

## NOTES OF CDMT IMPROVEMENT AND PROCUREMENT BOARD

27th January 2005

Present: Darra Singh (DS) for items 1-8; Chris Addey (CA); Joe Biskupski (JB) for items 1-3; Geoff Bocutt (GB); Barry Brown (BB); Nick Chamberlain (NC) for items 1-2; Colin Chick (CC) for items 2-8; Jo Cleary (JC) for items 1-8; Phil Davies (PD); Ann Fitcher (AF) for items 1-8; Chris Goulding (CG); Judith Ingham (JI); Chris Kadwill (CK); Ian Smith (IS) for item 2 onwards; Colin Yeates (CY) for item 5; Linda Payne (LP) – notetaker.

Apologies: Tony Dessent (TD); Dave Kempson (DK); Steve Heapey (SH).

- |  | <b>Action</b> |
|--|---------------|
| 1. <b><u>Notes of meeting held on 23/12/04</u></b>   |               |
| Agreed. Matters arising:   |               |
| • Fleet Transport and Street Services to come to the next meeting  | <b>CR/LP</b>  |
| • Quarterly progress reports to come to the next ordinary meeting of CDMT  | <b>AII/LP</b> |
| • Recruitment allowance for Planners has been agreed   |               |
| 2. <b><u>Youth Service</u></b>   |               |
| NC introduced his report.  |               |
| • PD questioned whether anything could be done about the areas where progress is slow. NC advised that these are monitored monthly. Progress is slow because of capacity but he is trying to keep it on track.   |               |
| • JI asked about objectives for the service. NC advised that there has been a lack of strategic direction in the past but he is taking steps to put this right. He advised that he is going through the process of engaging a wide range of people in the Vision for the service in Luton, and hopeful that will be complete by March/April. DS requested a draft comes to the Board in April. | <b>NC/LP</b>  |
| • CG referred to the Recruitment & Retention allowance but NC advised that this had made no difference to the one post that had been advertised. However, JNC have recently approved new pay scales which should help. The main turnover is in part-timers, of which there are a very large number in the Youth Service.   |               |
| • CK advised that a new management system will be in place in February.  |               |
| • NC advised he is in discussion with JI regarding the start date for the BVR which is due to start in April.  |               |

3. **Progress Report**

- JB presented the report and advised that there were no issues of any great concern.
- He drew the Board's attention to the fact that the yearly cycle of reporting had come to an end. DS requested he check that there has been a report on every review.
- JB will circulate to CDs/HoS a list of all the reviews indicating which he thinks are the key ones, and bring that to the next meeting.
- JC advised that the Children's Services review will not be signed off in January as there is still a substantial amount of work to be done. DS requested the Board to look at this again in February.

JB/LP

JC/LP

4. **BVPI 66A – Rent Collected and Average Relet Time**

- PD will meet with Ed Butler and come back with a report to the next meeting.
- GB expressed concern about the target for re-let time. PD should cover this in his discussions.
- JI pointed out that there were a number of no-shows; JC advised that this issue is being addressed.
- GB pointed out that the report referred to Luton coming out of the bottom quartile, but of course this depends on other authorities.
- JC advised that the review of sheltered housing had been completed.

PD/EB/LP

5. **Revenues and Benefits**

- DS advised that this was a worrying area in terms of performance. His view was that with the efforts which have been made by revenues staff, and the additional 14 who are coming at the end of March, the key target is to start next financial year without a backlog.
- CC was of the view that we should market test in this area. CY did not have a problem with this; SH/CY/DS/JI to discuss and come up with a proposal for a long-term sustainable solution.
- CK explained that there had been problems due to the unique circumstances of a major upgrade, moving NNDR to Academy and having to do an Ingress update simultaneously, at a time when resources were under extreme pressure.
- CG advised that he and CY were working closely to resolve HR issues.

SH/CY/DS/JI

- JC pointed out that benefits problems impact on Housing; they are mutually dependent on a huge budget recovery proposal for temporary accommodation and a decision on the recovery plan needs to be made.
- Performance targets are to be monitored on a daily basis and a weekly report given to DS and SH.
- JI will discuss with CY the next PSA.

CY  
JI/CY

#### 6. **Priority PIs Third Quarter 2004-5**

The Board went through the PIs and commented specifically on:

- BV159d (percentage of permanently excluded pupils provided with alternative tuition of 20 hours pw) – AF advised that there had been a reduction in places due to the amalgamation of an infant and junior school and other options were being considered. BB/AF to do further work on this.
- BV51 (cost of children looked after) – DS requested some recommendations from Internal Audit. PD advised that Budget Challenge Group were looking at this. JC to check why there are gaps in the data.

BB/AF

JC

#### 7. **BVPI Family Quartile Data**

BB presented the report.

- DS requested that for 2005-6 PIs BB looks at all bottom quartile PIs and those which are deteriorating but are not in the lower quartile. GB suggested we focus on those PIs which measure something that is important and significant and affects the quality of life; they should also have a reasonable spread across Departments.
- JI/BB to draft criteria and circulate to CDs/HoS and come back with a report in February. An hour is to be allocated to this item.

BB

JI/BB/LP

#### 8. **CPA Corporate Assessment**

JI introduced the report and advised it is going to Scrutiny Panel on 1/2. They have requested views from the Executive and CDs on what action they can take to improve the situation.

The Board considered the table under item 3 and commented:

- Education – Add the work of the 11-19 Achievement Strategy Group and the 14-19 post-inspection action plan. TD needs to be involved and attend the meeting on 1/2.

TD

- CG would like to add a considerable amount regarding recruitment and retention;
- Member Training – we need to be more radical.
- High Service costs – difficult. Need to identify the higher spending areas and select those we should tackle.

**JI**

Comments to JI by first thing Monday 31/1. CDs to have a pre-meet at 5.30pm on 1/2 in DS's office.

**All**

*Corporate Directors left the meeting in order to attend a pre-arranged meeting in the Chief Executive's office.*

## 9. **PSA Targets Monitoring**

JI presented the report and the Board made the following comments:

- 2. Employment of Disabled People – need to know what 60% is;
- 3.a) Older people receiving intensive home care per 1000 residents aged over 65 – figures to be looked at again to ensure the data is correct;
- 4. Adoption – concern was expressed. May need to consider a possible delay. JI/J Coles to discuss. JC to note;
- 5. Abandoned cars – JI to remind CR of the target;
- 7. Increasing library usage – BB to check whether we reach the threshold, then action can be decided. Look again at the housebound service; possibility of using Libraries for voting? Hospital service?
- 8. Cost-effectiveness – no action recommended;
- 9. Road Safety – no concerns;
- 11. Reducing the use of B&B for the homeless – concern was expressed as the target next year has to be zero. Should have a neutral face.

**BB**

**BB**

**JI/JC**

**JI**

**BB**

**BB**

## 10. **Inspection Programme 2005**

This was noted

## 11. **Central Buying Consortium Management Arrangements**

CA presented the report and the Board agreed to the arrangements.

## 12. **Carlisle Update**

The Board requested that DMTs and Heads of Service take a

more active role in monitoring figures for their services. They need to be more pro-active in tackling situations where agency staff have been in post for six months. CDs to take to their DMT meetings.

**All**

circulation:

Corporate Directors  
Director of Scrutiny  
Head of Policy & Performance  
Head of Internal Audit  
Head of Corporate Finance  
Head of Human Resources  
Head of Access  
Chris Kadwill  
Barry Brown  
Joe Biskupski  
Christina Beddows, Unison  
Ian Smith, TU Co-ordinator  
Corporate Procurement Manager

Scrutiny Board Members  
Scrutiny Committee Chairs  
Group Leaders  
Executive Members

Nick Chamberlain (part)  
Colin Yeates (part)