

AT A MEETING of the EFFICIENCY PANEL of the HAMPSHIRE COUNTY COUNCIL held at The Castle, Winchester on Monday 1 November 2010.

PRESENT:

Chairman:
p C. Davidovitz

p Dr. R.J.Ellis

p Felicity Hindson, MBE

40 APOLOGIES FOR ABSENCE

There were no apologies for absence.

41 DECLARATIONS OF INTEREST

Members were mindful that, where they believed they had a personal or personal prejudicial interest in any matter to be considered at the meeting, they should, normally at the time of debate, declare their interest and, having regard to the circumstances described in paragraphs 9, 10, 11 and 12 of the County Council's Code of Conduct, consider whether to leave the meeting whilst the matter was discussed save for exercising any right to speak in accordance with paragraph 12 of the Code. The declaration to be made at the time of the relevant debate. No such declarations were made.

42 MINUTES

The minutes of the meeting held on 21 July 2010 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

Minute No 38:

In the penultimate paragraph – line 6 should read “offered” not “officers”.

43 CHAIRMAN'S ANNOUNCEMENTS

No announcements were made.

44 CURRENT WORK OF THE EFFICIENCY BOARD

The Panel received and noted a report from the Director of Property, Business and Regulatory Services (Item 5 in the Minute Book) on the current work programme of the Efficiency Board.

The Director highlighted the main issues around progress on Phases 1 and 3 (with Phase 2 being subsumed) which included matters on Procurement, Facilities Management and the success of the efficiency staff suggestion scheme “The Big Idea”. This scheme was now closed so that suggestions could be evaluated and

costed for possible implementation. It was felt that following the success of the scheme, this could be repeated at a later date in the future.

The Director confirmed that overall the programme on Phase 1 was within £50,000 of the £30m target.

It was noted that a framework had been agreed for the approach to prioritising change initiatives which would be piloted on Phase 3 efficiency and IT projects initially.

The Panel noted the report and the Decision Record is attached to these minutes as Appendix 1.

45 **CENTRALLY MANAGED PRINT SERVICE**

The Panel considered a report of the Director of Property, Business and Regulatory Services (Item 6 in the Minute Book) on proposals to implement a centrally managed print service as part of the wider Facilities Management (FM) Service.

The Director highlighted that the proposals around reprovision of print services, centralisation of relevant budgets and the development of a simple charging model would deliver significant savings for the County Council of approximately £5.7m over five years. The remodelled service would cover all sites that have HANTSNET services and could also be offered to schools, partners and external customers.

The Chairman congratulated officers on the work involved with this project, which would benefit further mobile working.

The Panel approved the recommendations within the report and the Decision Record is attached to these minutes as Appendix 2.

46 **PUBLIC NOTICE ADVERTISING PROJECT UPDATE**

The Panel considered a report of the Director of Property, Business and Regulatory Services (Item 7 in the Minute Book) giving an update on progress in relation to public notice advertising project.

The Director reported that Public Notice Advertising had been identified as an area of significant spend that is common across all councils in the Hampshire and Isle of Wight region, with average spend of £1.5m p.a. across all authorities.

Members were advised at a previous meeting that the maximum possible saving would be achieved if public notice advertising was switched to an internet portal with only a limited amount of press advertising to signpost readers to the availability of the information on the internet. Legal advice on this has since been received and that while the County Council and other councils in Hampshire are free to take advantage of the lower cost of publishing statutory notices in the free press, it is not possible to rely on the electronic publication of this information without a change in legislation. Discussions had also been held with the Executive Member for Communications and Efficiency regarding an approach to government to encourage a change in legislation and work would be undertaken to progress this.

It was noted that in collaboration with other local authorities in the County, preparations had been made to undertake a tender exercise for the publication of notices. This is expected to be complete in the new year and will form the basis of the County Council's plans until any wider changes in the legislative environment make further moves towards electronic publication viable.

The Panel endorsed the approach taken by officers and it was noted that additional work was required and a further report on this matter would be brought back to the Panel at a future date.

The Panel approved the recommendations within the report and the Decision Record is attached to these minutes as Appendix 3.

47 PROGRESS UPDATE ON PHASE 1 CORPORATE EFFICIENCY SAVINGS

The Panel considered and noted the report of the County Treasurer (Item 8 in the Minute Book) on progress made in relation to Phase 1 of the Corporate Efficiency savings.

The County Treasurer reported that the County Council were on track for achieving efficiency targets of £30m over the period 2011-13 and that the remaining savings in Phase 1 of the programme are forecast to be within £50,000 of that target.

The Panel approved the recommendation within the report and the Decision Record is attached to these minutes as Appendix 4.

48 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the appendix.

49 PROGRESS UPDATE ON PHASE 1 CORPORATE EFFICIENCY SAVINGS

The Panel considered and noted an exempt appendix of the Director of Property, Business and Regulatory Services (Item 8 in the Minute Book) on progress made in relation to Phase 1 of the Corporate Efficiency savings (detail in exempt minute).

HAMPSHIRE COUNTY COUNCIL

Executive Decision Record

Decision Maker:	Efficiency Panel
Date of Decision:	1 November 2010
Decision Title:	Current Work Programme of the Efficiency Board
Decision Reference:	2176
Report From:	Officers' Efficiency Board

Contact name: Karen Murray

Tel: 01962 847876

E.mail: karen.murray@hants.gov.uk

1. The decision:

1.1 That the Panel notes the work of the Efficiency Board.

2. Reason(s) for the decision:

2.1 The Panel receives regular updates to advise on the work programme of the Officers' Efficiency Board.

3. Other options considered and rejected: N/A

4. Conflicts of interest:

4.1. Conflicts of interest declared by the decision-maker: N/A

4.2. Conflicts of interest declared by other Executive Members consulted: N/A

5. Dispensation granted by the Standards Committee: None.

6. Reason(s) for the matter being dealt with if urgent: N/A

7. Statement from the Decision Maker:

Approved by:

Date:

1 November 2010

Councillor C. R. Davidovitz, Chairman

HAMPSHIRE COUNTY COUNCIL**Executive Decision Record**

Decision Maker:	Efficiency Panel
Date of Decision:	1 November 2010
Decision Title:	Centrally Managed Print Service
Decision Reference:	2074
Report From:	Director of Property, Business and Regulatory Services

Contact name: Karen Murray

Tel: 01962 847876

E.mail: karen.murray@hants.gov.uk

The decision:

- 1.1 (a) That the setting up of the Central Managed Print Service whereby all print, photocopying and fax facilities are managed through the FM/IT service and provisioned as part of a location based service be endorsed.
- (b) That the approach to the centralisation of relevant budgets and the development of a simple charging model to incentivise further savings based on high level departmental usage be endorsed.
- (c) That the proposal to move to an assumption of black and white output be endorsed.

8. Reason(s) for the decision:

- 2.1 The proposal will deliver significant savings for the County Council through the adoption of a managed print environment.

9. Other options considered and rejected: N/A**10. Conflicts of interest:**

10.1. Conflicts of interest declared by the decision-maker: N/A

10.2. Conflicts of interest declared by other Executive Members consulted: N/A

11. Dispensation granted by the Standards Committee: None.

12. Reason(s) for the matter being dealt with if urgent: N/A

13. Statement from the Decision Maker:

Approved by: ----- Councillor C. R. Davidovitz, Chairman	Date: 1 November 2010
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HAMPSHIRE COUNTY COUNCIL

Executive Decision Record

Decision Maker:	Efficiency Panel
Date of Decision:	1 November 2010
Decision Title:	Public Notice Advertising Project Update
Decision Reference:	2209
Report From:	Director of Property, Business and Regulatory Services

Contact name: Neil Jones

Tel: 01962 846180

E.mail: neil.jones@hants.gov.uk

1. The decision:

- 1.1. That the progress made on the public notice advertising project and the completion of the opinion survey be noted.
- 1.2 That a proposal to make representations to government in order to advance the case for a change in legislation, be approved.

2. Reason(s) for the decision:

- 2.1 To provide an update on progress over recent months in relation to the Public Notice Advertising Project.

3. Other options considered and rejected: N/A

4. Conflicts of interest:

- 4.1. Conflicts of interest declared by the decision-maker: N/A
- 4.2. Conflicts of interest declared by other Executive Members consulted: N/A

5. Dispensation granted by the Standards Committee: None.

6. Reason(s) for the matter being dealt with if urgent: N/A

7. Statement from the Decision Maker:

Approved by:

Date:

1 November 2010

Councillor C. R. Davidovitz, Chairman

HAMPSHIRE COUNTY COUNCIL**Executive Decision Record**

Decision Maker:	Efficiency Panel
Date of Decision:	1 November 2010
Decision Title:	Progress update on Phase 1 Corporate Efficiency Savings
Decision Reference:	2137
Report From:	County Treasurer

Contact name: Nick Gibbins

Tel: 01962 847544

E.mail: nick.gibbins@hants.gov.uk

8. The decision:

8.1. That the Panel notes the progress in achieving Phase 1 efficiency savings in line with the targets in the budget strategy and will continue to monitor these.

9. Reason for the decision:

2.1 To update the Panel on progress in achieving the Phase 1 efficiency savings target.

10. Other options considered and rejected: N/A**11. Conflicts of interest:**

11.1. Conflicts of interest declared by the decision-maker: N/A

11.2. Conflicts of interest declared by other Executive Members consulted: N/A

12. Dispensation granted by the Standards Committee: None.**13. Reason(s) for the matter being dealt with if urgent: N/A****14. Statement from the Decision Maker:**

Approved by:

Date:

1 November 2010

Councillor C. R. Davidovitz, Chairman