

Title of Report:	Resource Management Working Group Work Programme
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	22 November 2011

Purpose of Report: To provide an update on the work of the Resource Management Work Group

Recommended Action: To consider the current items and discuss any future areas for scrutiny.
1. Managed Vacancy Factor

Resource Management Working Group Chairman	
Name & Telephone No.:	Councillor Tony Vickers – Tel (01635) 230046
E-mail Address:	tvickers@westberks.gov.uk
Contact Officer Details	
Name:	David Baker
Job Title:	Policy Officer
Tel. No.:	01635 519083
E-mail Address:	dbaker@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 The Resource Management Working Group met for the last time on 27 September 2011 and the draft minutes are attached at Appendix A. A summary of the main discussions held were as follows:
- 1.2 **Matters arising** - Councillor David Rendel raised two questions on Car Park Budgets.
Resolved that Mark Edwards (Head of Highways & Engineering) be requested to produce a written report addressing the questions raised on season tickets and PCN payments and was invited to attend RMWG at its next meeting on Tuesday 8th November to present his report.
- 1.3 **Quarter 1 Establishment report** – The Working Group considered a report on the changes to the Council's Establishment over the first quarter of 2011/12. Robert O'Reilly (Head of Human Resources) introduced his report and reviewed the report's conclusions.
Resolved that:
1. That the topic of Managed Vacancies (MVF) was a useful area for scrutiny and it should be taken up to OSMC to determine which body would carry out the work item;
2. The update report was noted.
- 1.4 **Legal and Electoral Service Budget** – David Holling (Head of Legal & Electorate Services) introduced his report to the meeting and explained the variances between Month 9 Forecasted overspend of £126,265 and the Year End overspend of £27,012. Most of the £99,253 variance could be explained by the impact of external factors that were not part of the Month 9 forecast. Legal Services received additional income in quarter 4 of £61K which was not forecasted. Land charges received a DCLG grant in March for Personal Searches covering expenditure incurred as a result of revocation of Personal Search fees. This grant was not forecasted or anticipated.
Resolved that: the report was noted.
- 1.5 **Finance Performance Report Month 4** – Andy Walker (Head of Finance) presented his report to the meeting. The report covered the latest finance position of the Council as at the end of Month 4 2011/12. There had been a significant increase in the forecasted overspend against the budget at £1.8m. This was mainly in the area of Adult Social Care but there were smaller overspends forecasted by C&YP and Environment directorates. The Executive was already focused on the matter of addressing the overspend and an improving position was expected.
Resolved that: Members would expect to see a more detailed explanation of the overspend in Adult Social Care in the Month 5 report and the management action to be taken. The report was noted.
- 1.6 **Strategic Risk Register** – Ian Priestley (Chief Internal Auditor) presented his report to the meeting. Ian explained that the action plan had been improved and was intended to give greater focus on action planning. The Risk Appetite was intended to guide how impact and likelihood of risk could be consistently assessed and the

treatment programme defined how differing risk scores would be managed in terms of escalation and response processes. The risk register provided more detailed risk information covering the eight categories of risk that were monitored by the Council.

Resolved that:

1. The Strategic Risk Register should become a regular monitoring item on the RMWG work programme. It was agreed to review the risk register annually and it was next scheduled for September 2012;
2. Individual risk items had been scrutinised and those risks that addressed areas of finance or resources would be scrutinised on an annual basis

Appendices

Appendix A – Resource Management Working Group Work Draft minutes 27/09/2011

Consultees

Local Stakeholders:

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A