



## Finance and Performance Sub-Committee 29<sup>th</sup> October 2018

### Transfer of Funds into the 2018/19 Capital Programme

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#### Purpose of report

The purpose of this report is to seek approval from the Sub-Committee to transfer the budget of £18,000 from the development pool into the 2018/19 capital programme in relation to the current procurement of a committee management system.

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#### 1.0 Background

- 1.1 This report seeks formal approval to transfer the budget in relation to the committee management system from the development pool into the 2018/19 capital programme.

#### 2.0 Committee Management System

- 2.1 The administration of the democratic framework and decision making process at the council is largely reliant on a manual system which, following review, needs to be replaced to improve the efficiency and effectiveness of current processes. It is considered important that officers and councillors become familiar with such a system as it is anticipated that the proposed new Unitary Council will use one. It will also enable the Democratic Services Team to support the additional work required for the preparation for the new Unitary Council.
- 2.2 Procurement for a committee management software system is now entering its final stages in order to achieve this. In light of the uncertainty of local government reform in Northamptonshire it is proposed to award the contract for a period of two years plus the possibility of extension for two periods of one year (potential total contract length of four years) to allow for any necessary closedown and transfer of information if the new Unitary Council proceeds.

#### 3.0 Capital Programme

- 3.1 In order to progress, approval is requested to transfer the budget for 2018/19 totalling £18,000 from the development pool into the capital programme.
- 3.2 The cost for the committee management system in 2018/19 will be borne from the capital programme. The licensing and maintenance costs for future years will be incorporated into the normal revenue budget setting process, along with any potential savings.

#### 4.0 Equality and Diversity Implications

- 4.1 There are no known equalities issues arising from this report.

## **5.0 Privacy Impact Implications**

- 5.1 There are no new privacy impact implications arising from this report. A full Privacy Impact Assessment will be completed for the introduction of the new system but the type of information collected and processed by this council using the new system is not anticipated to change as it is covered by statutory requirements.

## **6.0 Legal Implications**

- 6.1 The purchase of the Committee Management System will enable the more efficient discharge of the council's legal obligations in relation to the publication of agendas, reports and minutes and councillor's Registers of Interests.

## **7.0 Risk Management**

- 7.1 The proposed system will be 'cloud' based and therefore it will help mitigate the risk of loss of availability of information about the council's democratic processes.

## **8.0 Resource and Financial Implications**

- 8.1 This report is of a financial nature and the implications are set out within the report.

## **9.0 Constitutional Implications**

- 9.1 There are no known constitutional implications arising from this report.

## **10.0 Implications for our Customers**

- 10.1 The committee management system will improve access for the public to the council's decisions. The current publication of agenda, reports and minutes on the council's website requires residents to have an in-depth knowledge of the council's decision making system in order to find items of interest. There are also options to enable residents and councillors to subscribe to updates to specific committees or for specific topics, such as anything happening in their ward.

## **11.0 Corporate Outcomes**

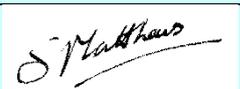
- 11.1 This report links to the corporate outcome of *Good Value for Money* – Purchase of the system will simplify the current complex manual processes to support governance activities. It may also be possible to reduce some printing, paper and postage costs in due course.

## **12.0 Recommendation**

- 12.1 The Finance and Performance Sub-Committee is asked to approve the transfer of £18,000 from the development pool into the 2018/19 capital programme for the purchase of a Committee Management System.

*[Reason: To enable improvements to the creation, publication and dissemination of*

agendas, reports and minutes and prepare staff and councillors for new ways of working]

<b>Legal</b>	Power: Local Government Act 2003				
<b>Background Papers:</b>					
<b>Person Originating Report:</b> Amy Eyles, Finance Manager ☎ 01832 74(2087) ✉ aeyles@east-northamptonshire.gov.uk					
<b>Date: 18/10/2018</b>					
<b>CFO</b>		<b>MO</b>		<b>CX</b>	
		<b>19/10/18</b>			