



Coventry City Council

Finance and Corporate Services Scrutiny Board (1)

Time and Date

10.00 am on Monday, 2nd February, 2015

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes**
 - (a) To agree the minutes of the meeting held on 15th December 2014 (Pages 3 - 6)
 - (b) Matters Arising
4. **Progress report on delivery of the Social Value Policy and Procurement Strategy** (Pages 7 - 18)

Report of the Executive Director for Resources
5. **Work Programme 2014-15** (Pages 19 - 22)

Report of the Scrutiny Co-ordinator
6. **Meeting Evaluation**
7. **Any other items of Public Business**

Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Friday, 23 January 2015

The person to contact about the agenda and documents for this meeting is Matthew Rossi (Tel. 024 7683 3079).

Membership: Councillors R Brown, D Galliers, M Hammon, L Harvard, L Kelly, R Lakha, J Mutton, R Sandy (Chair) and T Sawdon

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Matthew Rossi

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Coventry City Council

Minutes of the Meeting of Finance and Corporate Services Scrutiny Board (1) held at 10.00 am on Monday, 15 December 2014

Present:

Members: Councillor R Sandy (Chair)
Councillor R Brown
Councillor D Galliers
Councillor L Harvard
Councillor R Lakha
Councillor J Mutton
Councillor T Sawdon

Employees:

L Commane, Resources Directorate
T Savill, Resources Directorate
C Storey, Resources Directorate
B Strain, Resources Directorate
M Vickery, Place Directorate
A West, Resources Directorate

Apologies: Councillor M Hammon and L Kelly

Public Business

22. Declarations of Interest

There were no declarations of interest.

23. Minutes

- (a) The minutes of the Finance and Corporate Services Scrutiny Board (1) meeting held on 3rd November 2014 were signed as a true record.
- (b) Matters Arising – Further to Minute 16/14, the Scrutiny Board received information on the Council's underspend and level of reserves over the past four years. Members requested that political groups be informed of the level of the Council's reserves as part of the budgeting process.

24. Customer Services Centre

The Scrutiny Board received a briefing note of the Executive Director, Resources, which provided an update on the progress with the Customer Services Centre (CSC), which was part of the wider Customer Journey programme.

The Scrutiny Board noted that in June 2013, approval was given to kick start the Friargate business district to transform the Council and deliver savings. The cost of delivering the CSC was estimated to be £1m, which was included in the one off capital cost of £59m for the overall programme. However, following design

development with architects and cost consultants and engagement with all key stakeholders, had provided a fuller picture of the scale of the required works. This figure is now estimated to be £3m.

The Scrutiny Board raised serious concerns that the associated works which included structural alterations and removal of asbestos were not included in the £1m business case set aside for the scheme. Members noted that due to the “live” office environment, these surveys and investigations were unable to be carried out. The Scrutiny Board discussed the different types of asbestos testing that should have been done before the £1m estimated costs were submitted for approval.

The Scrutiny Board were also concerned that the original business case did not include provision for creating a new entrance to the CSC. Members noted that it was assumed that the Broadgate Square Ramp could provide a compliant route in to the building, but following a number of surveys and investigations it was deemed inappropriate. A feasibility report had proposed that, as a solution, the provision of a new lift and stair access from Unit 3, The Precinct to the first and second floors of Broadgate House, would be appropriate.

The Scrutiny Board robustly questioned Officers on where the additional £2m would come from to deliver the scheme. Members noted that the additional capital investment would be funded from any underspend in this year’s revenue and capital investment and if necessary, contribution from reserves.

Despite the additional investment required for the scheme, Members noted that the Council could still achieve the £0.5m per year savings target within the abc programme and further proposed savings of £5m per year associated with the Kickstart programme.

Members discussed the risk register and questioned Officers on the details contained within it and how it related to the initial project plan. Members raised concern that the same underestimation could happen to the other buildings which are scheduled for development.

The Scrutiny Board sought reassurances that the issues raised at the meeting would not be repeated in any future development proposals and requested that the Cabinet Member for Strategic Finance and Resources be invited to attend a future meeting early in 2015 to discuss reducing the level of risk on the next phase of property development.

RESOLVED, that the Scrutiny Board –

- 1. Noted the content of the briefing note.**
- 2. Request that the Cabinet Member for Strategic Finance and Resources be invited to a future meeting to discuss reducing the level of risk on the next phase of property development.**

25. **Council Appointed Enforcement Agents and Vulnerable People**

The Scrutiny Board received a briefing note of the Executive Director, Resources with an update on the guidelines for Council appointed Enforcement Agents when dealing with vulnerable people. Paul Sharpe, from Equita, also attended the meeting and addressed the Scrutiny Board.

The Council collected more than £140m in Council Tax and £125m in business rates each year. The vast majority of people pay these taxes without the need for the Council to take additional measures. In some cases it was necessary for the Council to make use of enforcement powers to maximise the recovery of monies owed to the Council.

The Scrutiny Board considered the barriers faced with data sharing, when dealing with vulnerable people. They welcomed the report and raised the following issues:

- Whether the policy to determine if a person was vulnerable had formal Cabinet/Cabinet Member approval.
- Communication methods between the City Council, Citizens Advice Bureau and Enforcement Agents, which needed to be well maintained.
- Information sharing between the different agencies being vital to determine potentially vulnerable people, and the Data Protection barriers currently faced by agencies.

The Scrutiny Board also discussed the process for obtaining a Liability Order and the process for determining whether a person was vulnerable. The Scrutiny Board questioned Officers on the process for appointing Enforcement Agents and testing their robustness in determining potentially vulnerable people.

There were currently approximately 10,500 Council Tax accounts with Enforcement Agents with a total debt of £4.4m. The Scrutiny Board noted that the amount of debt being sent to Enforcement Agents had increased by up to 28% and requested that further information on these statistics be sent to Members of the Board.

RESOLVED, that the Scrutiny Board:

- 1. Noted the content of the briefing note.**
- 2. Recommend that the Cabinet Member for Strategic Finance and Resources, explore avenues for data sharing with Council held debt.**
- 3. Requested further information on the monitoring statistics, dating back from the previous two years, be sent to Members of the Board.**

26. **Work Programme 2014-15**

The Scrutiny Board considered the work programme and the items of business scheduled for the meeting in February 2015.

27. **Meeting Evaluation**

The Scrutiny Board evaluated the meeting and their comments would be used to ensure the continued efficiency and effectiveness of future meetings.

28. **Any other items of Public Business**

There were no additional items of public business.

(Meeting closed at 12.30 pm)



Cabinet Member (Strategic Finance and Resources)
Finance and Corporate Services Scrutiny Board (1)

09 March 2015
02 February 2015

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources) – Councillor Gannon

Director Approving Submission of the report:

Executive Director, Resources

Ward(s) affected:

All

Title:

Progress report on delivery of the Social Value Policy and Procurement Strategy

Is this a key decision?

No

Executive Summary:

The Finance and Corporate Services Scrutiny Board have requested a progress report on the delivery of the Social Value Policy and the Procurement Strategy. The Constitution requires that a report is taken to Cabinet Member Strategic Resources and Finance on the delivery of the Procurement Strategy through the Procurement Board. This report fulfils those requirements and details the progress made in these specific areas.

Recommendations:

The Finance and Corporate Services Scrutiny Board (1) are requested to consider the progress detailed in the report and forward any recommendations to the Cabinet Member (Strategic Finance and Resources).

The Cabinet Member (Strategic Finance and Resources) is requested to:

- 1) Consider the recommendations from the Finance and Corporate Service Scrutiny Board (1).
- 2) Note the progress made against the Social Value Policy and the Procurement Strategy and recommend that the Council continue to support the delivery against these mechanisms

List of Appendices included:

Appendix 1 Three social value case studies

Other useful papers:

Procurement Strategy 2010/2015

http://www.coventry.gov.uk/downloads/file/2879/procurement_strategy

Social Value Policy

http://www.coventry.gov.uk/info/17/doing_business_with_the_council/198/procurement_and_com_missioning/5

Business Charter for Social Responsibility

http://www.coventry.gov.uk/info/17/doing_business_with_the_council/198/procurement_and_com_missioning/6

National Procurement Strategy

<http://www.local.gov.uk/web/lg-procurement>

Has it been or will it be considered by Scrutiny?

The Finance and Corporate Services Scrutiny Board have requested a progress report on the delivery of the Social Value Policy and the Procurement Strategy. The Constitution requires that a report is taken to Cabinet Member Strategic Resources and Finance on the delivery of the Procurement Strategy through the Procurement Board. This report fulfils those requirements and details the progress made in these specific areas.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No.

Will this report go to Council?

No

Report title:

Progress report on the delivery of the Social Value Policy and the Procurement Strategy

1. Context

1.1 The sub regional Procurement Strategy 2010/2015 was adopted by Cabinet Member Strategic Finance and Resources on 16th June 2010. Subsequently the Social Value Policy was adopted by Full Cabinet on the 11th February 2014 and incorporates the Public Service (Social Value) Act 2012 that came into force on 31st January 2013. This report details how the delivery of the Social Value Policy has been incorporated into the delivery of the Procurement Strategy and the outcomes that have been achieved.

2. Progress since the Procurement Strategy and Social Value Policy were adopted

2.1 Social Enterprise West Midlands (SEWM) have indicated that we were the first authority in the West Midlands to formally adopt a Social Value policy. In addition we are now not just Social Value Champions but a Social Innovation Partner with SEWM which demonstrates our commitment to improving the social, environmental and economic wellbeing of our City (separate report taken to Cabinet Member, Community Development, Co-operatives and Social Enterprise on the 5th November 2014). Cllr Abbott, Cabinet Member Community Development, Co-operative and Social Enterprise, received the Social Enterprise Inspire Award for her work with social enterprises.

2.2 To complement the Social Value Policy which applies to all contracts let by the authority, a Business Charter for Social Responsibility (BCfSR) was drafted in consultation with key partners. The purpose of this charter is that companies can sign up on a voluntary basis if they have existing contracts or are keen to work with the Council in the future. The BCfSR was adopted by Cabinet Member (Strategic Finance and Resources) on 21st October 2013.

2.3 To develop the policy the Assistant Director Procurement pulled together a cross authority group of colleagues working on areas which can impact on Social Value and this group continues to meet to discuss progress and iron out any issues that people were facing with implementation of the policy. The principles of the policy have now been embedded into our day to day activities and the benefits are beginning to be delivered to the residents of Coventry.

2.4 The BCfSR was launched in conjunction with Coventry's Wellbeing Charter on the 31st March 2014 with 6 Businesses signing up to the Charter at the event to reinforce their commitment towards delivering more benefits to the residents of Coventry.

2.5 The table below details actions and outcomes from social value related work.

No.	Action/outcome
1.	A Social Value recording process has been established including Coventry's Social Value Procurement Framework to guide colleagues to identify the Social Value that can be generated for the residents
2.	The Procurement Outline Document (POD which is the business case for procurement activity taken to Procurement Panel/Board) template has been revised to include consideration of the social value impact the procurement could have on our local community. Panel and Board members are therefore able to challenge the business case if they feel not enough cognisance has been given to the policy
3.	Close working relationships with commissioning colleagues have been established to ensure that social value is considered early on in the consultation process (pre-procurement stage) as this is the stage where maximum impact

	can be made.
4.	Contractual clauses have been embedded within tender documents to mandate the delivery of Social Value in contracts.
5.	A review of tender documentation took place in consultation with the voluntary sector, to ensure that artificial barriers to the third sector submitting compliant bids were removed.
6.	A review of all contracts on the contracts register was completed to identify which contracts could have the most social, economic and environmental impacts.
7.	Presentations and training events for procurement and commissioning staff on social value and how it can be used legally in the procurement process have been delivered.
8.	Carbon footprint has been reduced by encouraging suppliers to work with their employees in planning travel and use of cars.
9.	Local companies have been used against frameworks e.g. Scape Minor works, leading to employing more than 25 local people to deliver the work via sub-contracting
10.	Young people's skills have been developed via the Shared Apprenticeship Schemes on some of our bigger construction projects including Friargate Bridge, AT7 Centre extension, Transport Museum Extension, public realm projects as well as other projects delivered via Section 106 funding.
11.	Social benefits have been delivered by linking suppliers with local schools to boost their confidence and to raise awareness of various career options.
12.	The Council has been awarded the Best 'Small Business Friendly' Procurement Policy as part of the FSB's annual Local Authority Awards.
13.	82 externally funded grant awards have been issued to date (up until end June 2014) that include a clause for the grantee to work with the Council's Employer Hub for their recruitment ensuring the jobs created from the grants remain local. To date 10 companies have made contact with the employer hub. The process is being rolled out to cover all grants to businesses that the Council manages.

- 2.6 Three of the above examples have been written up as case studies which have been attached as (Appendix 1) explaining the impact on our local community.
- 2.7 The Procurement and Commissioning Service have exceeded their savings targets for 2014/15 and are on track to deliver against the 2015/16 targets.
- 2.8 In July 2014 the Local Government Association launched a new National Procurement Strategy (NPS) and Martin Reeves has been appointed as the NPS's Chief Executive Champion. Performance of the Procurement and Commissioning Service has been RAG rated against the four themes of the NPS, Making savings, supporting local economies, leadership and modernisation. The results show that a significant number of the requirements are already being delivered by the Procurement and Commissioning Service. A summary of performance against the 92 targets is below:-

RAG summary January 2014			
Theme	Red	Amber	Green
Making savings	1	8	26
Supporting Local Economies	1	4	17
Leadership	1	2	16
Modernisation	0	4	12
Total	3	18	71

- 2.9 The summary shows that the Procurement and Commissioning Service's performance and strategic direction are on the whole, in line with the NPS. The three reds are where it is questionable what benefits adopting these practices would bring to Coventry and the ambers are where there is partial implementation or working practices are currently being rolled out
- 2.10 Analysis of performance against the NPS has also been completed for Solihull and Warwickshire and whilst Coventry's performance is similar to Solihull's, Warwickshire's is significantly different. Warwickshire has a policy that the Procurement team only become involved for expenditure over £500k which means that their leadership team do not require the same control over expenditure, procurement policies, practices and techniques as exists in Coventry and Solihull.
- 2.11 The preference for the 2010-2015 procurement strategy was for a shared sub regional strategy and the belief is that this preference has not changed. The different policies and performance levels between the authorities does not necessarily mean that strategic direction cannot be shared, simply that local implementation may be different. However this doesn't help delivery on the ground for category managers as there is less standardisation which could lead to loss of economies of scale or category managers having to work with service professionals rather than procurement staff which involves more work.
- 2.12 A further report will be brought back to Members once the detail of the updated sub regional procurement strategy has been worked through, in the summer.
- 2.13 Monthly reports on savings and procurement activity conducted through the Procurement Panels and Procurement Board have been taken to Audit and Procurement Committee, where Members have had the opportunity to ask questions and seek reassurance that appropriate action is being taken.
- 2.14 In 2013, the Procurement and Commissioning Service were finalists in the Go Awards and Society of Procurement Officers in Local Government (SOPO) Awards for outstanding achievement in Procurement, for their work on the sub regional tendering system. The sub regional tendering system has single sign on for suppliers. This means that they can choose categories that they are interested in and receive email alerts for all contracts being let in that category for Coventry, Solihull, Warwickshire and all of the Warwickshire District Councils.

3. Results of consultation undertaken

- 3.1 Various consultations have taken place for individual services as contracts have been let in line with the procurement strategy. The consultation has been appropriate for the type of service that is being let and has ranged from co-design of services to issuing draft tender documents two weeks before they are formally issued. Responses have been considered and appropriate adjustments made.

4. Timetable for implementing this decision

- 4.1 The Procurement Strategy and Social Value Policy are already in place, this report is a review of progress against the existing strategy and policy.

5. Comments from the Executive Director, Resources

- 5.1 Financial implications
Specific Procurement & Commissioning targets were included in the medium term financial strategy for the period 2013/14 to 2015/16 - £2M rising to £8M. These are cross-cutting savings targets, and the delivery of these savings are closely monitored and managed through Procurement Panels and Procurement Board. In addition, there will be other

commissioning savings that are delivered as part of other projects and medium term financial strategy targets.

The targets have been fully delivered in 13/14, and are on track for full delivery in 14/15 and 15/16 savings.

Procurement Board agree the evaluation criteria for services and tenders in the process of being commissioned/re-commissioned, and will consider the financial implications of applying the social value policy as part of that process.

5.2 Legal implications
There are no legal implications of this report

6. **Other implications**
None

6.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The Procurement Strategy takes direct cognisance of the council's core aims. The strategy helps to deliver those aims through wise use of the Council's purchasing power in the community in a sustainable way.

6.2 **How is risk being managed?**

The procurement strategy aims to minimise risk for the council when spending money on goods, works and services

6.3 **What is the impact on the organisation?**

The procurement strategy defines the strategic direction for procurement activity in the authority. This impacts on the way in which contracts are let and the value for money achieved, helping to make best use of scarce resources.

6.4 **Equalities / EIA**

The procurement strategy gives due regard to equalities. Standard tender documentation ensures that the correct questions are asked of suppliers who wish to work with the council.

6.5 **Implications for (or impact on) the environment**

The procurement strategy gives due regard to environmental considerations and work delivered under the social value policy ensures that opportunities for sustainability are maximised.

6.6 **Implications for partner organisations?**

Relationships have been developed appropriately with partner organisations from the private, public, third sector and social enterprises. The voluntary sector have been involved in re writing the standard procurement documentation to ensure that we are not unnecessarily excluding organisations from bidding on a level playing field with the private sector.

Report author(s):

Name and job title:

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Directorate:

Resources

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Matthew Rossi	Governance Service Officer	Resources	08.01.15	21.01.15
Names of approvers for submission: (officers and members)				
Finance: Rachael Sugars	Finance Manager	Resources	19.01.15	21.01.15
Legal: Christine Forde	AD Legal & Democratic Services & Monitoring Officer	Resources	19.01.15	21.01.15
Director: Chris West	Executive Director	Resources	09.01.15	12.01.15
Members: Cllr Damian Gannon	Cabinet Member (Strategic Finance and Resources)		09.01.15	12.01.15

This report is published on the council's website:

www.coventry.gov.uk/meetings

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Working in partnership we have identified the barriers that construction employers were facing when taking on apprentices and have developed a model to combat those barriers.

Coventry City Council is the accountable body for the Scheme and provides programme and financial management. Via their ambitious three year Jobs and Growth Strategy for the city and their Social Value Policy they ensure local people and businesses benefit.

National construction company BAM Construct UK are the host employer and carry out the full human resource function for the scheme. BAM provide the scheme manager who has the responsibility of securing new placement providers and ensuring that the apprentices are linked up to appropriate initial/carousel placements. They then deliver pre start and day one on-site induction. Together, BAM's workforce manager and scheme manager deal with any issues apprentices have on site regarding appropriateness of work available and when a 'carousel' would be advantageous to the apprentice and benefit the employers. Local Colleges provide the academic training needed for the young people to achieve their Apprenticeship Framework, co-ordinate site visits for NVQ assessors and monitor the progress towards framework completion.

BAM, as host employer, carry out the full Human Resource (HR) function. Their workforce manager has responsibility for ensuring that they are supported through their apprenticeship and has regular one to one sessions with each of them. This support has ensured good attendance and attitude.

A steering group consisting of representatives from BAM, the colleges, and Coventry City Council meet regularly to discuss progress of the scheme.

For further information please contact Julie Venn-Morton, Skills and Growth Manager on 024 7683 3832 or email julie.venn-morton@coventry.gov.uk

Case Study

Construction Shared Apprenticeship Scheme



Achievements to date:

The Scheme won the **Apprenticeship Scheme of the Year** at the National Federation of Builders Awards 2013. It was also a highly commended shortlisted finalist in the National Local Government Chronicle Awards 2013 for Public/Private Partnerships. Apprentice Elliot Seenan was commended for his determination and efforts to further his career in construction in the **Young Builder of the Year** competition.

Outcomes to date:

- 35 young people joined the scheme
- 17 have achieved their Full Apprenticeship Framework
- 18 have secured full time employment, self employment or further training
- 16 out of the 35 have moved to one or more companies
- 12 young people are currently on the scheme working towards their framework completion

Meet the Buyer Event

Coventry City Council and Costain held a Meet the Buyer event in February 2014.

The event aimed to introduce local SMEs to Costain, who had won the contract for two major developments in Coventry (Friargate Bridge and Whitley Junction). The event was held in a vacant shop unit to enable easy access for businesses who wanted to learn more about the types of contracts Costain wanted to subcontract for. More than 30 people attended the event, from a range of different businesses covering construction, engineering, security to ecology. Following the event one of the businesses that attended, is now in discussions with Costain on a rail electrification project and advance ecological works. They are also listed as potential supply chain supplier for M4 Corridor work which is a £800m bid. Many of the other businesses are now on the tender list for future work allowing the local supply chain to benefit from the larger contracts they award.

FSB Local Authority Awards 2014

Coventry City Council was awarded the Best 'Small Business Friendly' Procurement Policy as part of the FSB's annual Local Authority awards.

The awards celebrate and promote local economic development and the judges comments said 'Coventry City Council's application showed how an innovative approach to keeping trade local and has helped local firms to access contracts'. The Council is determined that local businesses should have the opportunity to bid for supply chain work for major projects and by holding the Meet the Buyer event in partnership with Costain local companies had the opportunity to show what they could do.

Shared Apprenticeship Scheme

The Coventry and Warwickshire Construction Shared Apprenticeship Scheme is a partnership initiative between Coventry City Council, BAM Construct UK, local colleges and construction employers.

Costain decided to use the scheme after being introduced at the Meet the Buyer event and went on to appoint a local young person as an administration apprentice. This proved to be so successful that he has now been offered full time employment with Costain.

Costain agreed to link in with schools to offer site visits and Coventry City Council have linked them to a number of primary and secondary schools. Costain have also supported a number of local jobs and careers events.

Case Study

Costain

COSTAIN



**For further information
please contact
Julie Venn-Morton, Skills and Growth
Manager on
024 7683 3832 or email
julie.venn-morton@coventry.gov.uk**

Coventry's Fuel Poverty Project was devised by the Sustainability and Low Carbon Team as an innovative response to fuel poverty in Coventry.

Focusing on insulation and heating improvements for disabled householders likely to be fuel poor, the team successfully bid for £597,000 of funding from the Department of Energy and Climate Change. The third and final phase of the project is currently underway – the life of the project was extended by attracting an additional £223,000 of Energy Company Obligation funding from British Gas.

One of the ambitions for the project was that local contractors should be used to carry out the work. The Council's Procurement and Commissioning Service examined a number of different framework contracts and identified the Scape National Minor Works Framework as being suitable. One of the attractions of the Framework was that the appointed contractor, Kier Services Ltd, had to place at least 60% of the work with suppliers within a 30 mile radius of the city.

The Sustainability and Low Carbon Team subsequently negotiated with Kier to increase the local supply target up to 100%, and after carrying out their own selection process, Kier appointed Rockwarm, a specialist insulation company based in Nuneaton.

The project enabled Rockwarm to provide employment to twenty nine local employees in order to deliver the project. Five were from Coventry and the remainder lived in Nuneaton, Bedworth and Hinckley. Three new locally based operatives were taken on to be part of this workforce. Two of these, Dan Stokes and Mick Neville, were renderers who had been unemployed, and as a result of the project both received training to NVQ level 2 in external wall insulation. The third was Charlie Miles, an unemployed cavity wall insulation installer. Charlie was also trained to install external wall insulation, and has now progressed within the company to become a Quality Inspector.

This project is an example of the council working smartly to lever in external funds to tackle a pressing local problem for vulnerable people. In so doing it has also helped the city's economy by providing employment and making it easier for people to avoid high energy costs and be healthier by having better insulated homes.

For further information please contact Dave Shiner on 024 7683 1356 or email david.shiner@coventry.gov.uk

Case Study

Coventry Fuel Poverty Project



Project partners:

Kier Services Ltd
Rockwarm Insulation Ltd
Scape System Build Ltd

Value:

Dual funded - DECC Local Authority
Competition funding £597,000
British Gas Energy Company Obligation
funding £223,000

Outcomes:

- Fuel poverty mitigated
- Health and wellbeing of disabled householders improved
- 100% of work carried out by local workforce
- Employment and training opportunities for local people

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**Finance Corporate and Services Scrutiny Board (1)
Work Programme 2014/15**

For more details on items, please see pages 2 onwards

4 August 2014

Customer Journey

15 September 2014

Pension Fund

Electoral Registration

3 November 2014

Coventry Investment Fund*

Ethical Investment

Medium Term Financial Strategy

15 December 2014

Review of Guidelines for Revenue Enforcement

Customer Journey – Customer Services Centre

2 February 2015

Procurement Strategy

Social Value Policy

Inward Investment

16 March 2015

Catering/Services to schools

20 April 2015

Issues for 2014/15

Dates to be determined

Capital Programme*

Transformation Programme Progress Report

Strategic Property Review and Council move to Friargate

Equalities in Employment

ACL

**Performance Reports – only bring to board if issues of concern identified by
Chair or Board Members**

Half yearly reports on agency workers

Half yearly reports on sickness absence

Half yearly report on Benefits Service Performance

Half yearly report on Revenues Service performance

Finance and Corporate Services Scrutiny Board (1) Work Programme 2014/15

Meeting	Work programme item	Lead officer	Brief Summary of the issue	Source
<p>20 18 August 2014</p>	Customer Journey	Lisa Commane/ Clare Storey	To review 6 monthly progress on the Kickstart Customer Journey programme following discussion at the Board on 13 th January 2014. To include the equalities and consultation assessment.	SB1 13/01/14
15 September 2014	Pension Fund	Chris West/ Paul Jennings	To scrutinise changes to the pension fund and impacts on the authority.	
	Electoral Registration	Liz Read	To review levels of registration and progress with the move to individual electoral registration. Also to consider the sale of details from the electoral register.	
3 November 2014	Coventry Investment Fund*	David Cockroft/ Andy Williams/ Gary Collins	The Board discussed the need for robust management of risk thresholds for the Coventry Investment Fund, including how potential impacts on revenue spend are addressed, at their meeting on 14 April 2014. As the Fund gets established they asked for further information to come back to a future meeting. To include governance and reporting arrangements for companies and other bodies in which the Council has a financial interest.	SB1 14/04/14
	Ethical Investment	Paul Jennings	At its discussion on the Pension Fund, the Board asked for a short note on the Council's approach to ethical investment to be considered alongside the report on the Coventry Investment Fund.	SB1 15/09/14
	Medium Term Financial Strategy	Paul Jennings	For the Scrutiny Board to comment on, and make recommendations about, the MTFs before it goes to Cabinet (provisionally 4 th November).	Annual Review

Finance and Corporate Services Scrutiny Board (1) Work Programme 2014/15

Meeting	Work programme item	Lead officer	Brief Summary of the issue	Source
15 December 2014	Review of Guidelines for Revenue Enforcement	Tim Savill	A review of the guidelines which provides guidelines to how Council appointed enforcement agents deal with vulnerable people, and how the Council monitors that guidelines are adhered to.	
	Customer Journey – Customer Services Centre	Lisa Commane/ Clare Storey	Progress on the Customer Journey, focussing on the development of the Customer Services Centre and the additional capital investment required identified in the 2014/15 Second Quarter Financial Monitoring Report to Cabinet on 4 th November.	Chair
2 February 2015	Procurement Strategy	Liz Welton	To review the annual report on progress against the priorities in the procurement strategy.	Annual Review
	Social Value Policy	Jenni Venn	To review the impact of the Social Value Policy approved by the Cabinet Member Strategic Finance and Resources in January 2014.	SB1 25/11/13
16 March 2015	Catering/Services to schools		An update on progress on how services are becoming more commercial in marketing themselves to schools and also progress on full-cost recovery where this hasn't already happened. Report expected June/July 2013	
20 April 2015				

Finance and Corporate Services Scrutiny Board (1) Work Programme 2014/15

Issues for 2014/15	Work programme item	Lead officer	Brief Summary of the issue	Source
Dates to be determined	Capital Programme*	Paul Jennings	Following discussion at the 14 April 2014 meeting, the Board recommended that the Capital Programme be reviewed annually, including seeking assurance that the programme is delivering council priorities and that implications and risks are understood.	
	Transformation Programme Progress Report	Lisa Commane	To review progress on targets against the Transformation Programme reported through budget monitoring reports, including performance against targets as set out in the Council Plan 2013/14 Performance Report	Regular Review
	Strategic Property Review and Council move to Friargate	Nigel Clews, Lisa Commane	To review progress on the Strategic Property Review and Council relocation to the Friargate development following discussion at the 7 October Board and 3 March Board meetings. To include paperless working for Councillors	SB1 07/10/14 and 03/03/14
	Equalities in Employment	Shokat Lal	This item will look at the diversity of the Council's workforce and how the Council is encouraging a more diverse workforce. Scruco made recommendations on improvements to reporting when it discussed the item at its 7 August 2013 meeting.	Annual review
	ACL	Chris West	Item to be scheduled at an appropriate time, following the judicial review.	
Performance Reports – only bring to board if issues of concern identified by Chair or Board Members	Half yearly reports on agency workers	Shokat Lal	A regular update on progress on reducing use of agency staff across the Council	Regular Review
	Half yearly reports on sickness absence	Shokat Lal	A regular update on progress on reducing sickness absence across the Council	Regular Review
	Half yearly report on Benefits Service Performance	Tim Savill	A regular update on progress on performance in the benefits service.	Regular Review
	Half yearly report on Revenues Service performance	Jan Evans	A regular update on progress on performance in the revenues service.	Regular Review

*Identified as priority issues for 2014/15 by the Board's review of the 2013/14 year and work programme at their meeting of 14 April 2014