the scanning and indexing of images for the Revenues and Benefits Division.

61	LOWERHOUSE LANE DEPOT – UPGRADE WORKS
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The Board considered a report of the Strategic Director, Children and Enterprise, which updated them on the proposed site upgrade works at Lowerhouse Lane Depot.

The Board was advised that a recent Health and Safety Executive (HSE) site visit raised a number of health and safety related concerns relating to how the depot operated. As a result, a feasibility study was undertaken and proposals put forward to overcome the major concerns raised. It was noted that HSE officers had indicated that they were happy with the proposals, which would address the remaining

issues and leave the depot fit for purpose for the foreseeable future. Details of the planned current proposals were attached to the report for Members' information.

RESOLVED: That

- 1) the proposals with regards to the proposed site upgrade works at Lowerhouse Lane Depot be approved; and
- 2) Council be recommended to include in the Capital Programme the capital works with a total estimated cost of £735,000 to be funded, as set out in section 5 of the report.

62	AGENCY WORKERS – NEW FRAMEWORK CONTRACT
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval for the Council to access a framework agreement for the provision of agency workers.

Members were advised that, although the Council had reduced its spend on agency staff, there would always be an operational need to use some agency staff in order to maintain essential services. The Merseyside Procurement Partnership (MPP) awarded a collaborative framework agreement in September 2009 for a period of four years to Matrix SCM, for the provision of agency workers. Over the period of the four year term, the estimated contract value was £7.6m. The Board was reminded that it had approved a preliminary estimates report on 28 March 2013, which allowed the Council to participate in a collaborative procurement process with MPP. This was led by St Helens Borough Council who had undertaken a pre-procurement process for MPP. It was noted that all members of MPP had participated in the options appraisal and the market review to identify the best solution available, as an alternative consideration to conducting a new tender process.

It was reported that, as a result of the process, the MSTAR framework had been identified as the best option for MPP members to select; it provided agency resourcing services to local authorities and other wider public sector organisations throughout the UK. The report provided details of the framework evaluation and award criteria, together with details of the potential annual savings for Halton.

RESOLVED: That

- 1) the Council access the MSTAR Framework under a call-off contract with Matrix SCM for the provision of agency workers, in compliance with Procurement Standing Orders 1.3.1. Framework Agreements and 2.10.3, Acceptance of Tenders exceeding £5m;

- 2) the Council continues to participate in the collaborative supply arrangement with Merseyside Procurement Partnership (MPP), to ensure maximisation of purchasing power on a common category of spend within the region; and
- 3) Directorates continue to ensure full compliance with the new agency worker framework under a call-off with Matrix SCM, in order to provide continuous improvement, visibility of spend and value for money efficiency gains. In addition, no protection should be given to existing suppliers who would not sign up to the contract.

63	2013-14 QUARTER 1 SPENDING
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The Board considered a report of the Operational Director, Finance, which summarised the overall revenue and capital spending position as at 30th June 2013.

In overall terms, revenue expenditure was £0.364m below the budget profile, however, this was only a guide to eventual spending. It was noted that spending on employees was £155,000 below the budget profile at the end of the quarter.

Members were advised that the economic downturn continued to affect budgeted income targets. A number of income budgets were below their profile including industrial estate rents, catering sales and fees and charges on leisure and recreation services.

With regard to capital spending, it was reported that spending to the 30th June 2013 totalled £12.3m, which was 99% of the planned spending of £12.4m at this stage. However, this represented 23% of the total capital programme of £53.6m (which assumed a 20% slippage between years).

The Council's Balance Sheet was monitored regularly in accordance with the Reserves and Balances Strategy which formed part of the Medium Term Financial Strategy. The key reserves and balances had been reviewed and were considered prudent and appropriate at this stage in the financial year.

It was noted that, from 1 April 2013, Halton Borough Council and the Clinical Commissioning Group (CCG) had agreed to pool their resources, due to the increased challenges for the Health and Social Care economy in Halton. This would result in the alignment of systems, more effective and efficient joint working, improved pathways, the speeding up of discharge processes and would set the scene for the

future sustainability of meeting the current and future needs of people with complex needs.

RESOLVED: That

- 1) all spending continues to be limited to the absolutely essential;
- 2) Strategic Directors ensure overall spending at year-end is within their total operational budget; and
- 3) Council approve the revised capital programme, as set out in Appendix 3 attached to the report.

EXECUTIVE BOARD MEETING HELD ON 19 SEPTEMBER 2013

80	INCOME MANAGEMENT SYSTEM – KIOSK INTEGRATION
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the provision of the Council's Income Management System.

The Board was advised that the Council was in the process of replacing its existing payment kiosks located within the One Stop Shops. In addition, it was necessary to integrate the replacement kiosks with the Council's existing income management system, provided by Capita. It was reported that this would necessitate the purchase of a Capita product called 'Smart Greenway' which ensured that receipts from the new kiosks were transferred directly into the Council's income management system, as well as validating all payments received by debit or credit card.

It was reported that, as Capita was the only provider of 'Smart Gateway', it was not possible to undertake a competitive procurement exercise, and therefore a waiver of Procurement Standing Orders was requested, as detailed in the report.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate the integration of the Council's replacement payment kiosks with Capita Income Management System.

81	CAPITA – PAYMENT SYSTEMS MAINTENANCE
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval of the waiver of Procurement Standing Orders in connection with the Capita Payment Systems Maintenance.

The Board was advised that the Council procured an income management system from Capita in 2004, with a number of additional related applications purchased from Capita since which ensured that the Council's systems had kept pace with advances in technology and the way in which customers paid for goods and services. It was noted that the applications currently supplied by Capita included the AXIS income management system, telephone and internet payments, Chip and Pin licences and cash and cheque receipting systems.

It was reported that the continued use of these applications required an annual maintenance payment to Capita, which exceeded the £1,000 threshold set on Procurement Standing Orders. As it was not possible to seek competitive tenders elsewhere, a waiver was sought to enable this payment to be made.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to pay the annual maintenance charge for the payment systems provided by Capita.

82	UPGRADE TO CAPITA INCOME MANAGEMENT SYSTEM
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The Board considered a report of the Strategic Director, Policy and Resources, on the upgrade to Capita Income Management System.

The Board was advised that the Council's income management system had been provided by Capita since 2004. The system is supported by Capita, with the current version of the software requiring replacement and upgrade from January 2014. It was reported that, as Capita were the only company able to provide the necessary support, a waiver of Procurement Standing Orders was required to enable payment for the upgrade to take place. It was noted that the amount required exceeded the current threshold, and that it was not possible to undertake a competitive procurement process on this occasion.

RESOLVED: That the competition requirements of Procurement Standing Order 4.1 be waived to facilitate an upgrade of the Council's income management system that is provided by Capita.

83	DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER
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The Board considered a report of the Strategic Director, Policy and Resources on progress against key objectives/milestones and performance targets for the first quarter to 30 June 2013.

The Board was reminded that in September 2011, a review of the Council's existing performance management and monitoring arrangements had been undertaken, based upon a set of principles agreed by the Corporate Policy and Performance Board. This was based around the better management of performance information in terms of both strategic focus and volume. The Directorate Performance Overview Report provided a strategic summary of key issues arising from performance in the relevant quarter for each Directorate, and being aligned to Council priorities or functional areas. The Board noted that such information was key to the Council's performance management arrangements, with the Board having a key role in monitoring performance and strengthening accountability.

It was reported that monitoring of relevant high risks would be undertaken and progress be reported against the application of the risk treatment measures in Quarters 2 and 4.

RESOLVED: That the report and progress and performance information be noted.

84	TREASURY MANAGEMENT 2013-14 1ST QUARTER – APRIL TO JUNE
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The Board considered a report of the Operational Director, Finance, which updated Members on the activities undertaken on the money market, as required by the Treasury Management Policy.

The report provided supporting information on the economic background, economic forecast, short term rates, longer term rates, temporary borrowing/investments and new borrowing. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.