

**To: Leader and Members of the Executive Board
(Councillors Hayfield, Davis, Fox, Lewis, May, Moore, Morson, B Moss, Phillips, Simpson, Smith, Swann, Sweet and Zgraja)**

For the information of other Members of the Council

For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail - davidharris@northwarks.gov.uk.

For enquiries about specific reports please contact the officer named in the reports.

The agenda and reports are available in large print and electronic accessible formats if requested.

EXECUTIVE BOARD AGENDA

19 APRIL 2010

The Executive Board will meet in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire on Monday 19 April 2010 at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Declarations of Personal or Prejudicial Interests**

(Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox, Hayfield, May, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors

Davis (Atherstone), Fox (Shustoke), Lewis (Kingsbury), Moore (Baddesley Ensor), B Moss (Kingsbury), Phillips (Kingsbury) and Zgraja (Over Whitacre) are deemed to be declared at this meeting).

- 4 **Minutes of the Meeting of the Board held on 8 February 2010** - copy herewith to be agreed as a correct record and signed by the Chairman.
- 5 **Requests for discussion of En Bloc items.**

PART A – ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)

- 6 **Constitution** – Report of the Chief Executive

Summary

Following a number of changes to the responsibilities of Boards and Divisions within the Council, Members are invited to approve associated revisions to the Constitution.

The Contact Officer for this report is David Harris (719222).

- 7 **Crime and Disorder Scrutiny** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report seeks this Board's approval for co-opting additional members to the Scrutiny Board when scrutinising the work of the North Warwickshire Crime and Disorder Reduction Partnership (North Warwickshire Community Safety Partnership).

The Contact Officer for this report is Steve Maxey (719238).

- 8 **HS2 – High Speed Rail Route** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report provides members with information on the recently announced HS2 (high speed rail route), which will pass through the Borough as well as views on the Extreme Hardship Scheme.

The Contact Officer for this report is Dorothy Barratt (719250).

PART B – ITEMS FOR EN BLOC DECISIONS (YELLOW PAPERS)

- 9 **Procurement and Commissioning Strategy 2010/11 – 2012/13 –**
Report of the Assistant Director of Corporate Services.

Summary

This report presents the draft Procurement and Commissioning Strategy 2010/11 – 2012/13 to Members for their consideration, comment and approval.

The Contact Officer for this report is Linda Bird (719327).

- 10 **Information Security Policy 2010 – 2012 –** Report of the Assistant Director (Corporate Services)

Summary

The purpose of this report is to seek approval for the Council's Information Security Policy for the period 2010 - 2012. The policy is needed to help protect the Council's information and ensure it is used legally and effectively.

The Contact Officer for this report is Linda Bird (719327).

- 11 **Minutes of the meeting of the Public Service Board held on 27
January 2010 –** copy herewith
- 12 **Minutes of the meeting of the North Warwickshire Community
Partnership held on Thursday 4 March 2010 –** copy herewith

PART C - EXEMPT INFORMATION (GOLD PAPERS)

- 13 **Exclusion of the Public and Press**

Recommendation:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

14 **Staffing Matters** – Report of the Chief Executive

The Contact Officer for this report is Jerry Hutchinson (719200).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

8 February 2010

Present: Councillor Hayfield in the Chair

Councillors Fox, Lewis, May, Moore, Phillips, Smith, Swann, Sweet and Zgraja

Apologies for absence were received from Councillors Davis, Morson, B Moss and Simpson.

Councillor Pickard was also in attendance.

46 **Declarations of Personal or Prejudicial Interest.**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox, Hayfield, May and Sweet and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Lewis (Kingsbury), Phillips (Kingsbury) and Zgraja (Over Whitacre) were deemed to be declared at this meeting.

47 **Minutes of the meeting of the Board held on 2 November 2009.**

The minutes of the meeting of the Board held on 2 November 2009, copies having been circulated, were approved as a correct record and signed by the Chairman.

48 **Audit and Inspection Letter 2008/09**

The Director of Resources informed Members of the Audit and Inspection Letter for 2008/09 and highlighted the key recommendations for the Council. Neil Mohan from PricewaterhouseCoopers was in attendance.

Resolved:

That the contents of the Audit and Inspection Letter for 2008/09 be noted.

49 **Corporate Plan 2010/11**

The Chief Executive presented the Corporate Plan for 2010/11. Members were also asked to agree the 2010/11 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

Recommended:

- a That the Corporate Plan, as set out in Appendix A to the report, be agreed, subject to any further amendments which may be needed as a result of the adoption of the 2010-11 budget;**
- b That the Chief Executive be given delegated authority to make minor administrative amendments when finalising the Plan; and**
- c That the Service Plan for the Assistant Chief Executive & Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

50 Capital Strategy

The Assistant Director (Finance and Human Resources) presented an update on the Capital Strategy and the Board was asked to agree the suggested course of action.

Recommended:

That the Capital Strategy, attached as Appendix A to the report of the Assistant Director (Finance and Human Resources), be approved.

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

51 The Proposed 3 Year Capital Programme

Management Team put forward proposals for the Three Year Capital Programme and outlined the availability of capital resources.

Recommended:

- a That the Revised Capital Programme for 2009/10 as set out in Appendix A be adopted;**
- b That the additional schemes shown in Appendix C for provisional inclusion in the 3 Year Capital Programme be noted;**

- c That the additional schemes shown in Appendix D put forward by the Community and Environment Board for provisional inclusion in the 3 Year Capital Programme be not approved;**
- d That the 3 Year Capital Programme for the period 2010/11 to 2012/13 as set out in Appendix E be adopted; and**
- e That the prudential indicators set out in Appendix I, subject to any changes that may be required as a result of decisions taken during this evening's meeting, be approved.**

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

52 General Fund Fees and Charges 2010 – 2011

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2010/11 and the Board were asked to agree a suggested course of action.

Recommended

That, subject to the rounding up or rounding down to the nearest 5p, the schedule of fees and charges for 2010/11, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

53 General Fund Revenue Estimates 2010 – 2011

The Director of Resources reported on the revised budget for 2009/10 and an estimate of expenditure for 2010/11, together with forward commitments for 2011/12 and 2012/13.

Recommended:

- a That the revised budget for 2009/10 be accepted; and**
- b That the Estimates of Expenditure for 2010/11, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 54.**

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

54 General Fund Revenue Estimates 2010 – 2011 and Setting the Council Tax 2010 – 2011

The Director of Resources set out the proposed General Fund Revenue Estimate for 2010/11, and the options available when setting the 2010/11 Council Tax for the Borough in the context of the Authority's Revenue Support Grant settlement, and the effect on General Fund balances.

Recommended:

- a That the total amount of growth to be included within the 2010/11 budget estimates be noted;**
- b That the savings of £561,660 shown in Appendix 3 be approved;**
- c That the revised estimate for the year 2009/10 and the revenue estimates for 2010/11 be approved;**
- d That the preferred Council Tax option for 2010/11 be agreed at the meeting of the Council on 24 February 2010;**
- e That the comments of the Director of Resources on the minimum acceptable level of general reserves be noted;**
- f That the manpower estimates for the year 2010/11 are approved; and**
- g That the Council Tax resolution be forwarded to the Council for consideration.**

(In accordance with Standing Order No 29(3), Councillors Lewis, Moore, Phillips and Sweet asked for their abstention to be recorded against this Minute)

55 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – December 2009.

The Chief Executive and The Director of Resources informed Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Executive Board for the third quarter of 2009/10 from April to December 2009.

Resolved:

That the report be noted.

56 Revised Child Protection Policy

The Assistant Director (Leisure and Community Development) presented a revised and updated Child Protection Policy for the Board's consideration.

Recommended:

That the revised Child Protection Policy, attached at Appendix 1 to the report of the Assistant Director (Leisure and Community Development), be adopted and implemented with immediate effect.

57 North Warwickshire Sustainable Community Strategy 2009 - 2026

The Chief Executive reported on the preparation of the North Warwickshire Sustainable Community Strategy 2009 – 2026 and sought endorsement for the strategy.

Recommended:

- a That the preparation of the North Warwickshire Sustainable Community Strategy 2009-2026 be noted; and**
- b That the North Warwickshire Sustainable Community Strategy 2009-2026 be endorsed.**

58 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

59 Atherstone Leisure Complex Crèche

Further to the recent decision of the Community and Environment Board in respect of the crèche at the Atherstone Leisure Complex, Members were invited to consider the implications.

Recommended:

That the decision be noted.

60 **Minutes of the Special Sub-Group**

The minutes of the meeting of the Special Sub-Group held on 25 January 2010 were received and noted.

C Hayfield
Chairman

Agenda Item No 6

Executive Board

19 April 2010

Report of the Chief Executive

Constitution

1 Summary

- 1.1 Following a number of changes to the responsibilities of Boards and Divisions within the Council, Members are invited to approve associated revisions to the Constitution.

Recommendation to the Council

That the amendments to the Constitution as set out in the attached document be approved.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Portfolio Holders and Shadow Portfolio Holders have previously been consulted on the various changes to the Board responsibilities and Divisional structures.

3 Constitution

- 3.1 Members will be well aware that over the last year or so a number of changes have been made to Board responsibilities and functions within Divisions of the Council. Examples of the changes include the reduction in Scrutiny Boards from two to one and the revisions to the structures in Environmental Health and Housing. As a result it has been necessary to undertake a comprehensive review of all parts of the Constitution. The proposed revisions to the Constitution are set out in the attached document. Copies of the proposed revisions have been placed in the Group Rooms and can also be found on the link to the Board papers on the Council's website.

4 Report Implications

4.1 Legal and Human Rights Implications

- 4.1.1 The Constitution provides the legal framework within which the Council operates. In addition it is vital that officers carrying out inspections, serving

Notices or representing the Council in any legal proceedings are properly authorised to do so.

The Contact Officer for this report is David Harris (719222).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 7

Executive Board

19 April 2010

**Report of the
Assistant Chief Executive and Solicitor to
the Council**

Crime and Disorder Scrutiny

1 Summary

- 1.1 This report seeks this Board's approval for co-opting additional members to the Scrutiny Board when scrutinising the work of the North Warwickshire Crime and Disorder Reduction Partnership (North Warwickshire Community Safety Partnership).

Recommendation to the Council

That the proposal for co-opting additional members as detailed in the report be agreed.

2 Report

- 2.1 Members will recall previous reports advising that there is now a legal requirement to have a committee to scrutinise the work of the Crime and Disorder Reduction Partnership ("CDRP"). The Council resolved that the Scrutiny Board would discharge that role however under our Constitution this Board has the role of determining the composition of the Boards.
- 2.2 The legislation allows for the co-option of additional members and at its meeting on 9 November the Scrutiny Board agreed to recommend to this Board that the following be added to the Scrutiny Board when considering CDRP issues:

The Crime and Disorder Portfolio Holder and her Shadow

Two representatives from the partner organisations within the CDRP – one representative from the Police and one other organisation to be nominated by the CDRP.

One representative from each of the Area Fora, to represent the Police and Communities Together work that takes place at these Fora.

Two members of the public from the People's Panel and a youth representative

2.3 The Scrutiny Board was of the view that the Area Fora representatives should not be from statutory organisations. However when the CDRP were consulted they suggested that the existing Parish/Town Council representatives to their partnership should be the Area Fora’s representatives. Given the use of the People’s Panel and the youth representative it is suggested that on balance the view of the CDRP be adopted.

3.0 Report Implications

3.1 Safer Communities Implications

3.1.1 The provisions to create Overview and Scrutiny Committees for Crime and Disorder matters have been set up to review or scrutinise the decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions and make reports or recommendations to the local authority with respect to the discharge of those functions.

3.2 Legal and Human Rights Implications

3.2.1 The provisions to create Overview and Scrutiny Committees for Crime and Disorder matters are contained within section 19, 20 and 21 of the Police and Justice Act 2006. The Regulations cited as the Crime and Disorder (Overview and Scrutiny) Regulations 2009 are set out in a Statutory Instrument 2008.

3.3 Environment and Sustainability Implications

3.3.1 The aim of the regulations is to enable the committee to scrutinise the work of the Crime and Disorder Reduction Partnership and the responsible authorities who comprise it, in so far as their activities relate to the partnership itself. This should help the North Warwickshire Community Safety Partnership work more effectively to address any identified areas of concern and in turn enhance the quality of life for residents and visitors to North Warwickshire.

The Contact Officer for this report is Steve Maxey (719438).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 8

Executive Board

19 April 2010

Report of the
Assistant Chief Executive and Solicitor to
the Council

HS2 – High Speed Rail Route

1 Summary

- 1.1 This report provides members with information on the recently announced HS2 (high speed rail route), which will pass through the Borough, as well as views on current consultation on the proposed Exceptional Hardship Scheme.

Recommendation to the Council

That the Board authorise the Chief Executive, in consultation with the Chairman and Opposition Spokesperson, to agree a joint response with the County Council, or, if appropriate, a separate response on the Exceptional Hardship Scheme'

2 HS2

- 2.1 As Members will be aware the Government has announced its National Strategy for High Speed Rail (<http://www.dft.gov.uk/pgr/rail/pi/highspeedrail/>) with details of the first part of the proposed route between London and Birmingham. It is intended that the new line will allow capacity to be released on the West Coast Mainline for shorter commuter journeys and freight. Consultation will take place in the autumn so no formal response is required at the present time.
- 2.2 The proposed route (<http://www.dft.gov.uk/pgr/rail/pi/highspeedrail/hs2Ltd/>) travels northwards to the west of Packington through the Coleshill Corridor heading north-west just north of Middleton. There are two spurs going into and out of Birmingham south of Water Orton. In addition a spur is shown close to Lea Marston Old School heading along the M42. This is only shown as far as the Kingsbury Oil Terminal. The remainder of this route will form part of a further consultation for a line going to the north-east in Spring 2011.
- 2.3 HS2 Ltd has prepared a report outlining the process they have taken to come up with the proposed route. Six routes were considered. Unlike HS1, which links the Channel Tunnel to London, where a number of routes were published for comment the Department of Transport have announced a preferred route for HS2. This is to try to avoid the issue of blight along numerous routes that are then not taken forward.

2.4 Full consultation will begin in the autumn and take around 6 months. It is envisaged that this will involve a road show, displays and presentations. HS2 is currently working up a list of what they propose to do. The County Council has suggested they take a leading role in liaising with HS2 in organising the programme in consultation with the Districts.

2.5 A presentation by HS2 Ltd has been organised for members of this Council on Wednesday 26th May. A representative from each of the affected Parish Councils, including those that could be affected by the spur off to the north-east, will also be invited.

3 Freight

3.1 Within the documentation use of the line for freight is mentioned. The line comes close to Hams Hall and the potential spur to the north-east is likely to come close to Birch Coppice. The stock to be used would be different to the current freight stock as it would have to be high speed. HS2 have been in touch with rail freight companies and they have indicated to HS2 that they would prefer to use the capacity that is released in the existing West Coast Mainline rather than use the new line. However if the line were to go ahead this potential linkage in to the high speed route should be ensured as a future option.

4 Exceptional Hardship Scheme

4.1 The Government is consulting on an Exceptional Hardship Scheme. It is solely for the benefit of residential owners. It is designed for those with residential properties along the route who need to sell. Due to the experience from HS1 this scheme is being introduced as an interim process to avoid residents not being able to sell their properties prior to the official route being safeguarded and so being part of a compulsory purchase scheme. It will be back dated to the date of the announcement. Although there are a number of qualifications to the scheme the scheme is generally welcomed as it will relieve some of the uncertainty that this announcement will bring.

4.2 However it only relates to residential properties. There are a number of commercial properties along the proposed route and it is considered that there may be situations where they suffer extreme hardship too. For example an owner may need to sell for many reasons out of their control. This is particularly important in the current economic climate and the fragile nature of the local economy. Therefore it is suggested that the scheme is expanded to include commercial properties with a corresponding qualifying criteria similar to residential owners.

The Contact Officer for this report is Dorothy Barratt (719250).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	HS2 Ltd	Report to Government	March 2010
2	DfT	National Strategy on High Speed Rail announcement	March 2010
3	DfT	Consultation on Exceptional Hardship Scheme	March 2010

Agenda Item No 9

Executive Board

19 April 2010

**Report of the Assistant Director
(Corporate Services)**

**Procurement and Commissioning
Strategy 2010/11 – 2012/13**

1 Summary

- 1.1 This report presents the draft Procurement and Commissioning Strategy 2010/11 – 2012/13 to Members for their consideration, comment and approval.

Recommendation to the Council

That the draft Strategy provided at Appendix A be approved.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 See attached report to the Resources Board.

3 Introduction

- 3.1 This is the Council's third formal Procurement Strategy. It provides an update on what has been achieved through the implementation of the 2007 – 2010 Strategy and the Annual Action Plans which have supported it. However, its main purpose is to describe how the Council will procure and commission goods, services and works over the next three financial years.

- 3.2 The Strategy is to be considered by the Resources Board at its meeting on 13 April 2010. A copy of the report to be considered by the Resources Board is attached as an Appendix. Any comments received from that meeting will be reported verbally at the meeting. This Board is invited to approve the Strategy.

4 Report Implications

- 4.1 These are set out in the attached Appendix.

The Contact Officer for this report is Linda Bird (719327)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 7

Resources Board

13 April 2010

**Report of the Assistant Director
(Corporate Services)**

**Procurement and Commissioning
Strategy 2010/11 – 2012/13**

1 Summary

- 1.1 This report presents the draft Procurement and Commissioning Strategy 2010/11 – 2012/13 to Members for their consideration, comment and approval.

Recommendation to the Executive Board

That the Board approves the draft Strategy provided as Appendix A.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Bowden and Butcher have been sent a copy of the Strategy and any comments received from them will be reported verbally to the Board.

3 Introduction

- 3.1 This is the Council's third formal Procurement Strategy. It provides an update on what has been achieved through the implementation of the 2007 – 2010 Strategy and the Annual Action Plans which have supported it. However, its main purpose is to describe how the Council will procure and commission goods, services and works over the next three financial years.
- 3.2 Current good practice advice is encouraging the consideration of wider social, economic and environmental impacts and the need to consult and involve customers and the ultimate users of services in the design, selection and deliver of goods and services. This approach is known as "commissioning". In reality the Council has done this naturally in a lot of areas such as consulting tenants on refurbishments and involving young people and communities in play area design. The inclusion of "commissioning" in the title of the Strategy, and as a thread throughout the document, is intended to help embed this good practice and raise its visibility to all staff who procure on the Council's behalf.

3.3 The need to deliver savings and efficiencies will be particularly important over the period of the Strategy due to the impact of the “credit crisis” and the anticipated squeeze on public finances. Procurement and commissioning is one of the tools the council has to help it achieve savings, create capacity and deliver quality, value for money, sustainable service to meet peoples needs.

3.4 The strategy has been developed by the corporate Procurement Team in consultation with the Procurement Working Group and Assistant Directors. It has been based on good practice advice and the direction laid down for public sector procurement through initiatives such as the Operational Efficiency Programme.

4. The Procurement and Commissioning Strategy

4.1 The strategy provides direction and plans for achieving excellence in the commissioning, procurement and purchasing of goods, services and works. It articulates the Council’s positive commitment to partnering, equality and sustainability through procurement; in order to achieve the Council’s Priorities and helps deliver outcomes which improve the environment, economy and opportunities for local people and businesses.

4.2 The Procurement Principles that we have been using to guide the development of corporate procurement have been reviewed and updated and are:

- Procure Strategically, Compliantly and Fairly.
- Deliver Choice, Quality and Social Outcomes.
- Best Value Procurement.
- Build Skills and Capacity.

4.3 The aims and proposed actions for the next 3 years are described in Section 4 of the Strategy; with specific tasks, timescales and responsible officers included in the Annual Action Plan which is Appendix 1 of the Strategy.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 There are no financial implications arising from this report or from the implementation of the Strategy. However, procurement and commissioning activities will deliver savings and efficiencies that will contribute to savings targets.

5.2 Legal and Human Rights Implications

5.2.1 The Strategy includes up to date information on compliance with Procurement Legislation, specifically the recently implemented Remedies Directive.

5.3 Environment and Sustainability Implications

5.3.1 The Strategy includes specific actions which encourage the Council to procure sustainably and with regard to the environment, climate and carbon reduction. The Government Taskforce's "Flexible Framework for Sustainability" is included part of the Strategy and commitments to its implementation made in the Action Plan.

5.4 Risk Management Implications

5.4.1 Section 5 of the Strategy identified the risks that may impact on its implementation and the achievement of the benefits expected.

5.5 Equalities Implications

5.5.1 The strategy makes a commitment to implementing the duties laid down in equalities and diversity legislation as they relate to procurement. We will use the best practice defined by the EHRC guidance the specific duties relating to procurement and to ensure compliance with the requirements for the achieving level of the Equality Framework. The Action Plan for 2010/11 includes a specific action for the Procurement Team to work with the Senior Policy Support Officer to review our procurement documents and processes with regard to equalities.

5.6 Links to Council's Priorities

5.6.1 Good procurement and commissioning practices specifically support the Council's priority of achieving a balanced budget. However, the outcomes of the various procurement exercises could support and contribute to anyone of the Council's priorities and officers will be encourage to identify the priority being supported by major procurements.

The Contact Officer for this report is Linda Bird (719327)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

North Warwickshire Borough Council

**Procurement and
Commissioning Strategy**

2010/11 – 2012/13



North Warwickshire
Borough Council

Version 1.1 : Draft : January 2010

Draft Procurement and Commissioning Strategy 2010/11 – 2012/13

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Procurement Strategy - Action Plan

Appendix 1 13

Version	Action/Amendment	Date
V1.0	Draft out for consultation to Procurement Working Group, POG's EMT Comments due by 22 nd March 2010.	10/03/2010
	Draft to MT	23/03/2010
	Draft to Resources Board	13/04/2010
	Draft to Exec Board	
Final	Approved by Council	May 2010

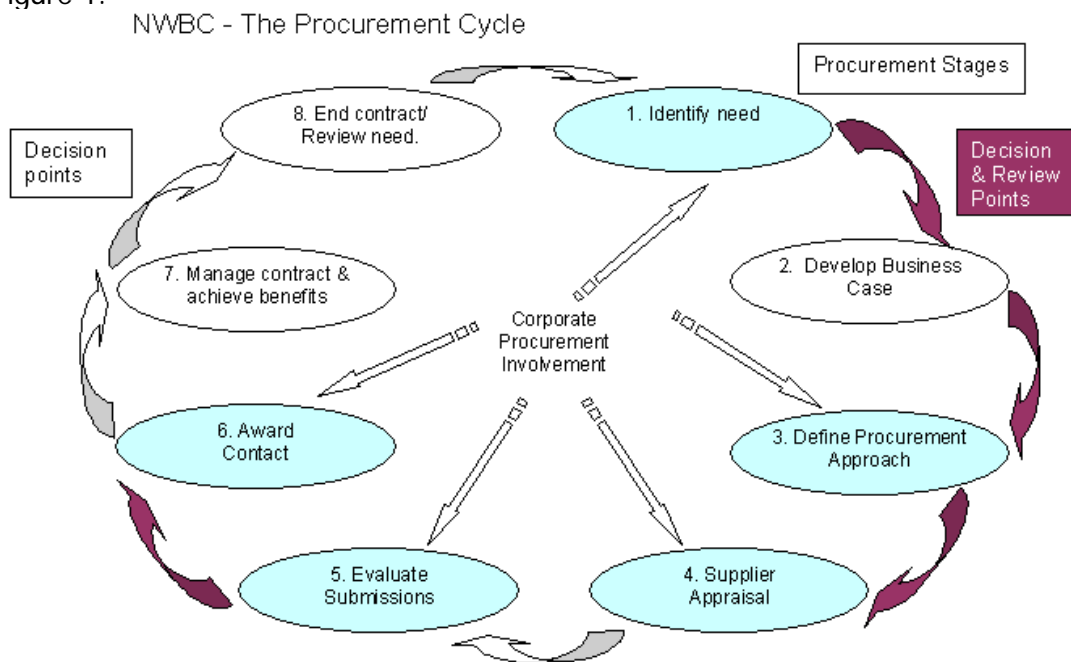
1. Introduction

The Council has had a Procurement Strategy since 2004. This strategy and associated action plan build on the significant past achievements and covers the three financial year period 2010/11 to 2012/2013. This is felt to be a realistic time frame given a three year funding settlement from central government, a similar time span for efficiency exercises and the changing environment within which the council operates.

The need to deliver savings and efficiencies will be particularly important for the council over period of the Strategy due to the ongoing impact of “credit crisis” and recession during 2008 and 2009. Procurement is one of the tools the council has to help it achieve its objectives, to make savings, create capacity and deliver high quality, best value, sustainable services.

Procurement does not just relate to “buying things” but covers the whole process from the initial examination of the need for a good or service, decisions about how and who provides the service, through selecting a supplier or partner, receiving the goods or service, managing a contract, achieving the benefits expected, to finally getting rid of an asset or ending a contract. This procurement process is described in the diagram below.

Figure 1.



Current good practice is encouraging people who buy goods and services to consider and aim to achieve wider social, economic and environmental impacts and outcomes from purchasing decisions. It also stresses the need to include the public, customers and people who are the ultimate users of services in their design, selection and delivery, where appropriate. This approach is known as “**commissioning**” and its implications and applicability to the council’s buying activity is an essential part of this strategy. For the majority of this strategy the term “procurement” will be used to describe our buying activity, although it will in reality encompass elements of commissioning.

Corporate Services Division takes a lead role in procurement; developing the strategy, overseeing its implementation and in the provision of day-to-day procurement support. We recognise that as a Council with a small procurement team (effectively 2 staff) it is

impossible for it to be involved in all procurements given the variety and frequency of buying activity and the specialist knowledge needed for some purchases. Therefore, delivering value for money from the Council's spend is the collective responsibility of everyone involved. We rely heavily on specialist in services such as Housing Contracts, on champions in Divisions who sit on the Procurement Working Group, on staff who carry out purchasing on a daily basis, on Financial Services for budget control and creditor management and Legal Services for advice and guidance on contracts.

Management Team (MT), Extended MT (EMT), Service Managers and Members, particularly through Resources Board, have an important role in supporting, but also challenging, procurement decisions and ensuring benefits are achieved. The Procurement Cycle diagram, figure 1 page 3, identifies a number of decision and review points where scrutiny can take place.

The Council has a good track record of working in partnership with others such as the County Council, other Warwickshire and Worcestershire District Councils, Eastern Shires Purchasing Organisation (ESPO), other buying consortia, local Councils, Improvement and Efficiency West Midlands and with consultants. The Council will continue to strive to work in partnership on procurement. The Procurement team will focus on developing good practice, establishing contracts, networks and partnerships and ensuring that the Procurement Working Group (PWG) and Management Team are aware of the opportunities these provide to improve procurement.

This strategy aims to provide plans to help us deliver excellence in socially responsible procurement and commissioning of goods, services and works. It articulates the Council's positive commitment to providing goods and services that meet the needs of the people of North Warwickshire and support the development of the areas economy. This strategy includes initiatives to support the delivery of the Council's priorities and strategies in other areas such as equality, asset management, carbon reduction and sustainability.

2. Where are we now?

In addition to the Strategy, Procurement Action plans are produced annually. These focus on specific actions relating to corporate procurement, e-procurement and delivering the strategy.

Past actions have been based on best practice arising from the National Procurement Strategy, the Byatt report, the Flexible framework for Sustainability and the National e-procurement project. Progress against the 2007– 2010 Strategy and the Annual Action plans is summarised below to give an indication of the Council current standing on Procurement.

2.1 Progress against the 2007 – 2010 Procurement Strategy.

The 2007 – 2010 Strategy identified various actions to deliver efficiencies and improvement. We used the National Procurement Strategy as a Framework and achieved the majority of actions, including:

Providing Leadership and Building Capacity

- Updated Financial Regulations and Contract Standing Orders¹ to reflect legislation and best procurement practice.

¹ Minor Revisions 2008 and 2010.

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- Articles covering good procurement practices have been published in the Council's internal newsletter "Insider" and on the Council's Intranet.
- The Procurement manager gained the Chartered Institute of Purchase and Supply's professional qualification (MCIPS).
- Put in place management arrangements for the majority of our top 20 suppliers to help ensure services are delivered as promised and costs are reviewed.
- Introduced a range of Performance Indicators for Procurement and took part in CIPFA benchmarking in preparation for a Value for Money (VFM) review in 2010/11.
- Delivered savings through good procurement and monitored actual savings against the targets set by the Director of Resources.
- Developed standard documents for various areas of procurement e.g. Pre-qualification, Tendering and Evaluation.
- Rationalised the number of suppliers used, through improved processes and the use of TASK (now known as TOTAL) Finance System, and worked to reduce the number of invoices received.
- Strengthened the role of corporate procurement, providing us with the opportunity to consolidate purchasing and achieve efficiencies.

Partnering and Collaboration

- Worked with Worcester and Warwickshire District Councils to develop good practice and delivery joint procurement projects.
- Procurement was one of the four services investigated by the Coventry, Solihull and Warwickshire Shared Services Project.
- Worked with Improvement and Efficiency West Midlands (IEWM) District Procurement Group and took advantage of joint learning and contracts e.g. Agency Staff contract.
- Took advantage of a number of ESPO (Eastern Shires Purchasing Organisation) negotiated contracts.
- Used national OGC (Office of Government Commerce) framework contracts for photocopiers, telephony and Microsoft software licenses.
- The Housing Service partnered to provide capacity within Housing Maintenance and to help deliver the Decent Homes Programme.

Doing Business Electronically

- The use of the Finance System (TOTAL) for raising orders continues to increase and the electronic catalogue of goods is maintained by the Procurement Team.
- Staff have been trained to use TOTAL to streamline the purchasing process by requisitioning goods, authorising requisitions and recording delivery electronically.
- Purchase cards are used for certain low value goods and e-payments encouraged.
- We use our own and others websites (e.g. Supply2Gov) to advertise procurement opportunities and we can receive responses electronically.
- We took part in two Spikes Cavell Spend analysis exercises funded by IEWM. The information enables us to look at who we spend with and what we spend on and helps us set priorities for new procurement exercises and collaboration.

Stimulating Markets and Achieving Community Benefit

- Worked with the County to provide meet the buyer events to help local businesses understand and access public sector procurement opportunities.
- Included sustainability criteria and the need to comply with "green" accreditations in procurement exercises including print and Housing partnering waste disposal.
- Included the need for community benefit and involvement in procurements including play scheme design and provision and the Decent Homes refurbishments.

- Worked with our office supplies provider to procure environmentally friendly products and reduce the frequency of deliveries to reduce carbon emissions.
- The Council procured goods and services which have an environmental impact and help reduce energy use for example the pool cover at Atherstone Leisure Centre.
- Reviewed and updated our procurement documentation (PQQ and Tender) to include best practice with regard to equality in procurement.

3. Strategic Issues influencing the Procurement Strategy

There are a number of issues and initiatives that impact on this Strategy and which will influence how we commission and procure goods, services and works over the next 3 years.

3.1 Council Priorities

Procurement supports the achievement of the Council's priorities and targets expressed in the Sustainable Community Plan and Local Area Agreement; as they all need goods, services, people or skills to be provided to make them happen. If procurement is not effective there will be less capacity, fewer goods, financial uncertainty, inequality and poorer outcomes for our citizens, communities and environment.

Procurement Principles

The Council's procurement principles, which help guide us and enable us to deliver more effective and efficient procurement in the Council, have been reviewed and updated. The Principles for the next 3 years are detailed below:-

- **Procure and Commission Strategically, Compliantly and Fairly** – We will procure to support the delivery of the Council's Priorities. Procurement processes and systems will be fair and open and must comply with the Council's regulations, with legislation and good practice.
- **Deliver Choice, Quality and Social Outcomes** – We will make purchasing decisions on the basis of quality criteria and whole life cost. Service users, staff and specialists will, where appropriate, be involved in the design, decision and selection processes to ensure we get the right things for the job and beneficial social and economic outcomes.
- **Best Value Procurement** - We will use procurement to realise savings and efficiencies and to help us work effectively. This will be done through service provision decisions, working collaboratively and corporately, delivering best value and adopting good practice.
- **Build Skills and Capacity** – We will develop the skills and capacity needed to improve procurement and ensure it contributes to priorities and corporate governance as measured through value for money and use of resources assessments.

3.2 Legislation

The Council has updated its Contract Standing orders and Financial Regulations to reflect and support recent legislative developments, including:

3.2.1 EU Procurement Directives

The main legislation, which guides how the public sector purchases, is driven by EU Directives that are then brought into UK law. The EU lays down processes for buying goods and services over certain values. Purchases above these thresholds have to be advertised in

the Official Journal of the European Union (OJEU). Due to the threshold values the Council carries out very few OJEU procurements each year. Guidance on the process is on the Intranet and assistance is available from the Procurement Team.

In 2009 the UK implemented the Remedies Directive, which deals with suppliers' complaints about processes and the redress they can get, and the Alcatel period which enforces a gap between supplier selection and contract award to allow unsuccessful suppliers to challenge.

3.2.2 Data Protection Act 1998 and FOI

Both the Data Protection Act and the Freedom of Information Act (FOI) have implications for procurement. Under the DPA we are required to keep personal information private. Under FOI we are required to make non-personal information available to the public, guidance on how this relates to procurement, where contract information is involved, is available on the Council's Internet / Intranet.

3.2.3 Equality and Diversity Legislation

Legislation gives councils a positive duty to pro-actively promote equalities and makes it illegal to discriminate in the procurement and provision of goods and services on the grounds of sex, disability, race, sexual orientation, religion or belief. It is important that we take equalities duties into consideration in our procurement practices. This means advertising opportunities widely and openly, not using selection criteria to discriminate illegally and making every effort to ensure suppliers comply with equality in employment legislation

3.2.4 Trading and Charging Powers

The Council as a relatively small Borough Council with finite, heavily committed resource and limited spare capacity is unlikely to take-up the powers it has to trade under the Local Government Act 2003. We will however review this if a service has a compelling business case to do so.

3.3 Government Initiatives and National Issues

In addition to the impact of legislation a number of Government initiatives will affect our procurement strategy and practices.

3.3.1 Sustainability and Carbon Reduction

Sustainability Procurement is defined as: "A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment"

North Warwickshire is committed to Sustainable procurement. Factors that need to be taken into account include but are not limited to:

- Consideration of the whole life cost of products or assets including costs of disposal.
- The environmental impact over the life cycle of a product/asset, including its impact in terms of carbon dioxide emissions, water use, pollution, waste products, energy etc.
- Social aspect such as labour conditions, equality and diversities and fairly traded products.
- Any applicable regulations, requirements, conditions or specifications such as EU directives.

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- All local, regional, national or international policies contributing to sustainable procurement and development.
- The consideration of price, quality, risk, availability and functionality of goods works and services.
- Achieving a sustainable economy, including the impact on local skills and labour.

The Council will consider sustainability in all its procurement activities. It will initially focus on those over the tender limit (£43,500 in 2010) and those which have specific environmental impact (e.g. water, energy, fuel, paper, waste and recycling and building material).

The re-use, recovery, recycling and disposal of our goods and assets are a large part of sustainable procurement. The WEEE directive (Waste from Electronic and Electrical Equipment) impacts on what we can do with certain assets coming to the end of their life. It also influences the disposal and recycling services we provide to our customers. The Council will re-use and recycle where possible and dispose of assets in a safe and sustainable manner.

The Council is committed to following the Flexible Framework for Sustainability, issued by the government's public sector taskforce and which sets out milestones and levels authorities should achieve (see Appendix 2).

3.3.2 Employment, Skills and Local Businesses

The Council is a major local employer and purchaser. It is important that Procurement is mindful of the impact purchasing decisions can have on local traders and small businesses.

The West Midlands Economic Inclusion Panel² has produced the "Framework for Jobs and Skills" to help organisations consider the development of employment opportunities and skills through procurement activities to help address the regions skills shortages and the lack of employment opportunities for local people. The Council will review and implement the framework as appropriate.

3.3.3 Public Sector Finance and Efficiency

Although the Council has plans to meet its 2010/11 efficiency targets it is expected that further, even more challenging targets, will be set nationally and locally to help address public sector budget deficits caused by the 2008/09 credit crisis. Savings and efficiencies are also needed to help the Council deliver its priorities and balance budget and service pressures.

Procurement has been identified in a number of Government reports and Programmes³ as one of the main routes for delivering cash savings and achieving efficiencies. Procurement is a key part of the Council's Value for Money and Use of Resources assessment which inform our corporate assessment and contributes to Comprehensive Area Assessment (CAA).

3.3.4 Service Provision, Partnerships and the Voluntary Sector

The government is encouraging the public sector to work with social enterprises and voluntary, community and charitable organisations (known as the third sector) to deliver

² The West Midlands Economic Inclusion Panel is made up of Government Office West Midlands, Advantage West Midlands and a number of public, private and voluntary sector partners.

³ Operational Efficiencies Programme – Collaborative Procurement – HM Treasury (May 09), Driving Innovation through Public Procurement (BIS), Sharing the Gain – CIPFA.

improved services and efficiencies. The Council recognises and values the added benefits that the voluntary and social enterprise sector provides. Procurement opportunities will be widely advertised and third sector bodies will be given the same sort of long-term contracts and conditions that are offer private sector companies.

Current advice on best practice in procurement recommends that smaller councils work in partnership and take advantage of contracts established by larger councils and professional buying. This strategy commits the Council to this approach as it enables us to procure effectively and take advantage of contracts based on much larger volumes than ours.

How the Council decides to provide services and which services it provides will become increasingly important during the life of this Strategy as it strives for savings, efficiencies and social and economic outcomes. Shared services is one of the ways the council can transform its services as the formation of a Shared Services encompasses the need for the council to answer the “make or buy” questions when reviewing and deciding how to provide services.

4. Aims & Proposed Actions

As a council we want to deliver best value procurement to support the delivery of excellent services by getting the quality of goods, services and works that people need and which deliver the desired outcomes.

The Council's procurement Action Plan will be driven by:

- Developing procurement to meet council priorities and service needs.
- Delivering actions which address the Strategic issues identified in Section 3 of this Strategy.
- Realising the Council's Procurement Principles

An Action Plan for 2010/11 is provided as Appendix 1, with the main actions summarised below:-

4.1 Providing leadership and building capacity

This objective covers the commitment of the council to procurement excellence by promoting and managing procurement strategically and resourcing and skilling it appropriately. We will:

- **Roles and Responsibilities** - Continue to develop the role of the Procurement Working Group and the Corporate Procurement Team.
- **Contract Register** - Maintain the Council's Contract Register and use it to plan and prioritise future tenders.
- **Equality** – The Procurement Team and the Senior Policy Support Officer will review and develop the Council's procurement processes and documentation to ensure they conform with equalities legislation and best practice.
- **Networking** – Participate in Procurement networking groups to share good practice and identify joint procurement opportunities.
- **Efficiencies** –Continue to introduce mechanisms for realising and measuring savings and benefits.
- **Challenge** – Challenge procurements and contribute to tackling instances of “spend to keep” and “business as usual” behaviour.
- **Standard Procurement Documentation** – Develop, promote and where necessary enforce the use of standard procurement documentation

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- **Skills** – Ensure staff are trained and briefed as appropriate in procurement practices and legislative requirements.
- **Performance Monitoring & Benchmarking** – Maintain a range of performance indicators for Procurement and carry out benchmarking to deliver improvements.
- **Expertise** - Recognise our limitations and source experts, brokers or agents where they are needed to provide specific procurement advice.
- **Contract Standing Orders** - Ensure contract standing orders are up to date and fit for purpose and that they are being followed and compliance monitored.

4.2 Better Procurement

This objective covers the continuous improvement and bettering of the procurement of goods and delivery of services and works. We will:

- **Savings** – Identify and deliver savings through procurement exercises.
- **Partnering** – Continue to investigate and enter into sustainable partnering and shared services arrangements where they provide capacity and deliver efficiencies and service benefits.
- **Process Improvement** – Review and develop procurement processes, documents and practices to ensure efficiency and effectiveness.
- **Supplier Relationships** – Continue to implement supplier and contract management processes whereby we managed the relationships as well as the contract.
- **Joint Working** - Procure and commission jointly where possible and practical.
- **Consortia** - Make use of consortia such as ESPO and OGC where they deliver value.
- **Frameworks** - Use and develop framework agreements such as those negotiated by OGC. Develop our own frameworks where necessary e.g. external print and design.
- **Council Standards** - Ensure partners who provide services on the Councils behalf adhere to our standards, aims and values as laid out in Council strategy and policy.
- **Service Delivery** – Consider the options for delivering services (public, private, third sector, outsourced etc) so that they give the desired outcomes.

4.3 Doing business electronically

This objective covers the use of technology to get improvements and efficiencies in the procurement cycle including reducing the time and cost of purchasing. We will:

- **TOTAL Ordering** - Enforce the use of TOTAL for orders not covered by a Finance exemption. Continue to reduce the number of orders and invoices produced to deliver efficiencies.
- **E-Ordering** - Develop the electronic distribution of orders and electronic communication with suppliers.
- **Electronic Catalogue** – Maintain and develop the TOTAL e-catalogue and look to integrate with suppliers catalogues to make price and item maintenance easier.
- **Procurement Information** – Continue to develop procurement and “Supplying to the Council” information on the website and internal procurement advice on the Intranet.
- **E-tendering** – Review the need for an e-tendering solution for advertising opportunities and receiving responses.
- **E-auctions** – Take advantage of opportunities to participate in e-auctions organised by larger councils and consortia.
- **E-payments** – Review and develop the opportunity for people to used e-payment methods.
- **Business Process Review** - Review e-procurement/procurement processes to identify and implement improvements.

4.4 Achieving social, economic and community benefits

This objective covers working with suppliers and using procurement to help deliver the Council's priorities and targets and delivering economic, social and environmental outcomes. We will:

- **Carbon Reduction** – Deliver carbon reduction by reducing deliveries, seeking carbon reduction in the supply chain, use of low emission vehicles and fuel etc.
- **Climate Change** – Use procurement to support the Council's Strategy on climate change and its commitment to the Nottingham Declaration through green energy, energy efficiency, fuel use etc.
- **Sustainability Framework** - Work to achieve the actions and levels identified in the Government Taskforces Sustainability Framework.
- **Sustainability Accreditation** - Look for suppliers and goods with sustainability/"green" accreditations, compliance with standards and energy efficiency ratings etc.
- **Sustainability Criteria** - Include environmental and sustainability implications in the procurement process, documentation and selection criteria. Focusing first on major purchases, that is those in Band⁴ C (£43,500 - £100,000) and D (£100,001 plus) levels.
- **Re-use and Recycling** – Aim to re-use goods and recycle assets where possible.
- **Local Suppliers (SME's)** - Encourage a diverse and competitive supply market including small firms, local firms, social enterprises and the voluntary and community sector. We will do this by making procurement adverts inclusive and making those companies we support aware of opportunities.
- **Skills and Jobs** – Implement the "Framework for Jobs and Skills" where appropriate.
- **Staff implications** - Where procurement impacts on staff employment, we will ensure the procurement process includes staff consultation in line with council employment policy and that contracts address workforce matters.
- **Whole life costing** - The Council will work toward the identification of whole life costs and benefits for purchases at or above band C.
- **Community Benefits** - Where it would be possible and practical encourage procurement managers to invite costed proposals for the delivery of community benefits.
- **Customer Choice** - Assess the implications of the ongoing move towards customer choice and its impact on supplier and service selection.

5. Risks and Maintaining the Strategy

5.1 Risks

The main risks that may prevent us from achieving our objectives and getting the benefits from better procurement include:

- Using poor data as the basis for procurement decisions.
- Cash savings get swallowed up and are not ring fenced or re-deployed to meet corporate priorities.
- The need to achieve savings may impact on quality and sustainability criteria and outcomes.
- Lack of support for corporate buying and non-adoption of standard documents and processes.
- New procurement processes, documents and standards are unworkable and processes become non compliant.
- Collaborative procurements have an adverse effect on local suppliers.
- Consideration of sustainability may not get embedded into processes and outcomes not achieved.

⁴ The Council has five value based Bands for procurement - bands C and D are the highest.

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It is anticipated that the actions identified in this strategy will mitigate against the impacts of these main risks. Specific risks to individual procurements will be identified as part the procurement project.

5.2 Maintaining the Strategy

This Strategy will be owned by and updated through the Procurement Working Group.

The Action Plan will be updated annually to reflect changing priorities and developments in procurement legislation and best practice.

Procurement Strategy - Action Plan Appendix 1

Below are the actions that are required to implement the Procurement and Commissioning Strategy. This Action Plan will be updated annually and progress against it monitored through the Procurement Working Group and reported to ADs/EMT.

1. Providing leadership and building capacity				
Ref	Action	Deliverables	Target Date	Responsibility & Involvement.
1.1	Ensure the Council's Contract Register is kept up to date and used to plan tender exercises.	Up to date contract register. Prioritized list of tender exercises.	Jul 2010	AD (Corp Serv) PWG
1.2	Introduce mechanisms for realizing procurement savings and measuring benefits and outcomes.	Savings realized and benefits and outcomes identified.	Dec 2010	AD (Corp Serv) Proc. Team
1.3	Review and Produce procurement performance indicators.	Performance Indicators identified.	Dec 2010	Proc Team, PWG Proc. Team
1.4	Benchmark Procurement Performance using CIPFA benchmarking service.	Benchmarking carried out.	Dec 2010	Proc. Team
1.5	Carry out VFM review of Corporate Procurement	VFM Review Completed	Mar 2011	AD (Corp Serv)
1.6	Monitor compliance with contract standing orders.	Compliance information gathered.	Ongoing	PWG
1.7	Review and Update DPA and FOI advice re procurement and contracts	Compliant information and advice.	Dec 2010	Proc. Team Policy
1.8	Review and develop the Council's procurement processes and documentation to ensure they conform with equalities legislation and best practice.	Compliant documentation and processes	Dec 2010	Proc. Team and the Senior Policy Support Officer
2. Better Procurement				
Ref	Action	Deliverables	Target Date	Responsibility & Involvement.

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2.1	Continue to investigate and enter into partnering arrangements where they provide capacity and efficiencies.	Effective partnerships.	Ongoing	ADs
2.2	Purchase goods & commission work jointly where practical	Joint procurements and contracts.	Ongoing	Proc Team, PWG
2.3	Identify and deliver savings through better procurement.	Savings target achieved.	Mar 2011	Proc Team, PWG
2.4	Purchase through consortia and frameworks where they deliver value.	Joint procurements and contracts.	Ongoing	Proc Team, PWG
3. Doing business electronically				
Ref	Action	Deliverables	Target Date	Responsibility & Involvement.
3.1	Enforce the use of TOTAL for all orders not covered by an exemption identified by Financial Services.	Orders processed through TOTAL.	Ongoing	Financial Serv, Proc. Team
3.2	Review and Manage the number of suppliers on TOTAL.	Optimum number of suppliers on TOTAL	Oct 2010	Proc. Team
3.3	Investigate and if feasible implement e-tendering solution.	Improved Management of Tender returns.	Mar 2011	Proc. Team
3.4	Continue to develop procurement information on the Web.	Comprehensive information on Website.	Dec 2010	Proc. Team
3.5	Improve and Update procurement advice for staff on the Intranet.	Advice up to date.	Oct 2010	Proc. Team
4. Achieving social, economic and community benefits				
4.1	Update Procurement Documentation to include Sustainability advice, questions and criteria.	Documentation up to date	Oct 2010	Proc. Team
4.2	Use procurement to support the council's stance on climate change.	Procurements & contracts to consider various elements of sustainability.	Oct 2010	Proc. Team, Facilities Mngr
4.3	Work to achieve Government Taskforces Sustainability Framework targets and plan for further levels.	Position reviewed and plans for progress produced.	Jun 2010	AD (Corp Serv)
4.6	Re-use or recycle goods and assets	Re-use & recycling opportunities identified and put in place.	Mar 2011	PWG, Proc Team
4.7	Encourage a diverse & competitive market including SMEs, local firms, social enterprises and community organisations.	Widely advertised opportunities. Meet the buyer events	Apr 2011	Proc. Team
4.8	Investigate and implement the Framework for Jobs and Skills where appropriate.	Advantages and disadvantages explored and implemented appropriately.	Jun 2010	AD (Corp Serv)

Agenda Item No 10

Executive Board

19 April 2010

Report of the Assistant Director (Corporate Services)

Information Security Policy 2010 – 2012

1 Summary

- 1.1 The purpose of this report is to seek approval for the Council's Information Security Policy for the period 2010 - 2012. The policy is needed to help protect the Council's information and ensure it is used legally and effectively.

Recommendation to the Council

That the Information Security Policy 2010 – 2012, attached as Appendix A, is approved.

...

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 See attached report to the Resources Board.

3 Introduction

- 3.1 The Council has had a formally approved information and computer security policy since 1993. Information produced or processed by the Council, whether it is held on computer, paper or provided verbally, is covered by the policy and is one of our main and most valuable assets. It is important that the Council protects its information from all threats, internal or external, deliberate or accidental, that could disrupt or damage the work and reputation of the Council or infringe the rights of staff and citizens.

- 3.2 The Policy is to be considered by the Resources Board at its meeting on 13 April 2010. A copy of the report to be considered by the Resources Board is attached as an Appendix. Any comments received from that meeting will be reported verbally at the meeting. This Board is invited to approve the Policy for the period 2010 – 2012.

5 Report Implications

- 5.1 These are set out in the attached report to the Resources Board.

The Contact Officer for this report is Linda Bird (719327)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 10

Resources Board

13 April 2010

Report of the Assistant Director (Corporate Services)

Information Security Policy 2010 – 2012

1 Summary

- 1.1 The purpose of this report is to seek approval for the Council's Information Security Policy for the period 2010 - 2012. The policy is needed to help protect the Council's information and ensure it is used legally and effectively.

Recommendation to the Executive Board

That the Information Security Policy 2010 – 2012, attached as Appendix A, is approved.

...

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Bowden and Butcher have been sent a copy of the policy and any comments received from them will be reported verbally to the Board.

3 Introduction

- 3.1 The Council has had a formally approved information and computer security policy since 1993. Information produced or processed by the Council, whether it is held on computer, paper or provided verbally, is covered by the policy and is one of our main and most valuable assets. It is important that the Council protects its information from all threats, internal or external, deliberate or accidental, that could disrupt or damage the work and reputation of the Council or infringe the rights of staff and citizens.
- 3.2 The Policy is one of the tools we use to give the public, our customers, service delivery partners, central Government and staff confidence in our manage information safely and securely. We must be able to engender trust in us not to put them, their finances, privacy, information or systems in jeopardy by poor security management.
- 3.3 The Policy is based on industry best practice guidance including ISO27001:2005, the "International Standard for an Information Security Management System". The Standard takes a risk-based approach to security, but it is a large, complex and comprehensive document and includes some areas that are not relevant to the Council.

- 3.4 We have reviewed and updated the Policy to reflect changes in legislation, regulation and advice, which surrounds and governs our use of information. We have had to pay particular attention to the compliance requirements of “Government Connect” for the secure sharing and use of information and from the Purchasing Card Industry who are enforcing data security standards (PCIDSS) for card payment services and transactions.
- 3.5 The other main drivers for the update to the policy are organisational, technological and social changes which have an impact on how and where we can use information and technology. These include mobile working, home working, social networking websites and shared services and collaboration.
- 3.6 The current and enforceable version of the Policy is made available on the Council’s Intranet so that people can easily access the information they are seeking. Information Services provide a briefing on the policy for new staff as part of their ICT Induction. Managers must reinforce this and identify specific issues and responsibilities; as part of the induction of new staff, when staff change roles and at appraisal.

4 **The Policy**

- 4.1 The policy is made up of three parts. Section 1 must be read by everyone in the Council, as it describes what each person needs to do to maintain good security and to ensure they are working within the policy. Section 2 covers the controls we have to prevent security problems; this section must be read by Managers, Information Services staff and staff with responsibility for system administration.
- 4.2 The third element of the policy is an overarching “Information Security Policy Statement” that states the objectives we have for information security management, which are to ensure that: -
- Ownership - Information owned or processed by the Council is protected against threats, be they internal or external, deliberate or accidental
 - Confidentiality – Confidentiality of information is assured; we will protect our information from unauthorised access, use, disclosure or interception
 - Integrity - Integrity of information is maintained; we will protect information from unauthorised changes or misuse, so that it can be relied upon as accurate and complete
 - Availability – Information is available when and where it is needed
 - Legality - Legal and regulatory requirements are understood and met
 - Communication - Information and training on information security is up to date and available to all staff
- 4.3 The Policy reiterates a number of key principles that need to be brought to the attention of the Council’s computer and information users. They are: -
- 4.3.1 Non Work Related Use - The Council allows the use of computer resources, including email and Internet access, for appropriate non-work related purposes. The policy states what is regarded as “inappropriate”.

- 4.3.2 Privacy - Computers and software are provided for business use; there can be no assumption of privacy for non-work related information held on or processed by the Council's computers or systems.
- 4.3.3 Personal Responsibility – Compliance with the Information Security Policy is an individual responsibility and acceptance of it will be sought before access is given to the Council's computer network and systems.
- 4.3.4 Breaches of the Policy – These may be regarded as a disciplinary matter and as such will be dealt with under the Disciplinary Code.
- 4.3.5 Monitoring – The Council will monitor the use of its information, business communications and computer assets to protect them, ensure appropriate use and to provide access where needed to maintain services. As required the Policy explicitly identifies the monitoring we can or do employ.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 There are no financial implications arising from this report or from the implementation of the Policy.

5.2 Safer Communities Implications

- 5.2.1 Good Information Security helps prevent us being open to computer related fraud and crime.

5.3 Legal and Human Rights Implications

- 5.3.1 The Information Security Policy addresses compliance with a number of pieces of legislation. It also clearly states the Council's approach to information management and access to information. Adherence to the Policy should ensure we do not break the law in these areas or infringe people's rights.

5.4 Human Resources Implications

- 5.4.1 All individuals who use the Council's computer equipment, applications or information need to be aware of the Policy and its implications and sign to say they abide by it.

5.5 Risk Management Implications

5.5.1 Risk Assessments relating to various aspects of Information Security are maintained, updated and acted up on by Information Services. The implementation of the Policy helps mitigate against these risks.

5.6 Links to Council's Priorities

5.6.1 Information is an important asset and, as such, its proper and secure management, as defined by this policy, contributes to the Council's priority relating to the making the best use of our resources.

The Contact Officer for this report is Linda Bird (719327)

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date



North Warwickshire Borough Council

Information Security Policy 2010 – 2012

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Information Security Introduction

Information is an important asset and of significant value to North Warwickshire Borough Council. The Council must protect its information from threats; internal and external, deliberate or accidental, that could disrupt the work of NWBC, or infringe the rights of staff or citizens.

Information security involves the protection of information for:

<i>Confidentiality:</i>	Keeping information out of the wrong hands.
<i>Integrity:</i>	Making sure that information is accurate and complete.
<i>Availability:</i>	Ensuring reliable and timely availability of information and services.

This policy has been developed using a Risk Management approach, based on the International Standard for Security Management, ISO 27001. Therefore it contains a Policy Statement followed by sections organised under the Control Areas defined in the Standard. The overall aim of the Policy is to minimise damage to the Council, its assets and reputation, by preventing and reducing the impact of security incidents.

All information created or processed on behalf of NWBC is regarded as being owned and accessible by it as part of the Council's "business record". The Policy focuses on electronic information processed by a computer and on protecting the technology used to hold, process and transmit the Council's information. However, the principles apply to paper records, microfiche and spoken conversation, including voicemail.

The Policy applies to all employees, members, contractors and temporary staff working on behalf of NWBC. Aspects of this policy may be relevant to people we share information with, such as voluntary organisations or partnerships, as part of the work of NWBC.

The Council does allow appropriate non-work related use of computer resources including email and the Internet. However, staff should have no expectation of privacy in anything they create, store, send or receive using the Council's computer equipment.

Terminology

The following terms and abbreviations are used in this document;

"Policy" -	Information Security Policy and measures identified in the Policy document.
"Software" -	Operating systems, Applications, Games, utility software, shareware etc.
"Hardware" -	Any device (computer, printer) that can attach to the network, directly or remotely.
"Staff" -	Those people working for the Council (officers, members, agency staff etc)
"DPA" -	Data Protection Act 1988
"FOI" -	Freedom of Information Act
"RIPA" -	Regulation of Investigatory Powers Act

Using the Policy

All Staff must ensure they have read the Information Security Policy Statement and Section 1 of the Policy. These identify the aspects of security we need to manage. The policy describes why we need to manage security in the particular area under the "Objective". Then for each activity it describes what everyone must do to maintain good security and ensure they are working within the policy.

Section 2 identifies the controls in place to prevent security problems. Information Services staff, staff with specific responsibilities for administering systems and Managers, must read this section.

Information Security Policy Statement

Objective

Our Information Security Policy is in place to ensure that:

- Information owned or processed by the Council is protected against threats, be they internal or external, deliberate or accidental.
- Confidentiality of information is assured – we will protect our information from unauthorised access, use, disclosure or interception.
- Integrity of information is maintained – we will protect information from unauthorised changes or misuse, so that it can be relied upon as accurate and complete.
- Availability – information is available when and where it is needed.
- Legal and regulatory requirements are understood and met.
- Information and training on information security is up to date and available to all staff.

Approach

This Policy is based on an industry standard framework and on aspects of ISO27001:2005 “International standard for an Information Security Management System” and ISO27002:2005 “Information technology - Security techniques - Code of practice for information security management”. Both of which recognise the need to match Security Policy and its implementation to the security risk and the impact of a security breach. The policy aims to articulate what is considered a fair balance between the expectations of the Council and employee’s expectations.

Roles and Responsibilities

- This Policy applies to all employees, members, contractors, and temporary staff working on behalf of NWBC.
- This Policy was developed in consultation with Unison and is endorsed and supported by NWBC’s Management Team and approved by the Council.
- All managers and supervisors are directly responsible for promoting, publicising and implementing the Policy within their service and for monitoring adherence by their staff.
- It is everyone’s responsibility to make themselves aware of the Policy and to adhere to it.
- Information Services are responsible for developing, maintaining and advising on the Policy and for ensuring a number of the Controls identified are actioned.

Breaches of this Policy

Policy breaches should be reported to your Assistant Director/ Head of Service and to the Assistant Director Corporate Services as soon after the incident as possible. Breaches of the Policy are regarded as a disciplinary matter and those classed as gross misconduct may lead to dismissal. The authority reserves the right to take legal action in relation to a serious breach of policy.

Updates to Policy

The Policy and supporting standards will be reviewed every two years, unless legislation or prevailing good practice requires an earlier amendment. This process will be led by IS within the appropriate consultation and approval process. The current and enforceable version of the

Policy and supporting Standards are held on the Intranet. Staff will be informed by email, the Intranet or where necessary paper memo, when changes are made to the Policy.

Information Security Policy – Guidance

Section 1 – Compliance

This section identifies the aspects of security we are all responsible for and what we must do to maintain good security and ensure we are working within the policy.

1. Information Security Policy & Organisation

Objectives:

- To manage and provide management direction and support for information security.
- To provide a clear hierarchy and procedures for reporting, monitoring and decision-making that adheres to relevant legislation and policy.
- To minimise and/or mitigate the risk of the authority being brought into disrepute or becoming liable to prosecution for breach of legislation, accepted working practices, or general employer responsibility.
- To define and schedule activities to test the effectiveness and application of this Policy.

1.1 General Information

- ✓ Staff and Members should make themselves aware of the Policy, sign the Policy Acceptance Declaration (available on the Intranet) and ensure they comply with the Policy.
- ✓ Staff are responsible for ensuring others working on their behalf (temporary staff, contractors, partners) are aware of and abide by the Policy when undertaking NWBC business and have signed the Code of Conduct (available on the Intranet)
- ✓ Information Services (IS) will define and schedule activities to test the effectiveness, awareness and application of the Policy.
- ✓ IS will provide advice on Information Security or seek external advice for complex issues.

1.2 Incident Reporting

- ✓ If a security breach is suspected report the matter to your Assistant Director and the Assistant Director (Information & Procurement Services) as soon as possible after the incident. **Do Not Touch anything related to the incident.**
- ✓ Staff are encouraged to report security weaknesses, viruses and other related issues to Information Services' Service Desk, who will log the matter and investigate the problem.
- ✓ IS will fully document any security incidents and implement lessons learnt.

1.3 Monitoring and Liability

- ✓ All forms of network monitoring, user monitoring and data monitoring will be declared within the Policy. IS will inform Staff of changes to the published monitoring practices.
- ✓ In the event of an act that exposes the authority to risk of corporate liability the matter may be treated as a disciplinary offence, which could in some cases lead to termination of employment, and/or the authority taking legal action.
- ✓ Staff involved in testing the policy, security related monitoring, reporting the analysis of findings or disciplinary proceedings relating to information security must be aware of, and abide by, relevant Council Policy and legislation, they must also respect confidentiality.

2. Communications and operations management

Objective:

- To minimise the risk of failure and protect the integrity of software and information
- To prevent loss, modification or misuse of information between organisations.
- To minimise the risk of harm or offence due to inappropriate material.

2.1 Virus Protection

- ✓ If staff become aware of a potential information security threat such as a virus they must contact the IS Service Desk, which is able to assess the validity of the threat/alert (many are hoaxes) and take the appropriate action.
- ✓ Follow any instructions give by IS in response to a virus incident. Deliberate non-compliance with advice given will be a disciplinary matter.
- ✓ Do not open suspicious messages, email attachments, Internet links, Facebook links or other social networking links particularly if they come from an unknown sender or are executable files (end with .exe, vb, scr)
- ✓ If a virus is suspected or detected IS will isolate the computer and any potentially infected media (disk, CD etc). They will investigate the incident and take the appropriate action.
- ✓ No media (CD, Camera, Phone, DVD, USB devices (memory sticks) etc) should be used on a NWBC Computer unless you have been authorised to do so by your manager and have agreed to and signed the "Portable Device and Media Declaration". Guidance on the use of these devices and the process for virus checking is outlined in the declaration.
- ✓ If you need a file copied from a media device but have not agreed to the "Portable Device and Media Declaration" please contact the IS Service Desk.
- ✓ On the Internet do not open programmes which "pop-up". If in doubt, seek guidance from the IS Service Desk.

2.2 Accessing and Exchanging Information (e.g. Email and Internet)

- 🔒 **Monitoring** - All incoming and outgoing emails and attachments are captured and retained within the email archive software for up to 2 years.
- 🔒 **Monitoring** – Emails and attachments are electronically scanned for inappropriate content, viruses & malicious code, and to control the transmission of unnecessarily large attachments. Emails trapped and quarantined by these processes are investigated by IS Staff and if a Policy breach is suspected the relevant Assistant Director is informed who may initiate a further investigation.
- 🔒 **Monitoring** – Management Team may approve the supplementation of regular electronic monitoring if it is believed that a breach of this Policy is being or has been committed. This may include, but is not restricted to, accessing the content of emails, telephone logs and website logs.
- ✓ Staff must abide by any guidance developed for the exchange or transmission of information, including email guidance and electronic commerce guidance (e.g. use of e-payments software).
- ✓ Staff must only used Council provide secure USB data storage device to take data off site.
- ✓ Council data must not be emailed to private email addresses.
- ✓ Information must only be disclosed to, or exchanged with, people or organisations that are entitled to have that information, if you are unsure consult your manager or refer to the Data Protection Act notification (accessible through Policy Section)
- ✓ Staff must take all possible care when exchanging information via fax, telephone, voicemail, email, via the internet or using physical media to ensure that it does not go to the wrong person/organisation and that the recipient is ready and able to receive the information.
- ✓ All data must be desensitised prior to transmission where possible.
- ✓ Sensitive or confidential information must only be exchanged where desensitised or anonymised information will not suffice and must abide by DPA regulations for disclosure.

- ✓ The risk associated with exchanging information should be assessed and appropriate mitigating actions taken e.g. encryption or secure email.
- ✓ Email must not be used to commit the Council to a course of action you are not authorised to undertake e.g. enter into a contract, request goods or services (without an order), distribute confidential data. Email is admissible as evidence in Court.
- ✓ Staff may use the Council's email and Internet system for reasonable and appropriate non-work related use (see 2.2.1).
- ✓ Staff are advised not to use their NWBC email address to register on non work related websites as this increases spam (unwanted emails) into the Council.
- ✓ Employees must not use NWBC equipment to try to access, send or distribute material, in any way, including via email or the Internet, that is likely to be construed as inappropriate or take part in inappropriate activities, including but not limited to any of the following:-

2.2.1 Inappropriate content and activities:-

- i. Pornographic material e.g. nakedness, sexual behaviour or sexual language.
 - ii. Discriminatory or defamatory on the grounds of race, gender, sexuality/sexual orientation, religion, disability or age.
 - iii. Hateful, inciting, bullying or violent.
 - iv. Abusive or libellous including swearing.
 - v. Participating in or encouraging any illegal activity.
 - vi. Wastes time and resource e.g. gaming, gambling, chain mail, trading, on-line chat, sending personal email via distribution lists, personal use of social networking websites.
 - vii. Divulging of closely guarded Council information particularly via participation in "chat" rooms or "blogs", accidentally or on purpose.
 - viii. Developing, downloading, installing or storing unauthorised software, freeware, shareware or websites or non work related pictures, music or video.
- ✓ If Staff receive inappropriate material they should inform their Line Manager and the IS Service Desk.

2.3 Internet use

- ✓ NWBC employees, members, contractors, and temporary staff working on behalf of NWBC must not attempt to access information or sites that may contain material or activities listed as inappropriate (see 2.2.1).
- ✓ If you accidentally access inappropriate material exit immediately and notify your manager and IS Service Desk.

2.4 Printing & Information Storage and Disposal

- ✓ Staff must be aware of the legislative constraints (DPA) when they print potentially sensitive data, ensuring printouts are not left unattended or uncollected in print trays.
- ✓ The secure printing option should be used when sending sensitive information to the Ricoh printers. This ensures the printout is not produced until someone is at the printer and they enter their PIN number.
- ✓ Staff are responsible for using the recycling/confidential waste facility to dispose of sensitive materials.
- ✓ Computer media such as disk, tape, CD, DVD, data card or USB device must be destroyed or disposed of securely. Media that requires secure destruction should be taken to the IS Service Desk.

2.5 Operations and Network Monitoring

- ✓ Staff are encouraged and expected to report abnormal, unusual or unacceptable network or application performance to the IS Service Desk to enable them to record and investigate any potential issues.

3. Access Control

Objective:

- To prevent unauthorised access to information and systems.
- To ensure information security when using mobile computing and teleworking facilities.

3.1 Access to systems – New starters, leavers and changes

- ✓ Access for staff to use any system must be formally requested by a Senior Manager or information owner, using the 'Create New Users' form. This can be found on the intranet or through the IS Service Desk.
- ✓ Managers must ensure they request only the appropriate level of access, to information or systems, needed by their staff to do their jobs.
- ✓ A Manager or "Information owner" must request additional access or changes to existing access levels.
- ✓ Managers must ensure that people's access rights are reviewed regularly and specifically if they are due to change roles or responsibilities.
- ✓ Access rights that allow staff to carry out tasks that would usually not be permitted by other regulations will normally not be granted, e.g. raise and then approve the same order.
- ✓ Management approval must be sought for work that requires access to systems out of hours. You must request this access from IS with at least 48 hrs notice. If this clashes with pre-planned technical work or work to resolve problems access may be refused.
- ✓ Managers and/or HR must inform IS in advance of staff leaving, with advice on the retention of any data and who should be given access to it.

3.2 Password Standard for accessing the network (Complex)

- ✓ You must change your password the first time you log on to the NWBC network.
- ✓ Password change for the network is enforced every 90 days.
- ✓ You must change your password if it has been compromised and you feel someone else knows what it is.
- ✓ Passwords must be kept secret and user id's should not be shared.
- ✓ Passwords must not be written down.
- ✓ Passwords should be at least 8 characters in length.
- ✓ Passwords should not be easy to guess i.e. your children's names, football teams etc.
- ✓ Passwords must contain characters from three of the following four categories
 - Upper case characters (English) A-Z
 - Lower case characters (English) a-z
 - Numbers 0-9
 - Non-alphanumeric symbols e.g. ! \$ # % . , @ =)

For the applications you use please ensure you set a strong password following the guidelines above where possible.

3.3 Locking Workstations

- ✓ Staff should “lock” their computer screen by using the Alt, Ctrl and Del keys and then selecting “Lock Computer” when they are leaving it unattended for any period of time.
- ✓ Do not leave screens showing confidential or sensitive information. This is particularly important in public areas or where personal information is used.
- ✓ Screen savers will be activated after a period of computer inactivity.

3.4 Remote and Mobile Access

- ✓ Technological solutions, over and above simple user id and password authentication, have been implemented where it is felt that the sensitivity and confidentiality of the information requires heightened control or where hardware may become unsecured e.g. a stolen laptop or Blackberry.
- ✓ The loss or theft of a laptop, mobile device or removable storage device (e.g. memory stick) must be reported to the IS Service Desk as promptly as possible.
- ✓ If you are to use a device such as a Laptop or Blackberry abroad first contact Information Services to discuss security and any special measures that may need to be taken.

4. Personnel Security Issues

Objectives:

- To reduce the risk of human error, theft, fraud or misuse of facilities.
- To ensure that people are equipped to support the organisational security policy in the course of their normal work.
- To minimise the damage from security incidents and malfunctions, and to monitor and learn from such incidents.

4.1 Recruitment

- ✓ Managers must consider whether security responsibilities, over and above those generally required, need to be included in job descriptions due to the nature of the duties involved.

4.2 Training and awareness

- ✓ Employees will be provided with information on security and the opportunity to receive training. Additional training should be identified using the appraisal process.
- ✓ Managers must ensure staff are adequately trained to use the information systems they need to use in a safe and secure manner. They must be made aware of how they are affecting the information they are using or updating. Specific needs for accuracy or confidentiality must be explained.
- ✓ Managers must identify and address information security training requirements for their staff (existing and new), on the basis of their job functions and the computer systems/information they are required to access, to ensure risk of damage due to lack of knowledge is minimised. This training should be recorded, reviewed and updated.

5. Physical and environmental security

Objectives:

- Preventing unauthorised access, damage and interference to information, hardware and premises.
- Preventing the loss, damage or compromise of information or hardware due to any interruption to business activities.

5.1 Physical Access Control

- ✓ Staff must not try to gain access to areas they are not permitted to enter or they have no need to enter.
- ✓ Staff should help maintain good security by not allowing the public or visitors into areas they are not authorised to be in and by challenging people who are in an area they shouldn't be.
- ✓ Access controlled doors must not be left open unattended. Most of these doors are also fire doors and are should not be left or propped open.
- ✓ Non IS staff or third parties (contractors, suppliers etc) who need to work in the computer room should be supervised or at a minimum (if known and trusted) signed in and out.
- ✓ Staff that have been supplied with security devices (RSA key fobs, BSecure cards etc) should ensure that they keep the device safe and report any loss to the IS service desk.

5.2 Environmental Control

- ✓ Only devices that have been electrically tested and approved should be used in NWBC premises. Advice on the use of electrical equipment including heating or cooling equipment should be sought from Facilities Management.
- ✓ To reduce energy consumption please ensure that when you are not using your system for any length of time you shutdown your PC.
- ✓ Your PC will be set to minimise energy consumption when not in use, please do not change any of the power or screensaver options.

5.3 Information Storage

- ✓ Information, including electronic information and printouts produced from computer systems, must be stored and used in accordance with the principles of the DPA 1998 and any other legislation or NWBC policy that determines or influences its use and storage
- ✓ Staff can choose to use their own network drive or Trim folder, for information that isn't public or a shared drive or Trim folder for information that should be shared by their colleagues.
- ✓ Divisions should ensure they have processes in place that provides relevant people with access to individual's information (email & network drives). This is particularly important for ensuring we can maintain services and respond to FOI requests during absences such as holidays or sickness.
- ✓ Information should not be stored on local C drives, as these are not backed up and will not be recovered if problems occur.
- ✓ Information produced on a laptop computer, which does not connect and synchronise with the network, does not get copied to the network and therefore is NOT backed up. **Laptop users need to ensure they have backup copies of important files and information.**
- ✓ Disks, USB devices, CD's etc must not be used as the only storage medium for important information as they can get damaged and information can become inaccessible.
- ✓ Desks should be cleared of sensitive/confidential information before they are left unattended.
- ✓ Staff should store data using meaningful descriptions and in locations (such as Trim) that make it accessible and compliant with the Council's Retention of Records Policy.

5.4 Physical Security – e.g. Home workers, Laptops

- ✓ In the office environment hardware must be kept securely, if there is judged to be a risk of theft portable hardware should be stored in a lockable or otherwise secure location.
- ✓ Risk assessments should be carried out, and necessary adjustment made, by Divisions to ensure the security of equipment and information used by their home or remote workers.
- ✓ When transporting hardware ensure it is not left on view (e.g. put it in a car boot) and it is not obviously identifiable as valuable hardware, such as a laptop computer.

- ✓ Staff must take all appropriate measures to ensure that information and hardware is not accessed or used by unauthorised people or used for unauthorised purposes.
- ✓ Computer hardware and software should only be disposed of by IS.

6. Asset Classification and Control

Objectives:

- To maintain the appropriate protection of organisational assets
- To ensure that information assets receive the appropriate level of protection

6.1 Hardware and Software Inventory Management

- ✓ No computer or network communications hardware should be moved without the prior agreement of IS.
- ✓ No computer, network communications hardware or software should be taken off NWBC premises without prior senior line management agreement and IS agreement.
- ✓ Only hardware owned by the Council or approved by IS can be connected to the Council's network or used for NWBC business.
- ✓ Software and Hardware used on the Council's computer equipment must be installed by Information Services or with their approval / assistance.

7. Systems development and maintenance

Objectives:

- To ensure that security is built into information systems.
- To protect the confidentiality, authenticity or integrity of information.
- To ensure that IT Projects and support activities are conducted in a secure manner.
- To maintain the security of application system software and information.

7.1 New Hardware, Software and Systems

- ✓ There are processes for the justification and purchase of new hardware, software and systems. These are managed by Information Services and must be followed to ensure compatibility and security consideration are covered. Please liaise with Information Services.

7.2 Change Management

- ✓ Procedures for changes and upgrades to systems exist and must be followed to minimise the risk of problems and adverse impact on services. These are planned and carried out in conjunction with the appropriate service department(s) and signed off by them.
- ✓ Minor changes (new software, moving hardware etc) must be requested via the IS Service Desk.

8. Business Continuity management

Objective:

- To counteract interruptions to business activities and to protect critical business processes from the effects of major failures and disasters.

8.1 Technology support

- ✓ IS Disaster Recovery arrangements are tested annually and will be reviewed and updated as areas of business risk are identified and Business Continuity arrangements are developed.

- ✓ Services/Divisions are responsible for developing their Business Continuity Plans and should liaise with IS to identify get agreement for the IS/IT elements of their plans.

9. Compliance – Legal, contractual etc.

Details of the legislation identified below can be found on the Council’s Intranet. Staff should make themselves aware of the legislation and how it impacts on them.

Objectives:

- To avoid breaches of any criminal and civil law, statutory, regulatory or contractual obligations and of any security requirements.
- To ensure compliance of systems with organisational security policies and standards.

9.1 Data Protection Act 1998

The Data Protection Act covers the collection, processing, storing and disclosing of personal data relating to living individuals, on computer or in paper-based systems. Guidance and answers to specific questions or interpretation of the Act can be obtained from the Assistant Chief Executive and further information is available on the Intranet.

- ✓ Councillors who use the Council’s computer for personal and constituency use and hold personal data related to that use, must register (notify) the Information Commissioner.
- ✓ Additional conditions are placed on the collection, processing and disclosure of “sensitive” information which includes, sexuality, financial information, criminal record details etc.

9.2 Computer Misuse Regulations

The Computer Misuse Act 2000 defines a number of criminal offences, relating to hacking, copying of software, introduction of viruses and other similar activities.

- ✓ Staff must not attempt to access, change or in anyway tamper with hardware, information or software applications used/owned by the Council.
- ✓ Staff must not copy software, except as allowed under its licence.

9.3 Copyright designs and Patent Act 1988

This legislation places restrictions on the copying and use of copyright material including computer software, publications and images.

- ✓ Software must not be downloaded to, purchased for installation on or installed on NWBC hardware without the explicit authority of IS.
- ✓ The legality of any software used and the appropriate license to use it must be proven to the satisfaction of Information Services.

9.4 Records – Retention and Disposal

The Council’s Records Retention and Disposal Policy and Publication Schema is available on the Intranet and should be referred to with respect to this matter.

9.5 Freedom of Information

The Council has published its procedural guidelines that arise from the FOI Act and these are available on the Intranet.

9.6 Regulation of Investigatory Powers Act 2000 (RIPA)

RIPA 2000, and The Telecommunications (Lawful Business Practice) Regulations 2000, provides a framework for monitoring activity, data and persons.

- ✓ NWBC employees, members, contractors, and temporary staff working on behalf of NWBC should be aware that they should not expect privacy with regard to the use of hardware and information covered within this framework.
- ✓ Any individual involved in monitoring activity must comply with this legislation if required to undertake monitoring.
- ✓ Monitoring, as defined by RIPA, must only take place with the approval of a member of Management Team.

Section 2 – Security Controls

This section describes the controls the Council has in-place to help ensure good security. **This section need only be read by Information Services staff, Managers and staff with a responsibility for managing or administering systems.**

Information Security Policy

- An Information Security Policy document is available and approved by NWBC.
- The current and enforceable version of the Policy and supporting Standards are on the Intranet.
- Staff will be informed via email and Intranet when changes are made to the Policy.
- The Policy and supporting standards will be reviewed every two years, unless legislation or prevailing good practice requires an earlier amendment.
- The policy will be tested and results of the testing reported through EMT.

Management & Incident Reporting

- Internet access is logged and log files reviewed by specific Information Services (IS) Staff.
- Where a breach of NWBC's Information Security Policy leads to action, this shall be dealt with through the formal investigation process and within the disciplinary procedure. Breaches of the Policy may be reported to Assistant Directors (AD) Group or Management Team.
- Suspected policy breaches are notified to the appropriate AD who may initiate further investigation.
- All Assistant Directors will have access to trend analysis reports relevant to their section/service.
- Information Services require a member of EMT to authorise the release or access to information as part of the investigation of a security breach.

Hardware and Software Inventory Management

- IS maintains an inventory of all hardware and software purchased.
- Hardware is assigned an asset number, which is displayed on a sticker attached to the device and which must only be removed by IS.
- Profile based controls prevent unauthorised software installations.

Recruitment & Training

- Recruitment Policy controls how people are employed the Council. All applicants undergo a selection process which includes checking references and a Criminal Records Bureau check, where required.
- Managers are responsible for identifying security implications of specific job roles (e.g. Web Content provision, system administration) and for providing or requesting training in line with the role.
- Managers are responsible for ensuring information security is covered as part of the induction process for new starters and for all staff when changes to the Policy are implemented.
- IS are responsible for providing updates on the Policy when changes occur and training guidance to Managers & Personnel so that they may ensure training remains current.

Access & Environmental Controls

- Access to the server room is controlled by door security and an out of hours alarm system.
- Access to the server room is not permitted without the agreement of IS.
- Access to secure areas of NWBC offices is protected by door access controls.
- There is an environmental control system in server room.
- There is a no smoking policy in Council. In addition to the fire risk reduction, this also helps prevent damage to electrical devices from smoke pollution.
- Maintenance and support contracts are in place for all environmental and physical security systems.

Information Storage & Backup

- By default all information created using a NWBC Computer, which is connected to NWBC network, is stored on a network drive.

- 🔒 NWBC maintains a Notification, of the personal information it processes, with the Information Commissioner (as required by the DPA 1998). New systems must be included in the Notification.
- 🔒 Information must be removed from NWBC hardware before it is reallocated or disposed of by the Council or as part of an agreed disposal process with a company accredited for secure disposal.
- 🔒 Confidential waste facilities are available and must be used for sensitive and confidential information.
- 🔒 IS backup the information on the network each evening to enable recovery in the event of a failure.
- 🔒 Backup data is stored securely away from the data they protect.
- 🔒 The status of the backup is checked daily and the outcome recorded. If any element has failed, this must be recorded along with mitigating actions.

Physical Security – e.g. Laptops

- 🔒 The Assistant Director (Corporate Services) has responsibility for NWBC's computer hardware. Within each Division the AD has responsibility for assets, including computer hardware, used by staff.
- 🔒 The loss or theft of NWBC hardware or software must be reported to IS as soon as possible after the event. If theft is involved the police must be informed and a crime number obtained.

Virus Protection

- 🔒 **Monitoring** - All incoming and outgoing emails and attachments are scanned for viruses before they enter the NWBC network by the Council's Internet Service Provider (ISP).
- 🔒 An internal anti virus system is installed and distributed across the NWBC network, with scheduled updates obtained and distributed regularly.

Operations and Network Monitoring

- 🔒 IS define and work to set procedures and work instructions for the Operation of NWBC's server hardware and applications.
- 🔒 One off exercises are undertaken to monitor the use, performance and resilience of the network.
- 🔒 Where skills are not available in-house, 3rd Parties (e.g. consultants) are engaged to carry out pieces of work to ensure security is maintained.

Exchanging of Information (including email & Internet control)

- 🔒 The exchange and disclosure of personal information is controlled by the DPA 1998 and must comply with the disclosures identified in our Notification to the Information Commissioner.
- 🔒 **Monitoring** – Software is used to capture and scan emails and attachments for inappropriate content, viruses & malicious code, and unnecessarily large attachments. Software is used to further control access to web pages that are known to contain inappropriate text or image content.
- 🔒 **Monitoring** – Management Team may approve the supplementation of regular electronic monitoring if it is believed that a serious breach of the Policy is being or has been committed.

Access to systems – New starters, leavers and changes

- 🔒 Access to the network is controlled using a user id and password. The Council has Standards for the passwords and the use of user ids.
- 🔒 Where there is a business need to access information held in a persons email account or personal drive this access must be formally requested via the IS Service Desk and approved by a member of EMT.
- 🔒 The administration of access rights to the network and corporate applications is managed by IS.
- 🔒 Administration of some service applications is carried out by a named, trained administrator in a service area. This is limited to user and functionality management.
- 🔒 Access to the network and applications is restricted outside office hours (8am – 6pm).
- 🔒 Remote access is achieved via a VPN (Virtual Private Network) and secure Citrix connection.
- 🔒 Repeated unsuccessful attempts to log-on to the network/applications results in accounts being "locked". IS Service Desk can unlock the account on request from the owner of the account.
- 🔒 People are given the appropriate level of system access they need in-order to do their job.
- 🔒 New users (and changes) are set up by IS on the receipt of an 'Information Systems Access' form.
- 🔒 Twice a year IS prompt a review of users and their access rights to ensure that user lists are up to date and that access is appropriate to job roles and responsibilities.

- 🔒 Managers (or personnel) must inform IS of leavers and indicate what action is required.
- 🔒 **Monitoring** – systems (including the telephone system) used by NWBC can produce log files showing activity details such as user ref/id, time, action taken. These are monitored and could be used in the event of a problem or investigation.

Password Standards

- 🔒 Password standards exist and all users of NWBC's computers and network services are only able to access their systems once an appropriate user id and password has been created.
- 🔒 In some systems re-use of passwords is prevented, but this is not possible in all systems.
- 🔒 **Monitoring** – Audit software is used to identify missing or non-compliant passwords.

Locking Workstations

- 🔒 Desktop computers are locked out automatically after 9 minutes of inactivity. The computer can only be unlocked by entering the users password or by an IS Administrator.
- 🔒 The user is able to manually secure their computer at any time by pressing the following three keyboard keys at the same time; Ctrl, Alt and Del and choosing the "Lock Computer" option.

Defining Security requirements

- 🔒 IS provide information on security requirements when systems are being purchased or amended.
- 🔒 The provision and inclusion of this information is part of the Project Methodology followed by IS and a standard element in requirements documents.
- 🔒 Specialist advice is sought where the nature of the system or the type of access needed requires specific security arrangements and may impact on the overall security of systems or information.

Change Management & Business Continuity

- 🔒 IS/IT Projects are managed using the Prince Project Management Methodology. This ensures that the impact of change is recognised and standards procedures are followed.
- 🔒 IS maintains a Disaster Recovery arrangement which provides an alternative office site. This provides from single server replacement up to full hardware and application provision offsite.
- 🔒 Accommodation with voice and data capability is provided for up to 6 staff.

Legislation

Computer Misuse Regulations

- 🔒 The Network is monitored to ensure malicious software used for 'hacking' and other related methods of computer misuse as identified by these regulations are not present.
- 🔒 Regular data backups are taken to facilitate restores, in the event of data loss or damage incidents.
- 🔒 The Network is monitored to ensure unlicensed software is not installed without IS knowledge; to enable the software inventory held by IS to remain current, and compliant.
- 🔒 Network access rights are set to ensure only authorised installations of software can occur.

Regulation of Investigatory Powers Act 2000

- 🔒 Forms of network monitoring, user monitoring and data monitoring is declared in the Policy.
- 🔒 IS informs Staff of changes to the published monitoring practices.

Monitoring

- 🔒 The current legal framework for system monitoring is regularly checked to ensure the continued compliance of the authority.
- 🔒 Authorised personnel will view emails quarantined and suspected of containing inappropriate content.
- 🔒 Data collected for monitoring or reporting purposes will be viewed by authorised personnel only (IS Support Staff or Staff engaged in an investigation) and presented to MT/EMT in summary form.
- 🔒 Data collected as part of any Policy Breach investigation will be treated with the confidentiality required by the Disciplinary process.

Minutes of a meeting of the Warwickshire Public Service Board held on 27 January 2010 in the Conference Room, Building 1 at the Saltisford Office Park, Warwick.

Present:

Members of the Public Service Board

Council Leaders:

Warwickshire County Council - Cllr Alan Farnell, (Chair of Board)
North Warwickshire Borough Council – Cllr Colin Hayfield
Nuneaton and Bedworth Borough Council – Apology from Cllr Peter Gilbert
Rugby Borough Council - Apology from Cllr Craig Humphrey
Stratford on Avon District Council – Cllr Les Topham
Warwick District Council – Councillor Les Caborn represented Cllr Mike Doody who had submitted an apology.

Coventry and Warwickshire Chamber of Commerce – Dianne Williams replacing Louise Bennett who had apologised.

NHS Warwickshire (PCT) - Bryan Stoten
Voluntary and Community Sector - William Clemmey
Warwickshire Association of Local Councils (WALC) - Cllr Bill Lowe
Warwickshire Police Authority - Apology from Ian Francis

Other attendees

CWIC - Jacqui Aucott
CSWP Connexions – Steve Stewart
Jobcentre Plus – Jacqui Hatfield
NHS Warwickshire – John Linnane, Paul Jennings and Rachel Pearce
Warwickshire County Council – Councillor Peter Fowler
Warwickshire Police – Andy Parker, Deputy Chief Constable
Audit Commission – Gary Hammersley

Officers

Chief Executives:

Nuneaton and Bedworth Borough Council - Christine Kerr
Stratford on Avon District Council - Paul Lankester
Warwickshire County Council – Jim Graham

County Council

Bill Basra, Partnership Delivery Manager
Julie Batt, Senior Analyst
David Carter, Strategic Director for Customers, Workforce and Governance
Marion Davis, Strategic Director of Adult, Health and Families

Monica Fogarty, Assistant Chief Executive
Pete Keeley, Democratic Services
Dr Jackie Lawrence, Energy Manager

<p>1.</p>	<p>Apologies for Absence</p> <p>were received from Board Members:</p> <p>Ian Francis (Warwickshire Police Authority), Cllr Mike Doody (Warwick District Council), Councillor Craig Humphrey (rugby Borough Council), Louise Bennett, Chief Executive, Coventry and Warwickshire Chamber of Commerce and from Simon Warren (Chief Executive Rugby Borough Council)</p> <p>Councillor Alan Farnell advised the PSB that Kim Thorneywork had resigned from the Board due to the dissolution of the Learning and Skills Council in March 2010. The Board expressed their appreciation for her contribution.</p> <p>The Chair welcomed Gary Hammersley to the Board Meeting. Gary had taken over from Mary-Ann Bruce at the Audit Commission.</p>	
<p>2.</p>	<p>Minutes of Previous Meeting</p> <p>The Minutes of the meeting held on 25 November 2009 were agreed and signed as a correct record.</p>	
<p>3.</p>	<p>Sustainable Development and Construction</p> <p>The Chair welcomed Tim Pollard, Head of Sustainability at the Wolseley Centre, Leamington Spa who gave the PSB a presentation on Sustainable Development and Construction. A copy of the presentation is available on the LAA website with these papers.</p> <p>In response to questions, Tim advised that</p> <ul style="list-style-type: none">• There was no legal planning requirement relating to the sustainability of buildings imposed on the construction industry• Visitors to the Centre were often large companies who acknowledged the impact of sustainable construction on energy costs and profitability• There were many standards but it was not always obvious what needed to be done to achieve our aims. <p>The Board were reminded that the Climate Change and Environment Block had submitted a bid to enable the gathering of information including thermal imaging that was considered essential before work could be undertaken to reduce CO2 emissions. The bid had not been supported when the funds were allocated. It was agreed that consideration to this should be given under Item 7 of the Agenda in relation to the use of unallocated funds.</p>	

The Chair thanked Tim for his presentation.

4. Building Schools for the Future

Marion Davies, the County Council's Strategic Director of **Children's Services**, presented the report.

The Board discussed several aspects of the report including the

- The need for an holistic approach that deliver partnership and spatial priorities.
- Opportunity to join up services and improve access to services
- Need to engage all sectors of the local community to maximise the role of the school in the community

The Board:

- (1) Noted the contents of the report and the potential benefits which would result from entry into the BSF programme.
- (2) Endorsed the submission of the Readiness to Deliver assessment and Warwickshire's bid to enter the BSF programme in 2010 – 2011.
- (3) Nominated Christine Kerr, Chief Executive of Nuneaton and Bedworth Borough Council as their representative to serve on the BSF Project Board.

5. Economic Downturn-Report from the Public Service Board Advisory Forum

Following introductory comments from Steve Stewart the Board discussed several aspects of the report. The following points were noted during the discussion:

- The approach should incorporate simple and practical actions as in the Derbyshire example.
- The importance of communicating the Board's activities was stressed.
- The use of local suppliers and businesses should be encouraged wherever possible.

The Board :

- (1) Noted the information gathered by the January meeting of the Advisory Forum.
- (2) Noted 2009 activity as attached as Appendix 1 to the report and provided by the Economic Development and Enterprise Block.

- (3) Agreed that the Economic Development and Enterprise Block, through consultation with the Chair, sending a briefing note to Board members on the impact of 2009 initiatives and that a report be brought to the next meeting of the Board which outlines 2010 activities and medium term priorities to deliver the outcomes as outlined in section 3.1 of the report.
- (4) Noted that the next Advisory Forum meeting (24 March 2010) will seek to explore Sub-Regional developments to ensure that work within Warwickshire is co-ordinated and aligned, harnesses existing mechanisms and maximises the opportunities afforded by developments around Total Place.
- (5) That Heads of Communications Group be tasked with working with the Economic Development and Enterprise Block to ensure that an effective communications strategy is produced that is multi-agency, aligned to sub-regional developments and builds confidence in the Warwickshire economy.

6. Total Place Update

Jim Graham, Chief Executive, Warwickshire **County Council** updated the Board **on the** sub-regional Total Place pilot being delivered across Coventry, Warwickshire and Solihull

He outlined the wide range of issues relating to how key players and partners in an area should work together to deliver effective public services. He advised that a further report would be submitted to **Central Government** on 5 February and regular updates would be submitted to the Board.

7. Partnership Business Update

Monica Fogarty, the County Council's Assistant Chief Executive, presented the composite report addressing business issues relating to the Warwickshire Together Partnership to include Partnership Effectiveness, Peer Review, Learning to Deliver, Away day, Information Sharing, LPSA 2 Stage 2, Review and Refresh-GOWM, implementation of new governance arrangements and other business & financial items

The Board :

- (1) Noted developments in relation to Partnership Effectiveness and the Partnership Improvement Plan, Peer Review, Learning to Deliver Proposals and PSB Improvement and the need to reschedule the April **'Development Day'** meeting of the Board.(Section 2 of the report)
- (2) Noted the recommendations of the LPSA 2 Sub-Group in relation to the allocation of reward grant in relation to LPSA 2 monies and requested that the Sub group reconvene to consider the allocation of unallocated

	<p>resources to those projects (unshaded) that were submitted to the September meeting of the Board and which did not progress to Stage 2 with a particular emphasis to be given to the Thermal Imaging bid.</p> <p>(3) Noted the 2009/10 Quarter 3 position and the projected 2009/10 outturn and make any comments as appropriate. (Section 4)</p> <p>(4) Noted issues highlighted within the LAA Mid Point Performance document and provide guidance on focusing on areas requiring remedial action.(Section 5)</p> <p>(5) Noted GOWM findings in relation to Review and update in respect of the Refresh process (Section 6)</p> <p>(6) Endorsed the partnership governance action plan to ensure that new arrangements for partnership governance take effect from 1st April 2010. (Section 7)</p>										
<p>9.</p>	<p>Any Other Business</p> <p>A discussion was held around a recent meeting of the Warwickshire Safer Communities Partnership. Concerns were expressed around the formal voting process and, although adherence to project procedure was not being questioned, it was acknowledged that the outcomes from voting at that meeting necessitated a re-examination of the processes underpinning that partnership</p>										
<p>10.</p>	<p>Future Meetings</p>										
	<p>The PSB noted that the next meeting scheduled for the 27 April (full day) would be re-arranged.</p> <p>The Board noted the times, venues and dates of the other meetings during 2010 as follows -</p> <table data-bbox="266 1360 1127 1476"> <tr> <td>21 June -10.00am</td> <td>-</td> <td>Council House, Atherstone</td> </tr> <tr> <td>20 September -10.00am</td> <td>-</td> <td>Council House, Atherstone</td> </tr> <tr> <td>23 November -10.00am</td> <td>-</td> <td>Saltisford, Warwick</td> </tr> </table>	21 June -10.00am	-	Council House, Atherstone	20 September -10.00am	-	Council House, Atherstone	23 November -10.00am	-	Saltisford, Warwick	
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20 September -10.00am	-	Council House, Atherstone									
23 November -10.00am	-	Saltisford, Warwick									

The meeting finished at 4.15 p.m.

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Chair

North Warwickshire Community Partnership

Notes of Meeting – 4 March 2010

North Warwickshire Borough Council, Atherstone

Present:

Jerry Hutchinson	North Warwickshire Borough Council
Councillor Hayfield	North Warwickshire Borough Council
Councillor Phillips	North Warwickshire Borough Council
Julie Taylor	North Warwickshire Borough Council
Robert Beggs	North Warwickshire Borough Council
Joanne Rooke	North Warwickshire Borough Council
Zoe Davies	North Warwickshire Borough Council
Councillor May	Warwickshire County Council
Martin Gibbins	Warwickshire County Council
Bill Basra	Warwickshire County Council
Jo Roberts	Warwickshire County Council
Councillor Shaw	Warwickshire County Council
Dave Clarke	Warwickshire County Council
Jenny Butlin-Moran	Warwickshire County Council
Iris Filmer	North Warwickshire Older Peoples Forum
Jane Kimberley	North Warwickshire and Hinckley College
Kim Slater	Warwickshire Rural Community Council
Terry Leather	NHS Warwickshire
Judy Vero	Atherstone Civic Society
Davina Key	Warwickshire CAVA
Jane White	Volunteer Centre North Warwickshire

Apologies:

Paul Roberts	North Warwickshire Borough Council
Councillor Phillips	North Warwickshire Borough Council
Richard Morcombe	North Warwickshire and Hinckley College
Sue Healy	Community Volunteer
Peter Thompson	Warwickshire County Council
Councillor Fowler	Warwickshire County Council

1 **Notes of the Meeting held on Thursday, 3 December 2009**

The notes of the meeting held on 3 December 2009 were agreed as a correct record.

2 **Matters Arising**

Mancetter Quarry transfer of land – Martin Gibbins reported that this was an on-going issue, and that WCC would not be taking on the ownership of this land. The Section 106 Agreement would not come into fruition for another 10 years. Zoe Davies felt that the transfer of the land to NWBC would be too big a responsibility to take on.

LEADER – Ann McLauchlan reported that the Local Action Group, which currently consisted of members of the Choice, Access and Transport theme group, had met recently and a Local Action Group Executive had been set up to make financial decisions. The Local Criteria had been agreed for funding applications. The two posts for the LEADER project would be advertised within the next two weeks. One of the posts will be located in the Borough Council and the other in Warwickshire CAVA. It was anticipated that projects would start to be approved in June/July 2010, with a minimum funding of £15k. Contact was being made with those organisations who had already submitted expressions of interest for funding so that these could be re-visited and re-submitted and it was hoped to run an Expressions of Interest workshop in the near future.

Voluntary/Community Activity – Polish Migrants – Julie Taylor reported that a PSB Equalities Conference on Supporting New and Emerging Communities was to be held on 16 March 2010 at the George Eliot Hospital. A Migration Impact Fund which was co-ordinated by WCC was working across the County. They had just issued an end of year report of progress against delivery and anyone requiring further information should contact Julie Taylor.

Atherstone Railway Bridge Retention – It was not possible to provide a report on the current situation, but Ann McLauchlan agreed to circulate an update via e-mail once this was available.

Area Community Learning Partnership – The briefing note setting out the work of the Area Learning Partnership was noted and it was agreed that it would be useful if Peter Thompson attended the next Partnership meeting in June to explain this further.

Narrowing the Gaps – Community Consultants Project – Martin Gibbins confirmed that, subject to confirmation of funding, this would go ahead.

Kingsbury Narrowing the Gaps Project – It had not been possible to arrange a presentation for this meeting, but it was hoped to arrange for this to take place at the Partnership meeting in June.

3 **Reports of the Strategy Groups**

Children Young People and their Families Group

The Partnership received and noted the report of the Children Young People and their Families Group. Jaki Douglas reported that the County-wide Children's Trust Conference was being held on 5 March 2010.

Voluntary and Community Activity Group

The Partnership received and noted the report of the Voluntary and Community Activity Group.

Choice, Access and Transport Group

An update on the work of this Group relating to the LEADER project had already been given under item 2 above.

Decent and Affordable Housing Group

The Partnership received and noted the report of the Decent and Affordable Housing Group. It was highlighted that there had been a slight improvement in the housing market which had seen house prices rise very slightly. In addition, talks were now taking place with Housing Associations about looking at mixed tenure on developments in order to move away from 100% social rented as shared ownership was starting to come back into the equation.

Colin Hayfield congratulated the theme group on the work that they had undertaken to secure funding to build 25 homes across Water Orton, Kingsbury, New Arley and Fillongley.

The Environment Group

The Partnership received and noted the report of the Environment Group. It was noted that in light of the potential changes to the Community Partnership structure, the Group would be discussing options for the future of the Group.

Health and Well-Being Group

The Partnership received and noted the report of the Health and Well-Being Group.

Area Community Learning Partnership (Education and Lifelong Learning)

The partnership received a verbal update on the work of the Education and Lifelong Learning Group.

Safer Communities

The Partnership received and noted the report of the Safer Communities Group. The reduction in the funding allocated to the North Warwickshire Community Safety Partnership for 2010/11 was highlighted and the potential implications on local delivery were noted. Following a request at the last Partnership meeting as to how the reporting of graffiti incidents and the subsequent removal could be raised, details of the removal process had been set out in the report.

4 **Draft Sustainable Community Strategy Action Plan**

The Partnership received the first working draft of the Sustainable Community Strategy Action Plan. The action plan would focussing on the delivery of the new Sustainable Community Strategy 2009-2026 which was endorsed at the Board's meeting held in December 2009.

The draft action plan set out actions under each of the three priority headings. A workshop was to be held in March with lead officers to cross reference actions and to discuss new ways of working across agencies and partnerships to ensure the Partnership was addressing the key priorities.

As the development of the new strategy was underpinned by evidence based planning approach, it was paramount that the partnership had an effective monitoring process. A robust performance management approach would support the delivery of this work to ensure that there was greater accountability for the delivery of the current plan. This would be the subject of further consideration and would be reported to the Board at its next meeting in June 2010, together with the final draft of the action plan.

Colin Hayfield suggested that a short, sharp action plan be brought to the next Partnership meeting.

Agreed:

That the working draft of the North Warwickshire Sustainable Community Strategy Action Plan be noted.

5 Delivery of Sustainable Community Strategy Priorities

The Partnership received a discussion paper which set out four potential options for the structure of the Partnership which were considered to be the most appropriate for the delivery of the Sustainable Community Strategy. The Chairs and Lead Officers Group had met on 3 February and had identified Option D, as set out in the discussion paper, as the preferred option. If this option was agreed, it would come into full effect from April 2011 with 2010/11 being the transition year towards full implementation. Consideration would need to be given to the composition of the Board which currently included a representative from each of the theme groups.

A further report would be brought to the Partnership meeting on 17 June which would address the outstanding issues including representation, timetable for implementation, priority "theme group" activity etc.

Agreed:

1 That the Partnership endorses the Theme Group and Lead Officers proposal that option D be adopted by the North Warwickshire Community Partnership in delivering the Sustainable Community Strategy; and

2 That the approach be adopted with full effect as from April 2011.

6 Narrowing the Gap Action Plan 2008/09 and 2009/10

The Partnership received an update report on the Narrowing the Gaps Action Plan 2008/09 and 2009/10. Details of the 14 projects that had received funding were given together with the progress made on the projects to date. Further reports on progress with regard to the Actions Plans would be made to future meetings of the Partnership.

Agreed:

That the partnership notes the progress made in respect of the Narrowing the Gaps Action Plan 2008/09 and 2009/10.

7 Planned and current consultations in North Warwickshire

Local Transport Plan 3 - Warwickshire County Council

Robert Beggs circulated a copy of the questionnaire issued by WCC which enabled people to have their say on the future of transport in Warwickshire. The Partnership had been asked for its comments on the points raised in the questionnaire and Mike Dittman (NWBC) was currently preparing a response, which would be circulated to Partnership members shortly. It was requested that any comments on the response be fed back to Robert Beggs. The final stage of the consultation on the Local Transport Plan 3 would be taking place later in the year.

8 Future Agenda Items and Any Other Business

It was agreed that presentations from the Kingsbury Narrowing the Gaps Project and the Warwickshire Observatory be arranged for the next Partnership meeting to be held in June.

Councillor Hayfield reported that the Arden Heritage Trail Lottery funded project was now reaching its conclusion. Features had been installed in various parishes and there had been a huge amount of community involvement in this project. Julie Taylor said that the project would be completed by 1 June 2010 and that a Festival of Walks and Launch event were being planned for May 2010.

Councillor Hayfield explained that the Borough Council had allocated £40k one-off funding to be divided equally between the four Area Forums to enable each Forum to commission small projects which related to the Partnership's three key priorities. It was hoped that the County Council Area Committee could match fund this amount which would make a total of £20k for each Forum

9 Date of Next Meeting

Thursday, 17 June 2010 at 3pm at The Council House, Atherstone.