

EXECUTIVE AND RESOURCES PDS COMMITTEE

19th November 2014

7. QUESTIONS TO THE RESOURCES PORTFOLIO HOLDER

The following questions have been received from Councillor Ian Dunn for written reply –

1. What posts were filled by the Adecco Agency Worker contract between 1 April 2013 and 31 October 2014? For each post, please provide the start date and end date, if relevant. How much was spent on this contract in 2013/14 and how much in the current financial year to date.

Reply:

The spend in 2013/14 and the current year to date is £6.4m and £4.5m gross respectively. Agency workers are engaged for a variety of reasons including covering short and long term staff absences, established posts pending fundamental review of the posts or/and services, etc. Adecco adopted the beeline monitoring system in October 2013, and to date circa 1,026 assignments have been procured under the contract. Based on this number it is practically difficult to list the start and end dates of each assignment. Instead a list of example job roles is provided below for information –

- Clerical/Admin Officers
- Secretary
- Scanners
- Mail Support Assistant
- Registrar Assistant
- Care Link Officers
- Support Workers - Extra Care Housing
- Support Workers - Learning Disabilities
- Support Worker - Fostering
- Mental Health Social Workers
- Senior Social Workers
- Social Worker
- Care Managers (Social Workers in Adults)
- Care Manager Assistants
- Occupational Therapists
- Team Leader Intermediate Care
- Reviewing Officer
- Initial Contact Worker
- Kitchen assistants
- Passenger Assistants
- Deputy Manager
- Team Manager
- Technical Assistants Planning
- Assistant Accountants
- Business Support Officers
- Contract Officers
- Finance Officer
- Governor Services Officers
- Lunchtime helper
- Travel Plan Advisors

Lawyer/Senior Lawyer
HR Assistant
Nursery Practitioner
Day Opportunities Assistant Learning Disabilities
AD Adult Social Care
Energy Programme Officer
Telephone Supervisor
CCTV Mobile Unit Driver
Accident Analyst
Road Safety Officer
Arboricultural Officer
Grounds Maintenance
Housing Options Officer
Youth Offending Team Officer
Casual Drivers

2. Please provide the full list of variations with authorisations to the Liberata Exchequer Services contract referred to in the register.

Reply:

See attached table.

3. For each contract of annual value over £500,000 which reached its end date in the last four years, please state whether it was subject to a full re tendering process or had its duration extended. For contracts which were extended, please state for how long.

Reply:

While the details recorded and required in the Contracts Register have changed over this period, which has complicated the required comparison - from the information on the published registers between 2011/14 -

There were 64 Contracting arrangements recorded on the Register with a value over £500k, of which -

29 were in place throughout this period;
10 were for one-off arrangements and/or did not require replacement;
24 were replaced via tender action*;
1 was subsumed in to other arrangements.

* The basis of contracting for the Domiciliary Care Service changed over this period with a delay in the tender process while the new framework arrangements and approach to this service delivery were finalised (2 to 3 Quarter 2012). This caused a hiatus between the end of existing arrangements and the start of the replacement contracts. In a similar fashion delays to a London Wide replacement framework for Agency Staff caused a delay in the start of this contract. In both cases award was made via reports to the Executive Committee of the Council.

Question 2: Exchequer Services – CCN Index

CCN Number	Agreed	Description	Annual Value	Comments
1	Y	Change to time requirement for keeping records - Payroll	Nil	
2	N	Possibility of outsourcing HB/CTB Appeals		
3	Y	New Homes Bonus	£31,320	Agreed M Bowen & Cllr Arthur
4	Y	Reduction to Customer satisfaction survey to bi-annual	- £773	
5	N	Possibility of moving to bi-annual SPD exercises		
6	Y	Checking on student exemptions	£1,255.66	Requirement of Audit Sub
7	Y	Ceasing paper payslips	-£10,684pa	
8	Y	Transfer of Central Income Team	£194k p.a.	Agreed by Executive 26 th January 2012 – RES12020. This delivered £46k p.a. savings to the Council
9	Y	Closure of cashiers	- £26,975	
10	Y	Non-production of paper payslips (employees)	- £2,164.32	
11	Y	Waste/recycling leaflets posted with CT bills	£510	Required Cllr Smith
12	Y	Change of work levels to reflect Atlas	Nil	
13	Y	Provision of Academy support	£37,272	Previously supplied by Capita
14	Y	Collection of Mayors infrastructure levy	£7,000 12/13 £15,125 13/14 See 32 below	Agreed by Lesley Moore & Steve Ing
15	Y	Additional debtors/central income work	£1,461.20 pa	
16	Y	One-off RPIX deduction for 12/13	-£48,000 approx (12/13 only)	Agreed in conjunction with Pete Turner
17	Y	Change in cash collections	Nil	New collections to be invoiced direct by Liberata. Changes in respect those currently receiving service cost to be adjusted by LBB
18	Y	Liberata update Anite for new tenancies	£17,830 (12/13 only)	
19	Y	Accounts payable transfer to Liberata	£547k p.a.	Agreed by ER PDS Committee 18 July 2012 - RES12133. This delivered savings of 347k p.a. to the Council
20	Y	Customer Satisfaction survey not to be undertaken in Year 2	-£270.80pa	
21	Y	Pension contribution of Tupe'd staff	£7,946	Agreed Pete Turner
22	Y	Charging orders only to be enforced on debts over £5000	Nil	

23	Y	Telephone solution – Bridge to North Block	£14,650pa implementation & £6,638pa	Ongoing liability to be met from accommodation/property budget (see Tuan)
24	Y	Reduction in pensioner pay advices	-£10,684 from 01/04/13	No paper payslip unless change of £10 or more
25	Y	Pension Regulation Change	£31,240 set-up costs. Annual charge £6,830	Proposal agreed. Cleared Pete Turner, HR and Janice. Signed 16/5/13
26	Y	Direct Payments Monitoring Backlog	£1,898.50 per month for 3 months commencing April 2013	
27	Y	Additional debt recovery	£70,000 – paid in 2 instalments March 2013 & April 2013	One –off funding - Signed by Lesley Moore 23/5/13 to reduce overall outstanding debt around increased temporary accommodation and care services. This helped reduce debts outstanding to the Council above normal levels
28	Y	NHS TUPE	£3,284 set-up £6,330pa	From NHS budget
29	Y	Welfare & Benefits Reform	£49,690 set-up £235,365 13/14 £142,937 14/15	Agreed by PDS 27/3/13.
30	Y	Benefit Cap implementation	£30,582.08	Agreed 9/4/13
31	y	Orpington BIDS	Set-up £1,875 Ongoing £5781.18pa	Payment from Martin Pinnell budget
32	Y	Amendment to Mayors Infrastructure Levy – Reduced Cost to £5,475pa	£5,475pa	Signed Lesley
33	Y	Administration of Carelink database	Increase of £2,639pa	Signed Lesley
34	Y	Change to Servers	None	Move to virtual servers (Academy)
35	Y	Stopping of Council Tax leaflet	Saving £2,000pa	Set-up costs £100
36	Y	SPD exercise by Equiniti	Saving £10,000pa	Set-up costs £500
37	y	Implementation of Heywoods Altair Pension System	£28,350pa	Set-up costs £60,000

38	Y	Core Fee Discount	Saving £61,811.70 13/14 only	
39	Y	Outsourcing Customer Services from November 2013	£804k p.a.	Executive 11 th September 2013. Savings of £68k p.a. to the Council. RES13157
40	Y	Change to BID summons arrangement	nil	
41	Y	2014 Pension Regs	£25,853.75pa	Set-up costs £31,676.50
42	Y	Reduction on RPIX increase	**	Limit to 1.9%
43	Y	Extra costs for customer serv – pension contributions	£2,497.75	Plus £17,543.06 for earlier period
44	Y	NNDR Retail Relief	14/15 -£7,113	Set-up costs £1,222
49	Y	Identification of new business premises	Nil + percentage gain	