

BRECKLAND COUNCIL

At a Meeting of the

PROJECT CREATE TASK AND FINISH PANEL

**Held on Monday, 14 May 2007 at 2.00 pm in
Norfolk Room, Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr J.P. Cowen (Chairman) Mr P.J. Duigan

Also Present

Mrs S.R. Howard-Alpe Mr J.P. Labouchere

In Attendance

Margaret Bailey	- Business Transformation Manager
Phil Daines	- Development Services Manager
Mark Finch	- Chief Accountant
Colin Fleet	- Organisational Development Manager
Andrea Long	- Environmental Planning Manager
Mark Stokes	- Business Transformation Director & Acting Deputy Chief Executive
Elaine Wilkes	- Senior Committee Officer

1/07 MINUTES

The minutes of the meeting held on 13 December 2006 were confirmed as a correct record and signed by the Chairman.

2/07 APOLOGIES

Apologies for absence were received from Mr. A. Byrne and Mr. R.F. Goreham.

3/07 DECLARATION OF INTEREST

The Chairman declared a personal interest in agenda item 8 by virtue of his profession as an architect.

4/07 NON-MEMBERS WISHING TO ADDRESS THE MEETING

The following members were present in regard to agenda item 8:

- Mrs S.R. Howard-Alpe
- Mr J.P. Labouchere

5/07 NEXT MEETING

No future meeting date was set.

6/07 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it contains exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act.

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7/07 PROJECT CREATE

Mr John Layton, the Council's technical and commercial adviser, was in attendance for this item.

(a) Planning and Building Control

A presentation on the options set out in the report concerning Planning and Building Control Services had been given jointly to the Panel and Cabinet preceding the meeting.

The presentation outlined two alternative approaches and a detailed comparison of the options was considered.

The following key issues were highlighted:

- ◇ The importance of ensuring that, irrespective of the company set up, there was no loss of service or key officer resource arising from any client side requirements for a responsible officer to be appointed for signing-off planning applications etc.
- ◇ It would be critical to the success of the venture that proven ICT support systems were in place before the start of any new company (e.g. a document imaging system).
- ◇ The need for confirmation of any outstanding legal issues.

Subject to the points highlighted above, the Panel

RECOMMENDED to Cabinet that the Council

- (1) approve the payment of £38,000 plus expenses for the Full Business Case;
- (2) approve that a wholly-owned Breckland Company and, if necessary, a separate trading company, is set up to deliver planning and building control services and other products and services as appropriate;
- (3) approve that capital funding of up to £100,000 is released and that a loan of up to £200,000 is made to the Company on the understanding it is released in accordance with the details in the proforma B;
- (4) subject to job evaluation, the wholly-owned Company should appoint a new Manager.

(b) HR and Payroll

The Organisational Development Manager presented the report and explained that, whilst it was recommended that the Council did not proceed to Full Business Case stage as part of the

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existing Foundation Business Case process, it was considered that the Council should explore other opportunities for building the HR and Payroll platforms for shared services.

Members supported the proposals and accordingly

RECOMMEND to Cabinet that

- (1) the Council does not proceed to Full Business Case; and
- (2) the Council continues to explore shared services in HR and Payroll whilst continuing to build a platform for HR and Payroll and keeps the dialogue with Capita open to explore what partnership arrangements may be available through the framework contract.

(c) Future Trading Architecture

This item had been presented jointly to the Panel and Cabinet preceding the meeting.

Two options were considered:

- o Option A – A holding company approach
- o Option B - The alternative approach (the recommended option)

The Panel supported the recommended alternative approach, subject to confirmation of the legal advice.

RECOMMEND to Cabinet that option 3.2 of the report, that the Council implements the alternative approach and does not set up a Holding Company and that associated costs are funded from existing Create budget allocations, is approved.

(d) Gateway Review

The Chief Accountant informed members of the Auditor's recommendations arising from the draft report on the gateway review, which covered the following areas:

- (i) ICT support
- (ii) Availability of necessary resources
- (iii) Project development team
- (iv) Budget reporting and plans
- (v) Risk register

These were all anticipated issues and plans were in hand to deal with them.

The position was noted.

The meeting closed at 4.00 pm

CHAIRMAN