



**East Midlands Improvement and Efficiency Partnership
Board Meeting
14th October 2011**

Minutes

East Midlands Improvement and Efficiency Board Meeting

	Board Members 2011/112 (*new member)		Attendance by Board Member or nominated substitute		
			12/4/11	7/7/11	14/10/11
Cllr	Martin	Hill OBE – Chair	√	√	√
Cllr	Chris	Brewis – Vice Chair *			√
Cllr	Roger	Begy	√	√	√
Cllr	Marion H.	Brighton, OBE	√	√	√
Cllr	Robin	Brown	x	√	√
Cllr	Martin	Suthers, OBE	x	√	√
Cllr	Philip	Hickson JP *			x
Cllr	David	Palethorpe *			x
Cllr	Tony	Howard	x	√	√
Cllr	Caitlin	Bisknell *			√
Cllr	Anne	Western	x	x	x
Cllr	Simon	Greaves *			x
Cllr	Ranjit	Banwait *			x
Cllr	Fiona	Martin, MBE	x	√	x
Cllr	Peter	Roffey	√	√	x

	Observers		Attendance		
			12/4/11	7/7/11	14/10/11
Cllr	Lewis	Rose, OBE	x	√	x
Cllr	Neil	Clarke	√	√	x
Cllr	Nick	Worth	√		x
Cllr	David	Sprason	√	√	√
Cllr	Mary	Malin	x	√	√
Officers					
Mr	Nick	Hodgson	√	√	√
Ms	Jan	Sensier	√	√	√
Mrs	Heather	Parker (HP)	√	√	√
Mr	Mark	Edgell (ME)	√	√	√

Officers attending to present reports:

Andrew Ayling – chair of the EM Heads of Procurement Group

Rachael Marriott – EM Jobs Portal Implementation Officer

Lisa Butterfill – EMC HR & Development Officer

Richard McDermott – Capita (New Ways of Working event / report)

1. **Apologies**

Councillor Fiona Martin MBE
Councillor Ann Western
Councillor David Palethorpe

Observers

Councillor Neil Clarke

2. **Minutes of the EM Efficiency and Improvement Partnership Board – 7th July 2011**

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

All actions have been completed.

3. **Matters Arising**

Action 1 - ME is working with EMC on developing the links with regard to sector self regulation and self improvement in the East Midlands. In addition the LGA are working to formalise arrangements with the Peer Lead Member network.

Action 7 – The Board were advised that the Shared ICT project now included 5 Lincolnshire District partners.

4. **Declarations of Interest**

None

5. **Regional Procurement Project - Presentation**

Andrew Ayling, the Chair of the EM Heads of Procurement Group, provided the Board with an update on benefits delivered through the EMIEP 2009/11 procurement programme and the progress to date with the legacy regional procurement programme. The following areas were highlighted and discussed:

- Benefits being delivered (EMIEP 2009/11):
 - Continuing to driving forward the EM Source initiative
 - The Regional E-Auctions licence has paid for itself and is continuing to generate significant savings
 - E-Tendering system will enable greater standardisation of procurement documentation and processes
 - Consultancy Value Programme is providing opportunity for market involvement
 - The contracts register is providing a matching service to enable joint contracting initiatives
- Moving Forward - The EMIEP Legacy Programme will develop the 'sustainable' building blocks for identifying and continuation of collaboration opportunities through:

- The Lincolnshire CAT system, which will be providing: regional spend analysis; benchmarking; and identification of collaborative contracting opportunities
- Investment into district councils cross authority projects supporting: backfilling, general project costs and supporting investigations
- On-going process review across the region through specialist category management groups. There is a need for councillors to decide whether this project should look to drive radical make or buy procurement decisions.

The Board agreed that the project would take into account the 'porous' EM regional boundaries as this will enable collaboration and VfM contracting opportunities.

The Board were advised that the LGA were stepping back from a national approach to procurement, as part of their productivity programme. This reflects that regions were already providing opportunities for collaboration. The Board discussed a number of issues with framework arrangements such as:

- The same names appear on many frameworks
- Keeping the market active
- Frameworks replacing select lists

However, framework arrangements can alleviate resource issues regarding procurement administration and market testing.

Action 1: The Board agreed to encourage engagement with the regional procurement programme, and to cascade the current best practice through their organisations and political groups - **All**

6. National LIA allocation under spend and presentation of EM Jobs Portal

The Board were advised that £35k had been made available to the EMIEP, to develop the East Midlands Job portal functionality, creating a talent pool and associate improvement advisor pool.

The Board received a presentation outlining:

- The overall benefits of the East Midlands Job portal to local authorities within the region
- The benefits that have already been achieved by Leicestershire CC, which include successful campaigns for hard to fill posts and the reduction of 3 recruitment administrators and South Kesteven saving on recruitment advertising costs
- Future benefits are being made available in 2012 such as Criminal Records Bureau eBulk integration and the talent pool, that could enable re-deployment of employees across LAs (saving on redundancy costs)

The Board were advised that EMC are taking advantage of the EMIEP offer of an income generation review, focusing on the East Midlands Jobs portal. Effective income generation would reduce the EM Jobs subscription

charge to LAs, which are required to fund the fixed base costs of the portal. Income generation opportunities could include: extending the product to other public sector organisations i.e police, ALMOs; working across the boundaries of joining regions (who do not have a RIEP funded portal) and providing opportunities to advertise one off recruitment requirements to schools and academies.

The Board approved the proposal to develop East Midlands Jobs and the income generation review, which would support the reduction of EM Jobs subscriptions to EMC's LAs.

(Cllr Tony Howard declared his interest in this item, with regard to his partner's association with Jobcentre Plus)

7. Final Report – EMIEP Programme 2008/11

The Board noted the benefits delivered by the Sub Regions' programmes, which had been developed to deliver service improvements as well as efficiency savings.

The Board noted the under spend of £69k returned from across the Sub regional programmes for re-investment into the Sector Led Support and Business Transformation Programmes.

The Board wished to extend their thanks to the Sub Regional Programme Managers and their teams, who managed and administered the delivery of the Sub Regional Programmes, to ensure that all projects were delivered and benefits recorded by 30th September 2011.

The Board noted that, the Sub Regional programme under spend and the additional under spend from regional programmes / invest to save repayments due providing a further c£500k, available for re-investment into the Sector Led Support and Business Transformation Programmes.

8. Report on Member Development Support

The Board discussed the Member Development Survey results (circulated to Democratic Service Officers) and noted that these were taken into consideration, with the EMIEP survey circulated to Chief Executives and Leaders, to inform the development of the Sector Led Support Programme.

9. Business Transformation and Sector Led Support Programme

The Board received a briefing on the development of the Sector Led Support Programme projects that had been identified through the activities cited as a priority, in the survey sent out to the 46 EM councils' leaders and Chief Executives.

The Board Approved the projects within the regional Sector Led Support Programme, to be delivered by EMC, which will complement the LGA offer providing a 'joined up' approach to sector led support across the EM region.

Action 2: EMC informed that the Sector Led Support Projects have been approved by the Board - **HP**

The Board were advised that invest to save income approved to support the Sector Led Support Projects would not be committed until payment had been received in January 2012 and January 2013.

The Board discussed the benefits that would be delivered through the Adult Social Care Organisational Redesign Project, in particular the benefit of the sustainable framework tool being developed and how this can address cross organisation working and resource allocation issues.

The Board approved delivery of the regional Adult Social Care Organisational Redesign project as part of the Business Transformation Programme.

Action 3: East Midlands JIP informed that the ASC Organisational Redesign project has been approved by the Board - **HP**

10. Reimbursement of EMC for Support to the EMIEP Board

The Board agreed that the EMC Executive Director was providing valuable support to the EMIEP and agreed to increase the previously approved 25% to 40% reimbursement of salary costs (£37,600 pa) for 2011/12 and 2012/13, subject to review.

The Board also wished to thank Jan Sensier for the excellent support that she had provided to EMIEP, as this would be her last Board meeting with the return of Stuart Young in January 2013.

Action 4: EMC informed that the Board have approved that 40% (£37,600pa) will be reimbursed to EMC for the valuable support provided by the EX Director to the EMIEP Board - **HP**

11. New Ways of Working Draft Report

Richard McDermott (Capita) provided the Board with an overview of the project - 'To review the EM council's response to the central government cuts' and discussed the draft report and event on 29th November.

The Board agreed that the draft report provided an easy to read document and discussed a number of the case studies featured in the report.

The Board agreed that the format of the event will provide a valuable opportunity for delegates to engage and learn more about the case studies highlighted in the report.

The Board were advised that if this format of sharing 'best practice' worked well, on 29th November, councils would be provided with the opportunity to show case 'best practice' at two further events in 2012.

The Board were also provided with the opportunity of showcasing 'best practice', being delivered within their own councils at future Board meetings, with Kettering presenting at the next meeting on 18th January 2012.

Action 5: Board members advise HP know if they would like to take up the offer of presenting their councils 'best practice', at future Board meetings - All

12. Revised Project Bids

The Board were advised that the:

- Two projects, Property Rationalisation 'Space Derbyshire' and Healthy Housing Hub, had met the request by the Board to reduce their grant requests by 45%, which should be met by partner contributions
- Cloud Computing project had been re-scoped, as requested by the Board, to provide a pathway for LAs wishing to develop or adopt Cloud approaches to deliver efficient and effective services
- North / West Northants Housing Coordinator projects had been combined, as requested by the Board. The grant funding is being provided for 15 months from January 2012 – March 2013 with Wellingborough sponsoring this combined project.

13. Legacy Programme Progress

The Board reviewed the legacy projects delivery progress and noted that future reports to the Board would include benefits delivered and grant paid.

The Board were advised that Chief Executives had been informed that the Products and Offers programme was fully committed with 93% of the funding being allocated to income generation reviews. However, one council has now declined to take up their review allocation due to capacity issues, therefore, this £9k under spend will be added to the sector led support 'pot'.

The Board were advised that the Lincolnshire ICT project outcomes had been amended as follows:

- Due to the complexity, the proposal to unify the ICT management arrangements across the five participating councils has been postponed.
- The five participating councils have agreed to secure a shared strategic ICT post, to implement the three business cases for a common desktop, supplier consolidation and server rationalisation. This post will also provide the vision and direction for further collaboration opportunities including the potential for implementation of unified management structures at a later date.

The Board were advised that currently all delivery issues with the projects had been resolved. However, any further issues would be escalated to the Board and Steering Group if required.

14. EMIEP Board Scheme of Delegation

The Board approved the amendments made to the Scheme of Delegation that reflect the Board's strengthened role around Sector Led Support.

15. Sector Self Regulation and Self Support in the East Midlands

The Board noted the EMC Sector Self Regulation and Self Support report and recommendations (agreed by the EMC Executive Board) and that these recommendations are reflected in the EMIEP Board's Scheme of Delegation.

16. EMIEP Audit and Final Accounts

The Board noted that, as in the case of previous years, there were no recommendations made in the audit report.

The Board noted that 75% of the grant expenditure for the EMIEP 2008/11 programme had been paid over the past 18 months

Actions

- Action 1:** The Board to encourage engagement with the regional procurement programme, and to cascade the current best practice through their organisations and political groups. - **All**
- Action 2:** EMC informed that the Sector Led Support Projects have been approved by the Board - **HP**
- Action 3:** East Midlands JIP informed that the ASC Organisational Redesign project has been approved by the Board – **HP**
- Action 4:** EMC informed that the Board have approved that 40% (£37,600pa) will be reimbursed to EMC for the valuable support provided by the EX Director to the EMIEP Board - **HP**
- Action 5:** Board members advise HP know if they would like to take up the offer of presenting their councils 'best practice' at future Board meetings - **All**