

CORPORATE GOVERNANCE – KEY ISSUES AND PROJECTS REPORT

3rd Quarter 2005-06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
1. HELP FACILITATE THE PROVISION OF AFFORDABLE HOUSING	TDV	TS/PS	Improve the data held and its collation by the Council to support planning policies and negotiation of affordable housing at new developments	<p>Housing needs survey refreshed for Local Plan Enquiry. Agreed in principle to joint Housing Needs Assessment for Oxon.</p> <p>Monthly housing market analysis now in place.</p> <p>Council agreed to take part in Thames Valley Survey of gypsy and traveller housing needs.</p> <p>Project Team formed. Specification completed and tendered.</p> <p>Oxfordshire nominated as pathfinder area for HMA</p> <p>Project team formed</p>	Housing Market Assessment starts Summer 2006
2.	TDV	TS/RH	Complete Supplementary Planning Guidance on the provision of affordable housing	Inspector's Report Jan 06	Consider SPG in light of inspectors report and propose revised draft April 06.

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3.	MDV	TS/PS	Introduce local performance indicators to track the performance in respect of housing provision	First publication 3 rd quarter 2005/06.	Targets to be set for 2006/07 – March 06
4.	MDV	TS/PS	Provide an outline business case to re-model hostel accommodation in time for budget process 2006/07	Director/Portfolio holder briefed. Included in Capital Programme	Outcome of feasibility study Oct.06
5.	MDV	TS/PS	Review Hostel allocation policy Sept 05	Approved by executive	Review of policy – Spring 06
6.	TDV	TS/RH	Implement an action plan agreed with the Government Office for the South East (GOSE) for housing delivery	On target	Next review meeting with GOSE May 06
7. CREATE A CLEANER, SAFER AND HEALTHIER COMMUNITY & ENVIRONMENT	TDV	SB/DS	Achieve Recycling Rate of 25% from existing green box and bring schemes	Rate is up on 2004/05 but waste arising up too. Cleanaway capacity constraint (now resolved) led to target revision to 24%. Latest quarter below target by 2%	Recycling Plan 2005 – 07 to be produced in April 06
8.	TDV	SB/DS	Improve the Recycling Rate by an additional 2% from the introduction of a pilot composting scheme	Scheme collections commenced August 05. Delay led to target revision to 1% 4K customers achieved by	Scheme expansion (interim) Feb 06; further expansion April 06; Recycling Plan to be produced in April 06

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				January 06 ahead of target. Latest quarter above target by 0.59%	
9.	TDV	TS/RH	Achieve the milestones in the Local Development Scheme 2005-08	Clear milestones and tracking to be delivered by SLAG & Executive	CLOSE
10.	TDV	TS/RH	Improve planning performance against national Best Value Performance Indicators and ensure all are out of bottom ¼ and on target	Minor and other BVPI's improving	Improvement Plan drafted Feb.06 Draft Plan to be considered by the Portfolio Holder, Development Control Committee, Scrutiny Committee & Executive March 06
11.	MDV	TS/PS	Introduce a twice a year update on Community Safety for staff/members/partners on community safety issues	First edition October 05	CLOSE
12.	JH	TS/NG	Improve Leisure, Culture and Recreational Facilities by the conclusion of agreements in respect of the future use of: <ul style="list-style-type: none"> • Tugwell Fields • Stockham Park • Mably Way 	Tugwell Field – Exec. Report November meeting. Board to submit planning position. Stockham Park – Under 12's play area is being designed and Town Council is to be approached to identify how they are to take forward development of land adjacent to allotments.	Commence schemes Tugwell Field - subject to final plans being submitted by Wantage Silver Band and an agreement from Wantage Concorde FC being in place. Subject to these pre-cursors a start cannot be considered until the Autumn of 2006 at the earliest. Stockham Park – The funding for the scheme

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				Mably Way – Exec. Agreed	needs to be confirmed March 06 Mably Way – subject to decision about access to the Grove housing site. The existing scheme will start in Spring 06 or a new scheme will be developed which will start as soon as plans can be finalised with the planning authority and developers.
13.	TDV	SB/DS	Improve our waste management services following the recent Best Value Review – implementation of Action Plan	BVR Improvement Plan being drafted. Scrutiny Committee consulted and confirmed by November 05 Executive. Progress as follows: 1.3 Waste & Recycling Strategy- OWP developments being incorporated; 1.4 Service Standards – delay by 2 months 1.5 Consultation- VVP5 survey completed 1.7 Contract Monitoring – scrutiny comments implemented 1.8 LPI Review – Bulky waste PI amended to reflect Scrutiny advice 1.10 Enforcement (see Key	1.3 Report to March 06 Exec. 1.4 Due March 06 1.5 Results due March 06 1.7 Completed 1.8 LPI review due March 06

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				Issue 18) 1.11 awareness of Assisted Collection scheme – VVP5 results awaited 1.12 Environment Strand of Community Strategy – Action plan in draft 1.16 WM Team management capacity – Interim contracted to end March.	1.11 Results due in March 06 1.12 Expected June 06 1.16 Review March 06
14.	JP	TS/RH	Provide an effective contribution which protects the interests of the Vale in the development of the regional spatial strategies for the South East and South West	Vale to comment on the emerging South East Plan documents:	Provide a response to the draft South East Plan in accordance with the prescribed consultation timetable.
15.	JP	TS/RH	As above	Vale to comment on the emerging spatial strategy for the South West.	Respond to formal consultation on draft Regional Spatial Strategy in accordance with the prescribed consultation timetable.
16.	JH	TS/NG	Carry out review to enable Council as planning authority to optimise contributions from new developments towards leisure, culture and recreation Develop a Parks and Open Spaces Strategy which	Consultancy project commenced.	Consultancy draft report Summer 06.

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			includes playground provision		
17.	TDV	SB/DS	Street Cleansing - Investigate ways which will incentivise our contractors to higher performance	Raised at Scrutiny presentation in July. Further recommendations In Oct and Nov. All implemented including revision to performance indicator for bulky waste	Contractor street Cleanser Improvement Plan implementation in Feb 06; Environmental Cleanliness Action Plan due April 06
18.	TW	SB/DS	Publish an enforcement policy and implement associated procedures for "environmental crime"	Adoption of policy of presumption towards prosecution for fly tipping offences. Fixed Penalty Powers adopted in December 05.	Enforcement Implementation Plan due March 06
19.	JH	TS/AM	Provide a Skate Park in Abingdon.	Site Agreed	WREN determination of grant application. July 2006
20.	JH	TAS/DQ	Adopt a Child Protection Policy	Approved by Executive and Council Dec. 05	Training of Officers needs to be organised to implement the Policy across the Council and an Officer appointed to complete this work following the departure of DMQ – March 06
21.	JH	TS/NG	Carry out review of children's and young people's services and integrate with Children's and Young Peoples Plan		The Youth Strategy is going to Executive in March 06.
22.	TDV	SB	Future use of Old Gaol	Receive feasibility report	Options being assessed. Report to Executive 06/07

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23. IMPROVE AND MODERNISE ACCESS TO SERVICES	RS	TS/HB	Complete the integration of Environmental Health back office processes into the local services points and customer contact centre	Environmental Health/Waste processes transferred. Customer Contact strategy approved by Executive. Funding in budget	Roll out plan for rest of organisation. Decide what role Capita may have in implementation May 06
24.	MDV	SB	Investigate the improvement of revenues and benefits services by integrating business process re-engineering, workflow and customer contact centre (now incorporated into Vale-South Oxon District Council financial Shared Service project)	Submit bid Procurement decision	Nov 05 Feb 06
25.	RS	TS/HB	Implement a programme to develop Customer Focus	Customer Contact Strategy to Executive Feb. 06	Implementation Plan May 06
26.	RS	TS/HB	Continue roll out of call centre approach to services with high volume telephone contacts		Linked to Customer Contact Strategy - in 23 above - DELETE
27.	RS	TS/HB	Introduce Service Standards progressively across all service areas	Environmental Health ready to publish	Linked to Customer Contact Strategy – in 23 above - DELETE
28.	RS	TS/HB	Complete and implement a Customer Contact Strategy	In draft form, discussion taking place with Directors and Leader	Council February 22 nd 06

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				To be considered by Executive on 3 rd February 06	
29.	RS	TS/HB	Investigate the potential for sharing Customer Contact Centre with other authorities	<p>Initial talks with County Council & adjoining authorities</p> <p>Access to Services workshop completed November 05</p> <p>Second workshop set up for a more focussed exploration around specific high priority customer segments in relation to information provisioning opportunities, process improvements and benefits from sharing best practice. Further actions and priorities to then be identified.</p>	<p>Next workshop scheduled within next 8 weeks</p> <p>February 10th 2006</p>
30.	TDV	TS/RH	Implement public access to planning applications and link to planning portal to enable planning applications to be made on-line via the national portal	System selected. Connection to Planning Portal made. Beginning to receive applications on line. Public able to view current planning applications on the website following implementation of public access module.	<p>Programme item completed.</p> <p>CLOSED</p>

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31.	JH	TS	View of residents on ease of access – views of marginalised groups	Awaiting support from newly appointed Communications Officer	Implementation Plan – meeting with Nikki Malin to prioritise an overall plan – March 06
32.	TDV	TS	IEG – 2004-05 programme including: E-Planning, Applications Procurement/e-procurement	see separate IEG report	CLOSE
33. BUILD OUR CAPACITY THROUGH MANAGERIAL & ORGANISATIONAL DEVELOPMENT	JP	BMcA	Design and implement an organisational development programme	Following extensive consultation a new structure and selection process has been proposed and is set for discussion at the November meeting of Council. Individual development plan	Team building exercises – February 06. These events await the formal appointment of the Deputy Directors. Some preparatory work will be carried out in February but the events are likely to start in March. A precise timetable is now under discussion with existing Assistant Directors for decision in the Directors Groups. The Leaders will be consulted where Members are involved.
34.	RF	TB	Publish and implement our Pay and Workforce Strategy	Working Group established to develop People Strategy and Pay & Workforce Strategy	Prepare draft Tim Barnett to complete People Strategy and draft high level PWS approved by the Personnel and

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					Regulatory Appeals Committee and recommended to Council meeting on 22 nd Feb 06. Final version of PWS action plan will then follow
35.	MDV	SB	Streamline accounting processes to reduce workload whilst providing necessary information and controls (now incorporated into Vale-South Oxon District Council financial Shared Service project)	Work up Shared Service proposition incl. new Accountancy unit structure, working arrangements & Vale-SODC agreement	Feb 06
36.	JP	TS	Re-confirm role and resources available to the "Corporate Core" to support our improvement programme	Budget proposition includes re-allocated posts to form Corporate Core Budget approved Feb.06	Establishment issues to Executive April 06
37.	RS	TS/ST	Draw up action plan from the Procurement Health Check carried out in 2004 and implement new Procurement Strategy	Have engaged IDEA to work up action plan with us. Action Plan adopted Oct. 05	New Procurement Strategy to be approved by Council in May 06.
38.	RS	TS/ST	Review, integrate and implement our risk and project management and procurement processes	Preliminary work commenced June 05	Pending re-structure & procurement & contracting post – May 06

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39.	RS	TS/ST	Improve performance management by rolling out performance review meetings to all service areas	Audit in Nov. 05 Report to SMG on effectiveness etc. Feb.06	To review terms of reference in light of review – April 06
40.	RS	TS/ST	Publish a guide for staff and members to Performance Management in the Vale	Being printed February 06	Distribute with Team Brief March 06.
41.	RS	TS/ST	Update our Information and Communications Technology Strategy to support themes and priorities of the Council		Finalise brief March 06
42.	JP	DQ	Review our Standing Orders and Financial Regulations in light of Procurement Strategy	Initial work underway. Consultation with other neighbouring Councils complete	Work now being taken forward by Ann Sadler and Tim Sadler with IDEA support. Will follow as part of Strategy May 06
43.	TDV	SB	Meet the earlier statutory timetable for accounts to close down 2004/05 by 31.7.05 and make preparations to ensure close down of 2005/06 by 30.6.06 (31.7.05 target achieved)	2005-06 closedown	30.6.06
44.	RF	TAS/TB	Complete the Investors in People Re-assessment in the autumn of 2005	Investors in People (IIP) Planning meeting completed. Agree revised standard.	IIP assessment February 06
45.	RF	TAS/TB	Implement our Human	Gateway review being	Report from TAS November

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			Resources computer system to improve workflow	planned.	06 Gateway review completed and implementation commenced. Phase 1 (installation and testing) to be completed by 31 Mar 06
46.	RF	TAS/TB	Resolve Pay and Grading competency bars	Discussion around principles commenced. Working group established	Group to meet November 05 Group now meeting 20 Feb 06
47.	RF	TAS/TB	Review our appraisal scheme to contribute to improvements in performance management	Review completed by sub-group and being confirmed as basis for consultation.	New scheme proposed. Consultation by end December 05. New scheme in place March 06
48.	RS	TS/ST	Devise a 5-year Audit Plan to meet current needs of the Council		Report to Scrutiny Feb.06 Report to Executive Mar 06
49. DELIVER THE MEDIUM TERM FINANCIAL PLAN	TDV	SB	Co-ordinate & report on the delivery of the Service Prioritisation Plans approved in the budget	Formal reporting of SPP achievements & transfer of saved budgets to Contingency	Quarterly Report
50.	JH	TS/NG	Re-align Community & Partnership Grants	COMPLETED	The additional saving of £46,000 in 2006/07 has been negotiated and agreed. Accountancy are entering the agreed savings into the original budgets for 2006/07. CLOSED
51.	JH	TS/NG	Replace Abingdon Open Air Pool with water feature	Agreed pool will remain open	CLOSE
52.	JH	TS/NG	Replace grant to Tourism Information Centres with	COMPLETED	the tourist information centres have been closed

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			Tourist Information points		and all legacy costs have been dealt with in the 2005/06 budget. The improved 2006 Vale Visitor Guide will be published in March 06 and the new visitor website will also be available in March. CLOSED
53.	JH	TS/NG	Transfer Halls managed by Council to Non Profit Distributing Organisation	Tendering failed to provide required savings	Decide whether to abort or re-start April 06
54.	TDV	TS/RH	Increase Car Park income by redistributing staff parking	Monitoring impact	CLOSE
55.	MDV	TS/PS	Reduce expenditure on discretionary housing grants	Policy procedure in place following report to SRC. Ratified by Council	CLOSE
56.	RS	SB/BF	Ensure the Direct Services Organisation reduces its deficit	Undergoing investigation and realignment of organisation and financial management – initial report on viability due in Aug 05	Review position at year-end and produce business plan. (Half year review resulted in £50k annual budget saving). April 06
57.	JP	TAS	Reduce staff travel costs	Council decision 16 th November 2005	CLOSE
58.	TDV	SB	Reduce support costs	Notify Assistant Directors of service saving targets in 2006 Budget-setting process	CLOSE (Support service savings achieved in the Budget approved in Feb 06)
59.	JH	TS/NG	Reduce subsidy grant paid to SOLL (Vale) through	Terms being negotiated with SOLL (Vale)	Decide whether to proceed March 06

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			development of gym and fitness extension at Tilsley Park		
60.	MDV	SB	Implement Action Plan from Best Value Review of Revenues and Benefits Services (now incorporated into Vale-South Oxon District Council Financial Shared Service project)	Implement Action Plan after procurement decision	Feb 06
61.	MDV	SB	Achieve additional benefit fraud income to at least match all costs arising from additional fraud officer	Monitor financial performance to ensure cost neutral appointment	Further year-end cost benefit review due in May 06 (December review indicated additional income exceeds costs)
62.	JM	SB/AM	Continue to seek to increase investment income through sound commercial property investment	Canterbury & Hatfield completed. Will continue to monitor market for golden opportunities	None until golden opportunities arise
63. IMPROVE BOTH INTERNAL AND EXTERNAL COMMUNICATION	TW	TAS	Review both internal and external communication strategies	Officer in post 24 th October 05	As work is still ongoing to identify what levels of support communications will get work is still ongoing to agree a work programme
64.	TW	TAS	Develop and implement action plans	To follow agreement to work programme.	January 2006 onwards