

CORPORATE GOVERNANCE – KEY ISSUES AND PROJECTS REPORT

4th Quarter 2005-06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
<p>1. HELP FACILITATE THE PROVISION OF AFFORDABLE HOUSING</p>	<p>TDV</p>	<p>TS/PS</p>	<p>Improve the data held and its collation by the Council to support planning policies and negotiation of affordable housing at new developments</p>	<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 ACTVaR 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> <p>Housing Market Assessment starts Summer 2006</p>	<p>CLOSED MAY 06</p>

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
2.	TDV	TS/RH	Complete Supplementary Planning Guidance (SPG) on the provision of affordable housing	Inspector's Report Jan 06 Revised draft out for consultation April/May 06	Consider consultation responses and agree and adopt revised version July 06
3.	MDV	TS/PS	Introduce local performance indicators to track the performance in respect of housing provision	First publication 3 rd quarter 2005/06. Monitoring across Oxon started 1/4/06	CLOSED MAY 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 Dealt with in this Corporate Governance Report	CLOSE
6.	TDV	TS/RH	Implement an action plan agreed with the Government Office for the South East (GOSE) for housing delivery	On target	CLOSED 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	Recycling Plan 2006 – 09 to be produced in June 06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
				target by 2%	
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 January 06 ahead of target. Latest quarter above target by 0.59%	Scheme expansion (interim) Feb 06; further expansion April 06; commenced
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. Draft Improvement Plan has been drafted and approved by Portfolio Holder & Scrutiny Committee March/April 06	Plan being implemented. Progress being monitored in service review meetings, Corporate Governance Reports and Scrutiny.
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	Second edition in preparation
12.	JH	SB/HG	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 	Tugwell Field <ul style="list-style-type: none"> • County decision • Planning application Stockham Park <ul style="list-style-type: none"> • Specification • Tender 	Commence schemes Tugwell Field - subject to county decision, earliest start possible Late 2006. Stockham Park – subject to specification in July. Earliest start possible Oct.06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
			<ul style="list-style-type: none"> Mably Way 	<ul style="list-style-type: none"> Consultation <p>Mably Way – developer decision on highway</p>	Mably Way – subject to decision about access to the Grove housing site.
13.	TDV	SB/DS	<p>Improve our waste management services following the recent Best Value Review – implementation of Action Plan</p>	<p>BVR Improvement Plan being drafted. Scrutiny Committee consulted and confirmed by November 05 Executive.</p> <p>Progress as follows:</p> <p>1.3 Waste & Recycling Strategy- OWP developments being incorporated;</p> <p>1.4 Service Standards – delay by 2 months</p> <p>1.5 Consultation- VVP5 survey completed</p> <p>1.7 Contract Monitoring – scrutiny comments implemented</p> <p>1.8 LPI Review – Bulky waste PI amended to reflect Scrutiny advice</p> <p>1.10 Enforcement (see Key Issue 18)</p> <p>1.11 awareness of Assisted Collection scheme – VVP5 results awaited</p> <p>1.12 Environment Strand of Community Strategy – Action plan in draft</p>	<p>1.3 Report to March 06 Exec.</p> <p>1.4 Due March 06</p> <p>1.5 Results due March 06</p> <p>1.7 Completed</p> <p>1.8 LPI review due March 06</p> <p>1.11 Results due in March 06</p> <p>1.12 Expected June 06</p>

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
				1.16 WM Team management capacity – Interim contracted to end March.	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 Vale response to the draft South East Plan to be considered by the Strategic and Local Planning Advisory Group and Development Control Committee (May 06) and by the Executive & Council (June 06).
15.	JP	TS/RH	As above	Vale to comment on the emerging spatial strategy for the South West.	Vale response to the Regional Spatial Strategy to be considered by the Strategic and Local Planning Advisory Group (June 06) and Executive (July 06).
16.	JH	SB/HG	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 includes playground provision	PPG17 survey Results to feed into developer negotiations.	Survey ongoing, due to be completed Oct. 06.
17.	TDV	SB/DS	Street Cleansing - Investigate ways which will	Raised at Scrutiny presentation in July 05.	Contractor street Cleansing Improvement Plan

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
			incentivise our contractors to higher performance	Further recommendations In Oct and Nov. All implemented including revision to performance indicator for bulky waste	implementation in Feb 06; Environmental Cleanliness Action Plan due June 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 July 06
19.	JH	SB/AM	Provide a Skate Park in Abingdon.	<ul style="list-style-type: none"> • Design stage entered in consultation with youth group • Tender the scheme • construction 	Completion of the design stage is expected soon. Subsequent to the designs assessment a package will be tendered
20.	JH	TS/TB	Adopt a Child Protection Policy	Approved by Executive and Council Dec. 05	To be included in training plan 2006/07
21.	JH	TS/TW	Carry out review of children's and young people's services and integrate with Children's and Young Peoples Plan	The Draft Youth Strategy went to Executive in March 06.	Draft strategy finalised in accordance with the Executive resolution on 3 rd March. Now out to public consultation until 18 th Aug. 06
22.	TDV	SB	Future use of Old Gaol	Receive feasibility report	Report to Executive once option assessment is completed
23. IMPROVE AND MODERNISE	RS	TS/HB	Complete the integration of Environmental Health back office processes into the	Environmental Health/Waste processes transferred.	Decide what role Capita may have in implementation May

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
ACCESS TO SERVICES			local services points and customer contact centre	Customer Contact strategy approved by Executive. Funding in budget	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	Project Completed resulting in the transfer of some services to Capita under contract and the creation of Ridgeway Shared Service Partnership with SODC. CLOSED
25.	RS	TS/HB	Implement a programme to develop Customer Focus	Customer Contact Strategy to Executive Feb. 06	Implementation Plan May 06
28.	RS	TS/HB	Complete and implement a Customer Contact Strategy	In draft form, discussion taking place with Directors and Leader Considered by Executive on 3 rd February 06 Council February 22 nd 06	CLOSED MAY 06
29.	RS	TS/HB	Investigate the potential for sharing Customer Contact Centre with other authorities	Initial talks with County Council & adjoining authorities Access to Services workshop completed November 05	Decision as to whether to include Capita in development – June 06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
				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.	
31.	JH	TS	View of residents on ease of access – views of marginalised groups	Awaiting support from newly appointed Communications Officer	Delayed pending overall Communications Plan
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 Away Days now underway. Phase 1 expected to be complete by end May. Further sessions are being planned to take place in June/July 06. The handover of Commitments from Interim Director to Permanent Vale staff.
34.	RF	TS/TB	Publish and implement our Pay and Workforce Strategy	Working Group established to develop People Strategy and Pay & Workforce Strategy	The People Strategy has now been approved and the detailed supporting actions, which form the Pay & Workforce Strategy, are being developed as part of

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
					the service planning process.
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	Project completed. Vale and SODC will harmonise accounting processes to achieve significant efficiency gains. CLOSED
36.	JP	TS/HB	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	To be confirmed in structure of Organisational Development & Support service area. Report in June or July
37.	RS	TS/AS	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. Ready in draft form. Now July 06
38.	RS	TS	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 Recruitment to post commenced.
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. Completed CLOSED
40.	RS	TS/ST	Publish a guide for staff and	Being printed February 06	Distributed with Team Brief

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
			members to Performance Management in the Vale		March 06. CLOSED MAY 06
41.	RS	TS/AS	Update our Information and Communications Technology Strategy to support themes and priorities of the Council	Consultants identified. Project commenced May 06	Draft report – June 06
42.	JP	TS/AS	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	Completed 2004/05 closedown on time. On target to achieve 2005/06 closedown by 30.6.06
44.	RF	TS/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	IiP Re-assessment completed and action plan drawn up for implementation prior to re-assessment in October 2006.
45.	RF	TS/TB	Implement our Human Resources computer system to improve workflow	Gateway review completed. Decided to proceed.	Project started May 06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
46.	RF	TS/TB	Resolve Pay and Grading competency bars	Working group met 3 rd May to consider options.	Awaiting response from staff side/UNISON
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 schemes "commitments" for senior managers and PDP for others introduced – Training underway
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 COMPLETED – CLOSED
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 Reports due in 2006/07
53.	JH	TS	Transfer Halls managed by Council to Non Profit Distributing Organisation	Tendering failed to provide required savings	Decided not to proceed at this time. CLOSED MAY 06
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 – July 2006. (Half year review resulted in £50k annual budget saving).
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	SB/HG	Reduce subsidy grant paid	Terms being negotiated	Decide whether to proceed

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
			to SOLL (Vale) through development of gym and fitness extension at Tilsley Park	with SOLL (Vale)	Shortlist of option being assessed August 06
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	Superseded by No.24
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	Year-end cost benefit review indicates net 'surplus' of £23K in 8 months to March 06. Grant changes reduce incentives but still expected to generate surplus. Will be superseded when Fraud sections merge (linked to No.24)
62.	RJ	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	Identification of a "golden" opportunity. CLOSED
63. IMPROVE BOTH INTERNAL AND EXTERNAL COMMUNICATION	JP	TS/NM	Review both internal and external communication strategies	Officer in post 24 th October 05 Service Plan approved April 06	Action Plan drafted June 06

Programme	Lead Member	Lead Officers	Comment	Milestones	Next Milestone
64.	JP	TS/NM	Develop and implement action plans	To follow agreement to work programme.	August 2006