

Notice of Meeting

Council Overview Board



SURREY
COUNTY COUNCIL

Date & time

Wednesday, 18
January 2017 at
10.00 am

Place

Members Conference
Room
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

Contact

Ross Pike or Emma
O'Donnell
Room 122, County Hall
Tel 020 8541 7368

ross.pike@surreycc.gov.uk
emma.odonnell@surreycc.gov.uk

Chief Executive

David McNulty



We're on Twitter:
@SCCdemocracy

NB. There will be a Private Meeting for Members at 9.00 am

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Ross Pike on 020 8541 7368.

Members

Mr Steve Cosser (Chairman), Mr Eber Kington (Vice-Chairman), Mr Mark Brett-Warburton, Mr Bill Chapman, Mr Stephen Cooksey, Mr Bob Gardner Mr Michael Gosling, Dr Zully Grant-Duff, Mr David Harmer, Mr David Ivison, Mr Nick Harrison, Mr Colin Kemp, Mrs Denise Saliagopoulos, Mrs Hazel Watson and Mr Keith Witham

Ex Officio Members:

Mrs Sally Ann B Marks (Chairman of the County Council) and Mr Nick Skellett CBE (Vice-Chairman of the County Council)

TERMS OF REFERENCE

The Board is responsible for the following areas:

Performance, finance and risk monitoring for all Council Services	HR and Organisational Development
Budget strategy/Financial Management	IMT
Improvement Programme, Productivity and Efficiency	Procurement
Equalities and Diversity	Other support functions
Corporate Performance Management	Risk Management
Corporate and Community Planning	Europe
Property	Communications
Contingency Planning	Public Value Review programme and process

PART 1
IN PUBLIC

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 14 DECEMBER 2016

(Pages 1
- 8)

To agree the minutes as a true record of the meeting.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (Thursday 12 January 2017).
2. The deadline for public questions is seven days before the meeting (Wednesday 11 January 2017).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD

There are no responses to report.

6 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME

(Pages 9
- 22)

The Scrutiny Board is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme.

7 FINAL BUDGET RECOMMENDATIONS

(Pages
23 - 24)

This report provides a brief context to the budget scrutiny work undertaken by the Scrutiny Boards

8 DATE OF NEXT MEETING

The next meeting of the Board will be held at 10:00am on Wednesday 1 February 2017.

David McNulty
Chief Executive

Published: 10 January 2017

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Thank you for your co-operation

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MINUTES of the meeting of the **COUNCIL OVERVIEW BOARD** held at 10.00 am on 14 December 2016 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Wednesday, 18 January 2017.

Elected Members:

- * Mr Steve Cosser (Chairman)
- * Mr Eber A Kington (Vice-Chairman)
- Mr Mark Brett-Warburton
- * Mr Bill Chapman
- * Mr Stephen Cooksey
- * Mr Bob Gardner
- Mr Michael Gosling
- * Dr Zully Grant-Duff
- * Mr David Harmer
- * Mr Nick Harrison
- * Mr David Ivison
- * Mr Colin Kemp
- Mrs Denise Saliagopoulos
- * Mrs Hazel Watson
- Mr Keith Witham

Ex officio Members:

Mrs Sally Ann B Marks, Chairman of the County Council
Mr Nick Skellett CBE, Vice-Chairman of the County Council

Substitute Members:

- * Mrs Margaret Hicks

Members in attendance

- * Ms Denise Le Gal, Cabinet Member for Business Services and Resident Experience

80/16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Mark Brett-Warburton, Michael Gosling, Denise Saliagopoulos and Keith Witham. Margaret Hicks substituted for Keith Witham.

81/16 MINUTES OF THE PREVIOUS MEETING: 3 NOVEMBER 2016 [Item 2]

The minutes were agreed as an accurate record of the meeting.

82/16 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest made.

83/16 QUESTIONS AND PETITIONS [Item 4]

There were no questions or petitions submitted to the Board.

84/16 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD [Item 5]

No issues were referred to the Cabinet by the Board at its last meeting.

85/16 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME [Item 6]

Key points of discussion:

Recommendations Tracker

1. Recommendation reference A7/2016. The Chairman drew the Board's attention to the correspondence from the Chief Executive and Leader of the Council in response to the letter jointly written by the Chairmen of Council Overview Board, Social Care Services Board and Audit & Governance. He explained that the response did not address the points raised regarding the future scrutiny of Surrey Choices. The business plan for Surrey Choices was currently being worked on, however upon completion, it was understood that the Board would be able to scrutinise the plan. The Board were informed that the Scrutiny in a New Environment task group had been looking at the varying governance arrangements within commercial ventures and it was expected that they would be bringing a report to the January meeting.
2. Recommendation reference A9/2016. The Chairman told the Board that he had reviewed the Investment Advisory Board (IAB) papers that he had received, and as a result, he suggested that the Board request an updated report on the progress, performance and future plans of the Investment Strategy as an item in the new year.
3. Recommendation R6/2016. The Board were informed that as not enough volunteers had come forward, the consultation task group would remain on the recommendation tracker as an item for the new Council term.

Forward Work Programme

1. The Board noted that the Devolution update scheduled for February 2017 may need to be taken in March 2017 to allow for a meaningful progress report.
2. The Chairman invited the Board to propose items to be added to the Forward Work Programme.

86/16 PROPERTY SERVICES: STRATEGIC AND OPERATIONAL UPDATE [Item 7]

Declarations of interest:

None

Witnesses:

John Stebbings, Chief Property Officer
Denise Le Gal, Cabinet Member for Business Services and Resident Experience

Key points raised during the discussions:

Strategic Property Management

1. The Chief Property Officer assured the Board that whilst there were a number of vacant assets across the organisation, they were all under review and managed in order to reduce the figure wherever possible.
2. Members requested further information be provided around the total cost of vacant assets to the Council and the total cost of loss of income as a result. The officer explained that the loss of income cost was already absorbed within the income revenue accounts.
3. The Board was informed that there was a statutory requirement to hold some vacant property in order to support frontline service delivery. There was the need to be able to set up an emergency mortuary if needed, and whilst demand was high, hold potential sites for the school build programme.
4. The Cabinet Member for Business Services and Resident Experience stated that whilst it was not desirable to have so many vacant assets, given the Council's current financial situation, the maintenance costs associated with restoring some vacant assets back to a standard where they could be leased out or sold on was not currently affordable.
5. The Board requested that the service provided all members with a list of vacant assets, by borough and district, detailing the reason for, and where possible, the duration of the vacancy. Officers noted that Members could contribute valuable local knowledge that may assist in future decision making related to vacant assets.
6. The Cabinet Member explained that some vacant asset sites had been identified as part of the Council's plan to create 600 extra care homes within the next decade as part of the Accommodation with Care & Support strategy in Adult Social Care. By creating in-house care solutions for the future, it was expected that the Council could save around £4,500 annually per person on care provision.
7. The officer explained that funding from OnePublic Estate allowed the service to reduce the vacant property level. The officer stated that the service aspires to decrease the vacant asset rate to just 5% of the portfolio in the long term.
8. The Board enquired as to whether short term leasing of vacant assets been considered as a way of increasing property income. The officer assured members that all options had been considered, including short term leasing, however he explained that often during negotiations, there seemed to be a variation between what was

required by the tenant and what was provided by the Council as landlord, leading to some leases not materialising.

9. Members suggested that as part of the next review, the Strategic Asset Management Plan (SAMP) could be further updated to include challenges faced by the service as well as successes.

Office Utilisation Data

10. Members enquired as to what the next steps were now that the utilisation data was available. The officer explained that the data highlighted that there was a high level of no-shows for meeting room bookings and that this was to be addressed by the introduction of a new room booking management system in early 2017.
11. The officer indicated that whilst the data highlighted areas of unused office capacity across the four main Council sites, a larger piece of work still needed to be undertaken to determine how staff and teams were reconfigured in order to potentially free up an office building. This would involve understanding workforce requirements within different teams and how those teams operated and engaged with residents.
12. A Member enquired if it would be possible to restrict officer bookings of meeting rooms at the Surrey History Centre in order to allow for them to be hired out to external people to allow for revenue generation. The officer noted this suggestion.

The Future Planned Approach (FPA)

13. Members enquired as to who the Corporate Asset Panel consisted of. The officer explained that the panel consisted of officers from different services across the organisation, and that they worked together to develop a holistic approach to the delivery of business plans.
14. The officer acknowledged that Members could contribute a vast amount of local knowledge to the FPA and it was requested that some thought was given as to how the service could link in with Members.

Further information to be provided:

- A list of vacant assets by borough/district sent to Members to inform them of the purpose of the building, the reason for and length of vacancy and to seek their input on the future use of these assets.
- Total cost to the council of the vacant assets that are not currently held for council needs or strategies.

Recommendations:

- The Board recommends that Property consider a programme of engagement with local committees to engage Members' on solutions to vacant property
- Explore the possibility of reviewing SAMP v.2
- Consider how Property could involve Members in the FPA?
- Review the results of the FPA at the July 2017 meeting of COB.

Margaret Hicks left the meeting at 11:00am.

87/16 AGENCY STAFFING UPDATE [Item 8]

Declarations of interest:

None

Witnesses:

Ken Akers, Head of HR & OD

Radhika Verma, HR Contracts Manager

Vicky McHugh, HR Advisor

Denise Le Gal, Cabinet Member for Business Services and Resident Experience

Key points raised during the discussion:

1. The Head of HR & OD began by explaining that whilst the level of Business Services agency staff usage appeared to be high at 33.9%, the number of agency staff in that area had actually been significantly reduced from 70 to 26 over the past two years.
2. The officer indicated that there was a need for specialised expertise within IT as a result of the scale of step-change and that these people are costly. The Board was informed that the average agency charge for a skilled IT consultant was £42 per day under the MSTAR2 procurement framework.
3. Members enquired as to whether there was information available detailing the length of tenure that agency staffed posts had been occupied. There were concerns that if longer than 12 weeks, they would become a permanent employee. The officers assured the Board that after 12 weeks, the agency staff would be entitled to the same entitlements as Surrey County Council employees, for example pay rates and training provision, however there was no risk of agency staff becoming permanent employees automatically.
4. The Board acknowledged that the data from the Adecco contract appeared to be much more comprehensive than the data supplied by the previous agency staff provider, although it was noted that it would currently be difficult to identify trends and generate comparative questions because of the stark differences between the two data sets.
5. The Cabinet Member informed the Board that as with the Orbis contract, there had been a focus on ensuring that the data from the Adecco contract was robust and of quality.
6. The Head of HR & OD indicated that some services had delegated power to employ agency staff directly and that this had not been subjected to any HR scrutiny process. The officer explained that instead, this would have been dealt with as a procurement.

7. Members enquired as to what process was in place to ensure workforce planning was being undertaken to identify priority roles were being filled in a timely manner, and how the requirement of specialists was managed. The officer explained that two senior HR business partners and a HR advisory team were assigned to support services in workforce planning and getting the best from the agency contract. Whenever a post became available, it was the mutual strategic aim of the contract to liaise with service leads in order to fill the post efficiently.
8. Members were assured that agency spend was monitored and reviewed on a quarterly basis in order to identify where long term vacancies existed and wherever possible, these would be filled with directly employed staff. HR monitored agency staff tenure, and those exceeding six months were highlighted to the Head of Service for review.

Actions/ further information to be provided:

- Breakdown the direct spend posts to understand the type of post procured in this way and the reasons for doing so.

Recommendations:

- That the high percentage of agency staff in IT & Digital should be investigated urgently by a Task Group with findings to be reported at the COB February meeting. Membership of Eber Kington, Colin Kemp, Zully Grant-Duff and Hazel Watson was agreed by the Board.
- That officers report to the Board on a six-monthly basis to review data on agency staff usage.

88/16 PRELIMINARY BUDGET RECOMMENDATIONS [Item 9]

Declarations of interest:

None

Witnesses:

Kevin Kilburn, Deputy Chief Finance Officer
Denise Le Gal, Cabinet Member for Business Services and Resident Experience

Key points raised during the discussions:

1. The Cabinet Member informed the Board that the role of scrutiny within the budget process was important in order to identify future savings. It was noted that Members had valuable knowledge of the services being scrutinised and were able to determine whether proposals were achievable or not.
2. The Cabinet Member explained that in reducing the current year's overspend from £24.6m to £6.1m, a majority of the savings made had

been corporate savings. It was important to note that when the government settlement was delivered, some non-statutory services would need to be reviewed further in order to ensure the Council could fully meet statutory service provision costs.

3. Members acknowledged that if the settlement was not satisfactory, the Council would have no choice but to hold a Council Tax referendum. The Cabinet Member advised that the referendum question had been drafted by government and it appeared to be very prescriptive. It was therefore crucial that residents understood that Members had lobbied hard with government to get support, that the Council had already made a large amount of corporate savings and that there was no other option.
4. Members noted that even with a precept of an extra 2%, this would only generate £12million towards the current £86million funding gap.

Recommendations:

- COB to finalise budget recommendations it wishes to make to the Cabinet at its next meeting in January 2017.

89/16 DATE OF NEXT MEETING [Item 10]

The next meeting of the Board will take place on Wednesday 18 January 2017.

Meeting ended at: 12.27 pm

Chairman

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Council Overview Board
18 January 2017

RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME

1. The Board is asked to review its Recommendation Tracker and Forward Work Programme, which are attached.

Recommendation:

That the Board reviews its work programme and recommendations tracker and makes suggestions for additions or amendments as appropriate.

Next Steps:

The Board will review its work programme and recommendations tracker at each of its meetings.

Report contact: Ross Pike, Scrutiny Manager

Contact details: 020 8541 7368, ross.pike@surreycc.gov.uk

Sources/background papers: None.

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Council Overview Board Forward Work Programme January 2016

18
January
2017

- Final Budget Recommendations

1
February
2017

- Surrey Choices
- Internal Audit: Review of Premises Security 2016/17
- Agency Staffing Task Group update

1
March
2017

- Staff Survey Results & HPDP update
- Trust Fund annual progress review (including proposals for Trusts where SCC is not the sole trustee)
- Devolution update
- Scrutiny in a New Environment Task Group update

Future items

- Communications Strategy
- Orbis Public Law
- Consultation Task Group

Council Overview Board

ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED 9 January 2017.

The recommendations tracker allows Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each meeting. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

Please note that this tracker includes recommendations from the former Council Overview & Scrutiny Committee.

Date of meeting and reference	Item	Recommendations/ Actions	To	Response
1 June 2016 A7/2016	ANNUAL REPORT OF THE SHAREHOLDER BOARD	a) That further scrutiny in relation to Surrey Choices be scheduled once the Shareholder Board had completed the review of its business plan.	Scrutiny Manager	<p>Awaiting completion of the business plan review.</p> <p>Update (Sep): Surrey Choices has been given further time to complete a final business plan. This is expected in October. Scrutiny could be scheduled for the December meeting of COB.</p> <p>Update (Dec): the Chairmen of COB, SCSB and Audit & Governance wrote to the Leader and Chief Executive to express their concerns regarding the management and scrutiny of Surrey Choices.</p>
6 July 2016 A9/2016	RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD	a) That the Chairman consider whether any further discussion with the Cabinet was appropriate in the light of the Cabinet’s response to the recommendation on the Investment Strategy Property Portfolio.	Council Overview Board Chairman	The Chairman has requested further papers from the Investment Advisory Board to aid his investigation and will report back to the Board at its November meeting.

Date of meeting and reference	Item	Recommendations/ Actions	To	Response
21 September 2016 R7/2016	INTERNAL AUDIT: REVIEW OF PROPERTY ASSET MANAGEMENT SYSTEM INCOME MODULE	a) The Board agreed that the service will report its progress against the high priority recommendations to Democratic Services.	Claire Barrett Nigel Jones David John Siva Sanmugarajah	Review early 2017, post go-live.
21 September 2016 R8/2016	INTERNAL AUDIT: SURREY YOUTH CENTRES- GOVERNANCE AND BUSINESS MANAGEMENT ARRANGEMENTS	a) The Board agreed that the service would bring an audit update report to the Council Overview Board. Audit would conduct a follow up in 3 months with a fuller review in 6 months	Ben Byrne Jan Smith David John Tasneem Ali	Update due end of March 2017.
3 November 2016 R9/2016	12 MONTH REVIEW OF ORBIS	<p>The Board resolved:</p> <p>The Chairmen of ABVCSSC and COB will coordinate their scrutiny work so that the same topics and reports, with additional authority specific information as requested, are prioritised by agreement between the Chairmen for consideration at each authority's scrutiny body which operate independently.</p> <p>Additionally, COB's Transformation Sub-Group members will meet, at least</p>	<p>COB Chairman</p> <p>Transformation Sub-</p>	<p>January 2017</p> <p>Currently seeking a date for a</p>

Date of meeting and reference	Item	Recommendations/ Actions	To	Response
		annually, with East Sussex Audit and Best Value members and a Brighton & Hove City Council observer to review Orbis performance and prioritise scrutiny topics.	Group	meeting to be held at the end of February 2017.
3 November 2016 R10/2016	HIGH PERFORMANCE DEVELOPMENT PROGRAMME	a) The Board agreed that a further report on the impact of the High Performance Development Programme incorporating the results of the staff survey and an update on the details of the new programme is brought to this Board in early 2017.	Ken Akers Karen Archer-Burton	Item scheduled for March 2017
14 December 2016 R11/2016	FORWARD WORK PROGRAMME	a) The Board agreed that they would request a paper detailing the current status of Devolution		Liz Lawrence to meet with Steve Cosser to provide an update, January 2017. Item scheduled for March 2017

Date of meeting and reference	Item	Recommendations/ Actions	To	Response
14 December 2016 R12/2016	PROPERTY SERVICES: STRATEGIC & OPERATIONAL UPDATE	<p>a) The Board agreed that a further report on the results of, and future plans for the investment strategy is brought to the Board in the new year.</p> <p>b) The Board recommend Property undertakes a programme of engagement with local committees to engage Members' on solutions to vacant property</p> <p>c) The Board agreed to review the Future Planned Approach (FPA) at the July 2017 COB meeting</p>		To review in July 2017
14 December 2016 R13/2016	AGENCY STAFFING UPDATE	<p>a) High % of agency staff in IT & Digital to be investigated by a Task Group with findings reported at the COB February meeting.</p> <p>b) The Board will review agency staffing data on a six-monthly basis</p>	Eber Kington, Colin Kemp, Denise Saliagopoulos, Hazel Watson.	Item scheduled for February 2017 Scoping document for the Task Group is attached as annex 1

COMPLETED ACTIONS - TO BE DELETED

Date of meeting and reference	ITEM	Recommendations/ Actions	To	Response
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Council Overview Board

18 January 2016

TASK GROUP SCOPING REPORT

- 1 Scrutiny Boards wishing to establish task groups are required to complete a scoping report, which sets out details of the task group's objectives, proposed timescales, the resources required, and sources of information.
- 2 The scoping document for the Agency Staff Task Group is attached for the Scrutiny Board's information (**Annex 1**).

Recommendation:

That the Board notes the scoping document.

Next Steps:

The Board will be kept informed of progress and outcomes as appropriate.

Report contact: Ross Pike, Scrutiny Board, Democratic Services

Contact details: 020 8541 7368, ross.pike@surreycc.gov.uk

Sources/background papers: None

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Scrutiny Board Task and Finish Group Scoping Document

The process for establishing a task and finish group is:

1. The Scrutiny Board identifies a potential topic for a task and finish group
2. The Scrutiny Board Chairman and the Scrutiny Officer complete the scoping template.
3. The Council Overview Board reviews the scoping document
4. The Scrutiny Board agrees membership of the task and finish group.

Review Topic: Council Use of Agency Staff
Scrutiny Board(s): Council Overview Board
<p>Relevant background</p> <p>The Council Overview Board has reviewed the Council's use of agency staff and contract arrangements as this has evolved over the last two years as part of scrutiny of the Council's recruitment strategy and commitment to realise efficiencies.</p> <p>Reporting timetable to COB November 2015 - Analysis of agency staff use and cost through Manpower data. Request made for further statistical breakdown of agency staff costs.</p> <p>July 2016 - Update on progress improvements to the council's agency worker arrangements, including implementation of a new framework agreement, historical and current spending, current mark-up rates and controls to manage usage and costs. Agreed to receive data from first 2 sets of quarterly monitoring from the Adecco contract and requested a policy on the use of agency staff for review.</p> <p>December 2016 – Update with new monitoring data as above.</p>
<p>Why this is a scrutiny item?</p> <p>The Council Overview Board has over the course of 18 months requested data on the cost, type and tenure of agency staff at the Council. The Council has entered into a new framework contract with Adecco with new monitoring arrangements and a new policy on the employment of agency staff. At its December 2016 meeting COB found that there were anomalies in the use of staff amongst the Business Services directorate and that spend on agency staff remains significant.</p>

What question is the task group aiming to answer?

The initial focus will be what reasons are there for high usage of agency staff in IT & Digital, in terms of:

- cost and length of contract;
- the process and structure of decision making in regard to the employment and continued employment of agency staff;
- whether this is a planned use of agency staff within an agreed and published staffing policy;
- What measures are being taken to reduce this and how will the service work with HR in the future to control off-contract use of agency staff; and
- What are the costs elsewhere in Business Services and how are these being managed?

Aim

Reduced spend on agency staff and an end to agency staff in non-specialist posts for long periods (define?). Reassurance that workforce planning considers reduced reliance on agency staff.

Objectives

Objectives:

- Understand the current reasons for high use of agency staff and the plans to manage this
- Reduced percentage of staff employed through the agency contract
- Reduced direct spend by services on agency staff

Scope (within / out of)**In**

All instances of direct spend on agency staff including breakdown of position, cost and tenure

Individual directorate use of the Adecco contract

Out

Historic spend e.g. Manpower contract use, pre-2016

Outcomes for Surrey / Benefits

Support the delivery of the corporate priorities of Economic Prosperity (specifically Support young people to participate in education, training or employment) and Resident Experience (deliver £67m savings)

Proposed work plan

It is important to clearly allocate who is responsible for the work, to ensure that Members and officers can plan the resources needed to support the task group.

Timescale	Task	Responsible
January 2017	Meet with Chief Information Officer to review the services use of direct spend and its current agency staff usage.	Matt Scott Ken Akers Laura Forzani Sergio Sgambellone Ross Pike
February 2017	Review with HR the other Directorates' use of agency staff.	Ken Akers Ross Pike
February 2017	Formulate conclusions and recommendations	Task Group
March 2017	Report to COB	Task Group

<p>Witnesses Matt Scott, Chief Information Officer Ken Akers, Head of HR & OD Strategic Directors, Heads of Service as identified</p>
<p>Useful Documents Past COB reports: November 2015 July 2016 December 2016</p>
<p>Potential barriers to success (Risks / Dependencies)</p> <ul style="list-style-type: none"> • Officer availability • The IT & Digital restructure • Local solutions for 'hard to fill' posts such as Social Workers, Educational Psychologists that occur on a national level.
<p>Equalities implications</p> <p>Any evidence or emerging recommendations from the Task Group will be assessed and reported as necessary.</p>

Task Group Members	Eber Kington Colin Kemp Denise Saliagopoulos Hazel Watson
Co-opted Members	N/A
Spokesman for the Group	Eber Kington
Scrutiny Officer/s	Ross Pike

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Council Overview Board
18 January 2017

Budget Scrutiny Overview

Purpose of the report: Scrutiny of Services and Budgets

This report provides a brief context to the budget scrutiny work undertaken by the Scrutiny Boards.

Introduction

In September 2016, the Chairman of Council Overview Board agreed with the Leader, Chief Executive and Director of Finance an outline of the scrutiny function's role in the Council's budget planning process this year.

Subsequently the Cabinet paper of 20 September 2016 recommended that to explore the robustness of the proposals developed by Cabinet Members and officers, scrutiny boards test the assumptions within proposals during the period from October to Christmas 2016.

As a result the scrutiny boards requested information from services and finance officers to cover the following in private sessions:

- Details of the cash envelope scenario for each service
- Savings plans as identified in the Medium Term Financial Plan with, where possible, detail on these proposals including any service changes
- Brief notes on future plans and forward thinking for each service

Activity

Table 1 – Summary of scrutiny board budget meetings

Board	Council Overview Board	Economic Prosperity, Environment and Highways Board	Education and Skills Board	Resident Experience Board	Social Care Services Board	Wellbeing and Health Scrutiny Board
Dates of Meetings	6 October, 23 November 18 January	7 July, 17 November, 12 January	21 October, 12 December 12 January	5 September, 7 November, 12 January	17 October, 29 November, 12 January	21 November, 12 December

All of the Scrutiny Boards, except for the Council Overview Board, appointed Performance & Finance sub-groups to meet in private with their respective Cabinet Members, Strategic Directors and Finance Officers to review progress against the MTFP savings and consider the plans developed to meet the financial challenge presented by this year's financial settlement from central government.

All of the Scrutiny Boards will complete their budget scrutiny work by 12 January 2017. Reports from the Boards will be made available as a supplementary paper to this agenda for the Council Overview Board to scrutinise.

Recommendations

- I. That the Council Overview Board consider its own budget scrutiny activity and outcomes, reviews the final feedback from the other Scrutiny Boards and formulates recommendations from the scrutiny function as a whole to Cabinet.
- II. That the Council Overview Board considers the future role of Scrutiny Boards in relation to the budget process after the Council meeting of 7 February 2017.

Next steps

The Council Overview Board reports its and the other Scrutiny Boards' findings and recommendations to the Cabinet meeting of 31 January 2017.

Report contact: *Ross Pike, Scrutiny Manager*

Contact details: *0208 541 7368*

Sources/background papers: