

Committee Manager: Jane Fulton (Ext. 37611)

24 May 2016

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in the Pink Room [Committee Room 1] at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday 7 June 2016 at 6.00 pm** and you are requested to attend.

Members: Councillors Elkins (Chairman), English (Vice-Chairman), Ballard, Mrs Bence, Blampied, Mrs Daniells, Edwards, Mrs Harrison-Horn, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren and Dr Walsh.

(Note: Committee Membership is subject to confirmation at the Annual Council Meeting 26 May 2016)

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 15 March 2016 (which have been previously circulated.)

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. START TIMES

The Committee is requested to consider its start times for meetings during 2016/2017.

6. *THE COUNCIL'S 2020 VISION - WORKING TOGETHER FOR A BETTER FUTURE

Following the Local Government Association's (LGA's) Corporate Peer Challenge Review in March 2014, the Council has been considering how it needs to change to reflect the predicted shift in the population and business needs for the future in the knowledge of the Council's reducing financial stability.

The 2020 Vision Programme has been established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands.

Appendix A to this report sets out the progress of the Phase 1 and 2 projects. An A3 sized coloured copy of this appendix will be circulated at the meeting.

7. *THE EUROPEAN SINGLE PROCUREMENT DOCUMENT

The attached report provides an update on what the European Single Procurement Document is and how it will work in the future.

8. CABINET MEMBER QUESTIONS AND UPDATES

(i) Cabinet Members will update the Committee on matters relevant to their Portfolio of responsibility.

(ii) Members are invited to ask Cabinet Members questions and are encouraged to submit these to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

9. COUNCIL TAX SUPPORT TASK AND FINISH WORKING PARTY – 24 MAY 2016

The Committee is asked to consider the Minutes from the meeting of the Council Tax Support Task and Finish Working Party meeting held on 24 May 2016 which will be circulated separately. Following the Annual Council Meeting on 26 May 2016, the Committee is asked to nominate a Member from the Committee to replace Councillor Dingemans on the Working Party.

10. FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S JOINT SCRUTINY GROUP'S HOUSING PROVISION FOR CARE LEAVERS REVIEW – 4 AND 18 APRIL 2016

Councillor Dingemans, following his attendance at West Sussex County Council's Joint Scrutiny Group Housing Provision for Care Leavers Review meetings held on 4 and 18 April 2016 will provide a verbal report back to the Committee.

11. FEEDBACK FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND OVERVIEW SELECT COMMITTEE (HASC) HELD ON 27 APRIL 2016 AND A JOINT MEETING WITH THE CHILDREN'S AND YOUNG PEOPLE'S SERVICES SELECT COMMITTEE

Attached is a feedback report from Councillor Blampied following his attendance at a meeting of the West Sussex County Council's Health and Overview Select Committee (HASC) held on 27 April 2016 and a joint meeting of this Committee with the Children's and Young People's Services Select Committee also held on 27 April 2016.

The Committee will be invited to ask questions on this report.

12. *WORK PROGRAMME - 2016/2017

The Council's Constitution requires that the Overview Select Committee makes a report annually on its future work programme and amended working methods, where appropriate.

At the last meeting of the Committee Members were asked to consider topics that they would like to cover in the 2016/17 year so these could be discussed with the relevant officers and a work programme developed for discussion on 7 June 2016.

Attached is a draft Work Programme for the Committee for 2016/2017 which Members are requested to approve prior to this being presented by the Chairman and Vice-Chairman to the Full Council Meeting on 20 July 2016.

(Note: *Indicates report is attached for Members of the Committee only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at www.arun.gov.uk or can be obtained on request from the Committee Manager.)

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Head of democratic Services, Cabinet Member and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/Cabinet Member can attend the meeting.)

ARUN DISTRICT COUNCIL
OVERVIEW SELECT COMMITTEE
7 JUNE 2016

Information Paper

Subject : The Council's 2020 Vision – Working Together for a Better Future

Report by : Nigel Lynn – Chief Executive Report date: May 2016

EXECUTIVE SUMMARY

Following the LGA Corporate Peer Challenge Review in March 2014, the Council has been considering how it needs to change to reflect the predicted shift in the population and business needs for the future, in the knowledge of the Council's reducing financial stability.

The 2020 Vision programme has been established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands.

RECOMMENDATIONS

Members are requested to support the following recommendations to Cabinet:

1. Cabinet agrees the 2020 Vision for the Council, as outlined in paragraph 2.5 of this report, and accepts the implications arising, as outlined in this report;
2. Cabinet notes the progress of the Phase 1 and 2 projects identified in Appendix A of this report;
3. Cabinet support the general revised structure principles, outlined in paragraph 3.1 of this report;
4. A supplementary estimate of up to £20k is supported to assist with the Council's management restructure [equivalent to a Band D council tax of £0.35]; and

5. Cabinet notes the remaining estimated financial shortfall anticipated following Phases 1 & 2 of the 2020 Vision programme. A further report on Phase 3 priorities will be presented to Full Council in due course.

1.0 INTRODUCTION

1.1 LGA Corporate Peer Challenge (19-21 March 2014)

Headlines were presented to Full Council (30 April 2014) and an Action Plan agreed (Full Council 18 June 2014). In summary, the report (May 2014) is very positive, highlighting a “strong top team” leadership from the Leader, Cabinet and the Chief Executive, Resources Director and Deputy Chief Executive and Directors that constitute the Corporate Management Team (CMT).

- 1.2 However, the report did highlight that there are a number of issues for the Council to consider, in particular:

Given there is no ‘burning platform’ providing an immediate change imperative, the Corporate Peer Challenge Review Team think there is currently insufficient attention to developing a change and transformation plan which will secure the Council’s financial position in the longer term. There is a risk that the Council may not take advantage of the breathing space offered by the current position to develop a proactive approach to all the challenges ahead.

The Corporate Peer Challenge Review Team believe the Council needs a clearer vision for customer services which is both agreed and enjoys the commitment of Members and senior managers across the organisation.

- 1.3 Overall, the Council continues to improve. The two most important customer satisfaction issues for the public are the quality of front line services, and general cleanliness of the district. In April 2016, 69% were ‘very’ or ‘fairly’ satisfied with cleanliness (68% in 2015), whilst 74% were ‘very’ or ‘fairly’ satisfied with services provided by the Council (75% in 2015), with ‘very satisfied’ increased from 22 % to 26%.

2.0 WHY DOES THE COUNCIL NEED TO CHANGE?

- 2.1 The Medium Term Financial Strategy (MTFS) 2015-2021 was agreed by Cabinet on 16 November 2015 and by Full Council on 13 January 2016. At the Special Meeting of the Council on 23 February 2016, the 2016/17 Budget approved increases in Council Tax of 3.1%, and above inflation increases in most fees and charges that the Council can control. This was in line with the recommended scenario contained in the MTFS. These increases therefore assisted, to an extent, the Council’s financial position. As a consequence, the revenue budget deficit was

reduced by about £1m per annum compared to the “do nothing” scenario over a 5 year period. The Council is still forecast to see its balances fall below the recommended level by 2020 if no further improvement to the Council’s revenue/budget deficit is made this year through the Vision 2020 work. The Government’s intentions on changing/reducing future payment of New Homes Bonus is awaited, but is likely to increase the financial pressures on the General Fund budget from 2017/18.

- 2.2 The savings required to enable to Council to balance its budget without significant use of its finite reserves remains substantial. The likely level of savings will be known once a range of other costs and the changes to the New Homes Bonus are known.
- 2.3 A series of Member Workshops have been held, both before and after the May 2015 District Council election, to engage Members in discussion about the future of the Council leading up to 2020. The Workshops were held on:

	Date	Number of Councillors attended
1	10 February 2015	32
2	11 June 2015	33
3	8 July 2015	25
4	23 July 2015	27
5	22 October 2015	38
6	8 December 2015	35
7	16 June 2016	n/a

- 2.4 At Full Council held on 13 January 2016, Members agreed that the route to being a better Council in the future includes the Council being:

- Easier to deal with
- Getting things right first time
- Doing things as quickly as possible
- Better at understanding what we can and cannot deliver
- Being more aware of our performance, and
- Balancing our budget

2.5 The Council's Priorities are linked to the four changes as shown below:



The Council Priorities and the Vision



Your services



Supporting you if you need help



Your future

“Helping you improve your lives by clearly and simply providing the best services we can afford”

For us to be able to continue to afford to deliver our priorities that cost you less, we will:

- Offer an improved customer experience
- Build better relationships with other organisations and the community
- Provide more digital opportunities to make dealing with us easier
- Become smaller but more effective

2.6 In order to make these four changes, the Council needs a careful and balanced approach to being more digital, increase our income, reduce our costs, make service improvements, reduce the demand on our services and determine what, if any, services the Council should/should not be involved with. But, the route map going forward must serve us well for the future and needs the united support of Members and Officers if we are to succeed in providing a better, and more financially stable Council, by 2020.

2.7 Although Phase 1 on the 2020 Vision programme will save the Council a substantial amount of money, year on year, the overall saving falls considerably short of our up to £4m target. Phase 2 (outlined in paragraph 3.1 of this report) will

also make substantial savings. However, to meet the up to £4m figure, a digital transformation of services will move the Council closer to financial sustainability. Improving the culture of the organisation to be more digitally minded will also be essential to meet the expectations of the public. It will also drive down costs within the organisation to help meet our financial target for 2020. To do this, some moderate growth will be required to help transform services and “provide more digital opportunities to make dealing with us easier”. Some financial investment will also be required, although the scale can only be determined on a project-by-project basis. A final Phase 3 will hopefully meet our target. Phase 3 will further examine earlier projects which have either not been progressed to date or not been considered at all at this time.

3.0 PROGRESS

- 3.1 The Chief Executive proposes a major restructure of the organisation in order to reduce management costs and “improve the customer experience”, thereby being “smaller and more effective”. This second phase of the 2020 Vision programme involves a reduction of the Corporate Management Team and all levels of management. It is anticipated that this will have the least effect on the public, whilst saving the most money, although it is acknowledged that we cannot evaluate any impact on services at this time. Reducing CMT, and subsequent management layers, will make substantial savings for the council year on year. However, a small amount of growth will also be required to ensure that there is sufficient management in the organisation. Within the Constitution, decisions on CMT are the responsibility of the Chief Executive (Part 4; Section 2; Paragraph 1.1)
- 3.2 Furthermore, Members need to understand and appreciate that the organisation will have less senior staff to help with their ad hoc enquiries and will not be able to deliver everything that we do today. The “digital first” opportunities must therefore be developed (through additional one-off resources) to ensure delivery of more effective services in 2020.
- 3.3 Any redundancy arrangement would need to meet the current Council policy of covering its costs within 3 years and, in the case of CMT, is likely to be 1.5 years.
- 3.4 Further reports to Cabinet and Full Council will identify longer term savings for the Council.
- 3.5 Following Full Council’s approval of Phase 1 of projects on 13 January 2016, projects have been developed as shown in table attached as Appendix A to this report. Members will note that some have been completed, some are ongoing, and a few need a lot more time to be developed, largely because of lack of capacity within the organisation to progress all 27 projects simultaneously.

4.0 RESOURCES

- 4.1 Members have agreed an initial estimated sum of £120,000 being made available to help develop the first phase of 2020 Vision projects to enable work to be undertaken between January and July 2016. The spend to date is as follows:-

Project	Funds committed so far
Research into Local Housing Company & Bognor Regis Town Hall projects	£27,000
Shared Services Consultant	£5,000
Systems architect	£5,000
TOTAL spend to date	£37,000

5.0 THE FUTURE

- 5.1 All Council Members need to understand and fully appreciate that a 'smaller and more effective' Council will be more good news for the public in general. However, there will be less staff, less money available and, therefore, less capacity and ability to do all the things that Councillors might want and have received in the past.
- 5.2 The Council must change and accept the financial position it is in. As a direct result of this, Councillors will not have the same resources in the future. This will make future decision making more difficult.
- 5.3 The few changes agreed by Full Council (13 January 2016) will require an acceptance of information technology assisting the Council to move forward. Being more digital will help the Council to improve the customer experience and become smaller and more effective. Investment in digital technology will therefore be required to create savings for the future.
- 5.4 Building better relationships with partners will also become more integral in moving the Council forward.

Background Papers: **Full Council – Agenda – 30 April 2014 [Item 26 – Local Government Association – Corporate Peer Challenge]**

Full Council – Agenda – 18 June 2014 [Item 9 – Local Government Association – Corporate Peer Challenge Review – March 2014 – Customer Services]

Full Council – Agenda – 5 November 2014 [Item 17 – Working Towards a Council Vision for 2015 to 2020]

Cabinet Agenda – 16 November 2015 [Item 7 – Financial Prospects 2015/16 to 2020/21]

Full Council – Agenda – 13 January 2016 [Item 29 – 2020 Vision – Working Together for a Better Future]

<http://www.arun.gov.uk/full-council>

<http://www.arun.gov.uk/cabinet-meetings>

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Arun District Council - AIP & Vision 2020 Programme - Portfolio Dashboard

Vision 2020 (PHASE 1)															
ID	Name	Status	Budget	Start Date	End Date	Lead	Budget	Time	Benefits	Notes	Type of Benefits	Benefits Start Date	Benefit Minimum	Benefit Max	
V1	Shared Service - ICT	Running		Feb-16	Jul-16	C.Lawrence	Amber	Green	Amber	- Business Case	- Saving		£150,000	£250,000	
V2	Shared Service - Legal	Running		Feb-16	Jul-16	W.Ashenden-Bax	Amber	Green	Amber	- Business Case	- Saving	July 2017	£0	£30,000	
V3.2	Shared Service - Finance	Suspended		Feb-16	Jul-16	A.Peach	RED	RED	RED	- Transactional finance no longer part of shared services	- Saving	N/A	N/A	N/A	
V4	Shared Service - HR / Payroll	Running		Feb-16	Jul-16	K.Pearce	Amber	Green	Amber	- Business Case	- Saving		£22,362	£54,433	
V5	Shared Service - Audit	Running	£0	Feb-16	Jul-16	S.Pearce	Amber	RED	Amber	- Business Case	- Saving		-£15,000	£22,000	
V6	Shared Service - Revenues & Benefits	Running	£100,000	Nov-15	Jul-16	I.Bell	Amber	Green	Amber	- Business Case	- Saving		£150,000	£200,000	
V7	Shared Service - Customer Services	Running		Feb-16	Jul-16	J.Follis	Amber	Green	Amber	- Business Case	- Saving				
AIP40	Shared Service - Building Control	Running	£8,000	Apr-16	Oct-16	J.Henn	Amber	Amber	Amber	- Business Case	- Saving & income		£5,000	£15,000	
V8	Shared Service - Planning	Running	£15,000	Mar-16	TBA	K.Roberts	Amber	Amber	Amber	- Business Case	- Saving		£130,000	£130,000	
V9	Fewer Public Toilets	Running		Apr-16	Apr-19	G.Rollings	Green	Green	Amber	- ESC&CDWG June 2016 / Cabinet 25th July	- Saving	2017/18	£50,000	£150,000	
V10	Car Parks Charges	Complete		Feb-16	Apr-16	C.Baylis	Green	Green	Amber	- Fees go up 22 April 2016	- Income (included in base budget already)	April 2016 **	£100,000	£150,000	
V11	Cemeteries Fees	Running		Apr-17	Apr-19	O.Handson	Green	Green	Green	- ICM Required, draft after FC approval of Vision 2020 Summer 2016	- 5% increase for 2017/18 & 2019 = £40,000 income	April 2017	£40,000	£40,000	
V12	Cleansing Contract Renewal	Running		Apr-16	Nov-16	G.Rollings	Green	Green	Amber	- Cabinet October 2016	- Saving	February 2017	£25,000	£200,000	
V13	Reducing Consultation	Complete			Apr-16	P.Askew	Green	Green	Green	- Abolished Wavelength Panel	- Saving	April 2016	£10,000	£10,000	
V14	Local Housing Company	Running	£23,300	Feb-16	Dec-16	A.Elder	Green	Amber	Amber	- Business Case and Business Plan to be produced	- Income capital and revenue	2018/19	£0	£500,000	
V15	London Road Student Accommodation	Running	£15,000	Aug-15	Apr-19	A.Peach	Green	Green	Green	- Business Case	- Income	2017/18	£40,000	£40,000	
V16	Commercial Review BRTH	Scheduled	£75,000	May-16	Dec-16	A.Peach	Green	Green	Amber	- Business Case	- Saving and income		£87,000	£160,000	
V17	Commercial Review Council Assets	Running		Jan-16	N/A	A.Peach	Green	Green	Green	- Business Case	- Income	on-going			
V18	Council Tax Reductions Scheme	Running	£10,000	Oct-15	Apr-17	S.Priest	Green	Green	Amber	- CTRS Working Group 25 May 2016	- Saving	April 2017	£75,000	£100,000	
V19	Review Day Care Activities for Elderly	Running		Jan-15	Jun-16	R.Wickham	Green	Green	Amber	- Business Case / Awaiting WSCC funding	- Savings	April 2017	£15,000	£70,000	
V20	Review of Joint Area Committees	Running		Feb-16	Mar-17	P.Askew	Green	Green	Green	- FC report Sept 2016	- £82,500 saving	April 2017	£80,000	£82,500	
V21	Officer Allowance	Running		Feb-16	Apr-17	P.Warters	Green	Amber	Amber	- Changes in April 2017	- Saving	2017/18	£70,000	£70,000	
V29	Review Greenspace Management Contract	Running		Apr-16	Jan-17	O.Handson	Green	Green	Amber	- Cabinet decision Jun 2016 - Benefits delivered Jan 2017	- Saving (+ £105,000 HRA saving)	January 2017	£80,000	£150,000	
V35	Accommodation Review	Scheduled		May-16	Aug-16	P.Warters	Green	Amber	Amber	- Accommodation Strategy	- Income and support other changes				
Vision 2020 (PHASE 2)															
ID	Name	Status	Budget	Start Date	End Date	Lead	Budget	Time	Benefits	Notes	Type of Benefits	Benefits Start Date	Benefit Minimum	Benefit Max	
V23	Review of Cabinet / Committee Structure	Running	N/A	Apr-16	Jul-16	N.Lynn	Green	RED	RED	- Full Council March & 20th July 2016	- Savings	N/A	N/A	N/A	
V24	Review of grants to Voluntary Sector	Scheduled	N/A	Jun-16	Nov-16	R.Wickham	Green	Green	Amber		- Saving	April 2017	£2,500	£3,500	
V25	Review of Council involvement in anti-social behaviour	Running		Mar-16	Sep-16	R.Wood	Green	Green	Green		- Saving	April 2017	£12,500	£12,500	
V26	Fewer charitable events for Chairman	Running		Jan-16	Sep-16	P.Askew	Green	Green	Amber		- Saving	April 2017	£5,000	£10,000	
V27	Review of Wellbeing involvement	Running		Jan-16	Dec-16	R.Wood	Green	Green	RED		- Saving		£0	£80,000	
V28	Review of delegation to Committees and officers	Running		Apr-16	Jul-16	N.Lynn	Amber	RED	Amber	- Cabinet March & June 2016	- Savings	March 2017			
AIP38	Review of Estate Management	Running	£60,000	Nov-15	Dec-16	A.Peach	Green	Amber	Amber		- Saving	2017/18	£20,000	£25,000	
V30	Increase income from out of hours printing	Running		Mar-16	Mar-17	J.Northeast	Green	Green	Amber	- Assessment of high speed copier underway	- Income	December 2016	£500	£5,000	
V31.1a	Management Structure (CMT) 5 > 4	Running		Mar-16	Jul-16	N.Lynn	Green	Green	Green	- Member workshop 16/06/2016 - Cabinet 27/06/2016	- Savings	September 2017	£75,000	£75,000	
V31.1b	Management Structure (CMT) 4 > 3	Running		Mar-16	Jul-16	N.Lynn	Green	Green	Green	- Member workshop 16/06/2016 - Cabinet 27/06/2016	- Savings	December 2018	£75,000	£75,000	
V31.2	Management Structure (Managers)	Running		Mar-16	Jul-16	N.Lynn	Green	Green	Amber	- Member workshop 16/06/2016 - Cabinet 27/06/2016	- Savings				
V32	Events Management	Running	N/A	Jan-16	Dec-16	J.Russell-Wells	Green	Green	Amber	- Further review to verify saving / income as part of project	- Saving / income	April 2017	£5,000	£25,000	

V33	Review all discretionary and statutory services	Hold				N.Lynn	RED	RED	RED		- Savings			
V34	Review of administration	Scheduled		Aug-15	TBA	N.Croad	Green	Amber	Amber		- Requires CMT decision on scope of services needed from April 2017	- Savings		
Arundel Improvement Programme (AIP)														
ID	Name	Status	Budget	Start Date	End Date	Lead	Budget	Time	Benefits	Notes	Type of Benefits	Benefits Start Date	Benefit Minimum	Benefit Max
AIP26	Housing IHMS Replacement	Running	£747,000	Apr-14	Dec-16	B.Pople	Green	Green	Green		- Mandatory replacement	N/A	£0	£0
AIP27.1	Cemeteries - Transcribing / Data	Running	£30,000	Sep-15	Jun-16	J.Lawrence	Green	Green	Green	Dependent on Ancestry	- Risk reduction & sustainability	N/A	£0	£0
AIP33.3	Web Replacement - Town/Parish	Hold	TBA	Jul-16	Oct-16	R.Webb	RED	RED	RED		- support model for town & parish councils	Apr-17	£0	£2,500
AIP33.4	Website CMS Replacement	Hold	£67,000	Apr-16	Oct-16	R.Webb	RED	RED	RED			N/A	£0	£0
AIP 34	Finance Replacement System	Running	£300,000	Aug-15	Jul-16	P.Symes	Green	Green	Amber		- Risk reduction & sustainability - licence resource saving £40,000 - £60,000 pa	2017/18	£40,000	£60,000
ICT	Replacement Telephony	Running	£125,000	Nov-14	Jul-16	D.Friesen	Green	Green	Green	Now Switch only	- mandatory upgrade - system - will support other Customer Service Strategy Projects	N/A	£0	£0
AIP35	Tree Database / Mobile Surveys	Running	£10,000	Nov-14	Jun-16	J.Lawrence	Green	Green	Green		- Risk avoidance	N/A	£0	£0
AIP36	Replacement EH Systems (procurement)	Running	£170,000	Sep-15	Jul-16	N.Slade	Green	Amber	Amber		- Risk reduction & sustainability	June 2018	£20,000	£45,000
AIP39	Replacement Elections System	Complete	£38,650	Dec-15	Mar-16	L.Futcher	Green	Green	Green		- Risk reduction / possible efficiencies	N/A	£0	£0
AIP29	Customer Service Programme	Running	£75,000	Nov-13	Dec-17	J.Follis	Green	Green	Amber	Various sub projects	- various customer service improvements	2017/18	£0	£28,000
AIP39	Replace Planning System	Hold	TBA	Apr-16	TBA	P.Symes	Green	RED	Red		- EU procurement rules			
AIP43	Replace R&B System	Hold	TBA	Apr-16	TBA	I.Bell	Green	RED	Red		- EU procurement rules			
AIP42	Replace Corporate EDRMS/DMS	Hold	TBA	Apr-16	TBA	P.Symes	Green	RED	Red		- EU procurement rules			
												Gross Total	£1,369,862	£2,870,433

ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 7 JUNE 2016

Information Paper

Subject : The European Single Procurement Document

Report by : Philip Pickard – Procurement Officer Report date: May 2016

EXECUTIVE SUMMARY

In compliance with Regulation 59 of the Public Contracts Regulations 2015 (PCR 2015) the European Single Procurement Document (ESPD) was introduced with effect from 26 January 2016, as an obligation on Contracting Authorities to accept the ESPD from bidders as part of a competitive tender selection process.

The aim being to reduce the administrative burden on bidders and contracting authorities by simplifying the manner in which information and evidence is provided at selection stage. The ESPD is very similar to the Pre-Qualification Questionnaire (PQQ) which Arun currently includes in its Tender Invitation documentation which is modelled on the Crown Commercial Services (CCS) PQQ.

This report informs the Committee of the introduction of the ESPD and what the Council needs to do in response.

RECOMMENDATIONS

Members are requested to note the contents of this report and to consider whether this should be added to the Committee's Work Programme so that a further update can be provided when formal guidance is received from the Government.

1.0 INTRODUCTION

- 1.1 ESPD is effectively a form of self-certification of good standing that the bidder does not fall within any of the exclusionary grounds and has the necessary economic/financial standing and technical and professional ability. It is intended to reduce the amount of documentation required from bidders at an early stage by

avoiding the need for bidders to submit additional evidence and documentation in support of the statements made in the ESPD.

This evidence and supporting documentation can then be requested by the contracting authority at any point “where it is necessary to ensure the proper conduct of the procedure”.

Ultimately, the ESPD will be available in an online format only but the PCR 2015 states that the “online only” requirement is to be delayed until April 2017; until then, paper/Word copies may be used.

2.0 HOW WILL THE ESPD WORK IN PRACTICE

2.1 To date Local Authorities have not received any formal guidance from the UK Government so to some extent the answer to this question is that we don't yet know.

However, there are a few pointers we can give at this stage:

- The Regulation 59 obligation on contracting authorities is simply to **accept** ESPDs sent to them by bidders.
- The obligation applies to contracting authorities from 26 January 2016
- The Implementing Regulation states that the contracting authority Official Journal of the EU (OJEU)/call for competition must reference what information the ESPD will require, and that the intention is for ESPDs to be submitted with the tender in an Open Procedure as well as the Restricted Procedure.
- Member states can require use of (or can leave it to contracting authorities to decide whether to use) an ESPD in a below-threshold or Light Touch procurement. Given the relatively “hands-off” approach the UK Government took to implementing the Public Contracts Regulations 2015 in general, it seems likely that here the Government may opt to leave this decision to contracting authorities on a case by case basis.

At the moment there are still some key questions that need to be answered, particularly the issue of how in practice the use of the ESPD is meant to fit together with the CCS's standard PQQ, which, as stated above, is a standard part of all Arun District Council's Invitations to Tender documentation. Both cover much of the same ground, and it would seem to defeat the object of the ESPD and create more room for error or ambiguity if bidders are now required to complete two documents where previously only one was needed. We have had a steer from the CCS to the effect that it is:

“currently discussing the most suitable option for ensuring that government's guidance and standard documents on selection are aligned with the ESPD. A Procurement Policy Note (PPN) and accompanying guidance will be published shortly. In the interim the advice in PPN03/15, the supplier selection guidance and the standard PQQ template should continue to be used until the policy and guidance on the aligned ESPD/PQQ are published.”

3.0 WHAT SHOULD THE COUNCIL DO NOW?

- 3.1 Obviously, we are keeping an eye out for the CCS guidance and PPN, which will hopefully resolve some of the questions around how the ESPD will work in practice here. Otherwise, given that the Regulation 59 obligation is to accept ESPDs from January 2016, a failure to do so would amount to a technical breach of the Regulations.
- 3.2 Having said that, it is perhaps unlikely that bidders will be ready to submit ESPDs in the near future, particularly if, following the CCS steer around continuing to use the standard PQQ for now, contracting authorities do not prompt this by referencing the use of ESPDs in the OJEU or call for competition.

However we are taking extra care to avoid any wording in our procurement documents that either expressly or by inference actively prohibits a bidder from submitting an ESPD on or after 26 January 2016, since the obligation to accept these is now live.

Once the CCS guidance is available, it is likely that a review of standard procurement documents will be needed, to ensure these work together with the ESPD process. There are also then likely to be consequential amendments to the standard form PQQ document.

Background Papers: **None**

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**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 7 June 2016

Name of Meeting:	West Sussex County Council's Health & Adult Social Care Select Committee (HASC) and a Joint Meeting of HASC with the Children's and Young People's Services Select Committee
Date of Meetings:	27 April 2016
Report by:	Cllr George Blampied
Relevant Cabinet Member:	Cllr Paul Wotherspoon
Feedback:	
<p>The first meeting was a normal meeting of HASC with the main topic being a presentation by the South East Coast Ambulance NHS Foundation Trust to discuss the joint recovery plan following a report by Deloitte into the Red 3/Green 5 Pilot Project which was published in March 2016.</p> <p>The key findings were:</p> <ul style="list-style-type: none"> • <u>Poor Governance</u> <ul style="list-style-type: none"> ▪ Project governance inadequate – no agreed timeframe, no benefit realisation identified, review criteria not agreed. ▪ Failure to follow due process – decision of CEO to proceed despite concerns raised about the Pilot and action taken by Chairman of OPGWG ▪ Lack of timely and clear Board and Committees papers • <u>Inadequate Disclosure</u> <ul style="list-style-type: none"> ▪ Key Board Committees not fully informed of Pilot, unable to scrutinise ▪ Trust Board not fully informed of Pilot in detail ▪ Informal relationship with Commissioners ▪ Commissioners not fully apprised of all details of Pilot • <u>Unclear Clinical Accountabilities</u> <ul style="list-style-type: none"> ▪ Clinical accountability confused between Medical and Clinical Director ▪ Medical Director disengaged from the development of the pilot ▪ No Quality Impact Assessment undertaken 	

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 7 June 2016

- **Non-Unitary Board**

- Non-Executive and Executive Directors did not work together effectively to create a Unitary Board
- Style of Chairman
- Executive Director's failure to disclose to the Board
- Missed opportunities to challenge and provide oversight
- Silo-based working amongst Executive Directors
- Board focus

The initial reaction and next steps were the resignation of the Chairman, Paul Sutton with the Chief Executive Officer taking leave of absence while the Trust considers the findings of the report.

The new interim Chairman is Sir Peter Dixon and acting CEO is Geraint Davies and an up to date position statement was provided to the meeting along with the measure being introduced to get SECAMB back on track.

The Care Quality Commission was due to commence a formal inspection of SECAMB on 3 May 2016.

The second meeting was a joint meeting with the Children's & Young People's Services Select Committee. This meeting consisted of two main topics for discussion being:

- The Healthy Child Programme Redesign; and
- Future arrangements for the West Sussex Child & Adolescent Mental Health Service.

The Healthy Child Programme is focused on children from 0 to 19 years of age, starting at conception and continuing through their early years and school life. West Sussex County Council (WSCC) is responsible for the commissioning of the services during this period. The new design is quite complicated and based on a commissioning model of Analyse, Review, Plan and Do. WSCC is due to take a decision on the redesign in May 2016.

The second topic regarding the Mental Health Services for Children was then discussed. This service has been provided by the Sussex Partnership Foundation Trust through a contractual arrangement. This has now ended and Ofsted has made a specific recommendation that the outcomes for this Group need to be improved. They highlighted that improvements were around waiting and access times.

A new vision and model of service delivery is being developed to facilitate the trialling of new arrangements with the Fostering, Adoption and Intervention

Agenda Item No. 11**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 7 June 2016**

Service Areas. It is proposed that the current service will come under direct WSCC Management control.

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 7 June 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	The Council's 2020 Vision	Nigel Lynn	
2	The European Single Procurement Document	Phil Pickard	Requested by Cllr Dingemans
3	To consider the recommendations from the meeting of the Council Tax Support Working Party held on 24 May 2016 on the Council Tax Reduction Scheme for Year 5 – April 2017	Sue Priest	On-going review
Performance Reviews			
	There are no items for this meeting.		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from West Sussex County Council's Task and Finish Group on Housing provision for Care Leavers Review following meetings held on 4 and 18 April 2016	Cllr Dingemans	
5	Feedback from West Sussex County Council's Health and Adult Social Care Committee (HASC) held on 27 April 2016 and a joint meeting of HASC and the Young People's Services Committee also held on 27 April 2016	Cllr Blampied (tbc at Annual Council)	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates	All Cabinet	
Work Programme			
7	To agree the work programme for 2016/2017	Liz Futchter	To be reported to Full Council on 20.07.16

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 26 July 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	HRA Business Plan – Update on its Development	Paul Warters/Brian Pople	Requested by the Committee at its last meeting held on 15 March 2016
Performance Reviews			
2	Corporate Plan 2013-2017 Performance outturn for 1 April 2015 to 31 March 2016	Nigel Lynn	Review of end of year performance
3	Service Delivery Plan 2013-2017 Performance outturn for 1 April 2015 to 31 March 2016	Nigel Lynn	Review of end of year performance
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	To consider the final report from West Sussex County Council's Housing Provision for Care Leavers Review	Cllr Dingemans	
5	Feedback from Police and Crime Panel Meeting – 4 July 2016	Cllr L Brown/Cllr P Wotherspoon	
6	Feedback from Meeting of HASC held on 10 June 2016	Cllr Blampied	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan and Service Delivery Plans	All Cabinet	
Work Programme			
8	Work Programme – 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 27 September 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Feedback from Council Tax Review – Consultation with residents and Precepting Authorities	Sue Priest	Subject to responses received on the consultation
2	The Council's Filming/Photographic Policy	Paul Askew	
Performance Reviews			
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Meeting of HASC held on 2 September 2016	Cllr G Blampied	
4	Feedback from the Meeting of the West Sussex Police and Crime Panel held on 23 September 2016	Cllr P Wotherspoon/Cllr L Brown	
Holding Cabinet to account			
5	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
Work Programme			
6	Work Programme 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 22 November 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
	There are no items for this meeting		
Performance Reviews			
1	Voluntary Action Arun & Chichester Group (VAAC) – tbc	Robin Wickham	Second Review by the Committee – first reviewed 18 November 2014
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
2	Feedback from Meetings of HASC held on 29 September and 10 November 2016	Cllr G Blampied	
Holding Cabinet to account			
3	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Planning & Infrastructure	All Cabinet	
Work Programme			
4	Work Programme 2016/17 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 24 January 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Council Budget – 2017/2018	Alan Peach	
2	Possible Local Plan Review - tbc	Karl Roberts	Suggested by OSC on 15 March 2016
Performance Reviews			
3	Corporate Plan 2014-2017 Performance update for April to September 2016	Nigel Lynn	
4	Service Delivery Plans – Quarter 2 Performance Out-turn Report for April to September 2016	Nigel Lynn	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
5	Feedback from Meetings of HASC held on 18 January 2017	Cllr G Blampied	
6	Feedback from Sussex Police and Crime Panel Meeting held on 20 January 2017	Cllr L Brown/Cllr P Wotherspoon	
Holding Cabinet to account			
7	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
8	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2016/2017**

Date of Meeting: 21 March 2017			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Coast Protection and Land Drainage Annual Review	Roger Spencer	Scrutinising performance over the winter months on coastal and drainage matters
2	Review of the Leisure Contract Tender process and Freedom Leisure Performance	Philippa Dart	
Performance Reviews			
	There are not items for this meeting		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
3	Feedback from Meetings of HASC held on 8 March 2017	Cllr G Blampied	
Holding Cabinet to account			
4	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
Work Programme			
5	Work Programme 2016/2017 – Update and Ideas for Work Programme 2017/18	Liz Fatcher/Jane Fulton	

Items Pending

- The need to be able to accommodate required updates on the Vision work [could be any meeting]
- Review of the Cleansing Contract Tender and Contract Performance – 6/12 months on (Philippa Dart/Gareth Rollings) – will be January 2018
- Review – has thorough project evaluation with lessons learnt been applied in terms of new major projects – item agreed at OSC on 24 November 2015 – Chairman requested that the Committee assessed this further as part of its next Work Programme. Could use further review of the Forward Plan as an example of this work?
- Policy Framework Review (Paul Askew) - tbc