



## Business Change & Resources Scrutiny Commission Action Tracker 2016/2017

Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
<b>BC&amp;R SC Actions: 22<sup>nd</sup> September 2016</b>				
1	Public Forum	<ul style="list-style-type: none"> <li>Officers to explore the option to add finance to members' allowances to enable them to have personal ICT licences as required.</li> </ul>	Shahzia Daya	<p>Microsoft (our Technical Account Manager) has confirmed that the personal edition is for personal (ie non-commercial use); use by councillors for council business would be considered outside the licence terms :</p> <p>"The service/software may not be used for commercial, non-profit, or revenue-generating activities."</p>
2	Q1 Finance Monitoring for Business Change	<ul style="list-style-type: none"> <li>Officers to provide an update report on Romney House to include background and business case and confirm whether council achieved a) a revenue saving or b) a capital receipt in the release of Romney House</li> </ul>	Anna Klonowski	Information to be included in the report to the November meeting.
3	Q1 Performance Report for Business Change	<ul style="list-style-type: none"> <li><i>BU356 Reduction during the year in opening balances of general debtors</i> Officers to reset the definition so indicator can monitor collection of debt and collection of income.</li> <li><i>Agency spend</i> Officers to provide numbers and narrative to enable monitoring of Agency spend and</li> </ul>	Annabel Scholes  Richard Billingham	<p>A new PI will be included in Q3 report to show the value and percentage of rolling debt collected.</p> <p>A report is being prepared for the HR Committee on Agency spend following a request from that committee. That</p>

**Please Note: Items marked as complete will be removed from the Action Tracker before the next meeting**

Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
		overtime on a Council wide basis, and how this is managed.		report will be shared with members of this committee too.
4	Performance Monitoring (noted in Action Sheet 20 <sup>th</sup> October)	<ul style="list-style-type: none"> <li>Performance Indicators being revised – to be brought to commission</li> </ul>	Anna Klonowski	Completed – the next quarterly performance report is due to be considered by Scrutiny at the December meeting.
<b>BC&amp;R SC Actions: 20th October 2016</b>				
5	The draft Corporate Strategy 2017-2022, Business Plan 2017/18 and Medium Term Financial Plan 2017/18 - 2021/22	<ul style="list-style-type: none"> <li>Corporate Health and Safety committee to transition to paperless meetings</li> <li>Staff Learning and Development to be added to Scrutiny Commission Work Programme</li> <li>‘Increasing Business Efficiency’ savings report to include the ability to track projected budget spend and 16/17 detail so Members are able to clearly monitor how the 16/17 overspend is being managed down</li> <li>Commission meetings to align with Cabinet meetings</li> </ul>	<p>Richard Billingham</p> <p>Johanna Holmes</p> <p>Anna Klonowski</p> <p>Johanna Holmes</p>	<p>Arrangements are being made to enable transition of papers for this committee to be made available via Modern Gov by end of January 2017.</p> <p>It is suggested that the Staff and Learning Development item is considered by HR Committee instead of BC&amp;R Scrutiny to avoid duplication as it is more closely aligned with HR Committee’s remit.</p> <p>Improvements in the monthly finance reports will provide more detail to address this and the capability to track changes over time.</p> <p>With the November meeting date approaching it was decided that the current dates will stay as they are for</p>

**Please Note: Items marked as complete will be removed from the Action Tracker before the next meeting**



Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
				Green Capital Partnership Item in Economic Development 'Items of Interest' newsletter.
6	Members ICT Update	<ul style="list-style-type: none"> <li>• Update to next meeting on use of 'Sales Force' or similar to manage members casework</li>   <li>• Further investigation of whether 'Safari' could replace the current Airwatch browser</li> </ul>	<p>Shahzia Daya</p> <p>Ian Gale</p>	<p>The use of Sales Force in the organisation was put on hold to review if it is the most effective way to manage casework and explore alternatives. This review is currently underway and an update will be provided to the next scrutiny meeting.</p> <p>Technically, Safari can be deployed to the iPads; however, doing so would allow unfiltered access to the internet. It is Council policy that all internet access from BCC owned devices must pass through our web filtering controls. This is to protect the council from reputational damage and to protect the individual from inadvertently accessing unsuitable sites.</p> <p>The Airwatch browser installed on the iPads uses this filtered channel to access the internet, therefore is the browser provided.</p> <p>We continue to look at how we could provide alternative browsers while retaining the filter controls, but trust</p>

**Please Note: Items marked as complete will be removed from the Action Tracker before the next meeting**

Agenda Item	Title of Report/ Description	Action required and deadline	Responsible officer	Action taken and date completed
				that the above explains the current position
7	Scrutiny Commission Work Programme	<ul style="list-style-type: none"> <li>• Procurement Report to next meeting</li>   <li>• Confirmation to members of where income generation issues are being scrutinised in the broader scrutiny work programme</li>   <li>• Debt Collection and income generation target to be added to the work programme</li>   <li>• ICT spending pressure to be added as standing item to Commission agendas</li> </ul>	<p>Johanna Holmes</p> <p>Johanna Holmes</p> <p>Johanna Holmes</p> <p>Johanna Holmes</p>	<p>Procurement has been added to the November Scrutiny Commission Meeting agenda.</p> <p>Members and Officers briefly discussed this at the scrutiny planning meeting where it was agreed a meeting would be set up to plan where this topic should be scrutinised and when</p> <p>The first discussion on Debt Collection in the Council has been scheduled for December scrutiny meeting. As above for Income Generation</p> <p>Item added to all future meeting agendas as a standing item</p>

**Please Note: Items marked as complete will be removed from the Action Tracker before the next meeting**