



Customer Services & Resources Scrutiny Committee

Agenda

Scrutiny Committee Members: Councillors Adigun-Harris (Chair), Taylor (Vice-Chair), Armstrong, Barrett-Payton, Ellis-Miller, Hughes, Hymans, McPherson, Reid, Stuart (Alt)

Executive Councillor Customer Services & Resources: Cllr Liddle

Agenda despatched and placed on public deposit: 3 November 2005

Date: Tuesday 15 November 2005

Time: 5.00pm

Place: The Guildhall

Contact: Cristina Marsh

Direct Dial: 01223 457086

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Agenda A

1 [Minutes](#) Page1
To approve the minutes of the last meeting on 12 July 2005 as a correct record.

4 **Apologies**
To receive any apologies for absence.

4 **Declarations Of Interest**
Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal and Democratic Services **before** the meeting.

4 **Public Questions**
You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.
If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Non- Key Decisions for pre-scrutiny

The following items have been referred to the committee for scrutiny before the Executive Councillor makes a decision. The reason for their referral is indicated.

5 [2005/06 Service Performance Reviews and Revised Revenue and Capital Budgets](#) (Officer contact: Linda Thompson, Accountant, tel. 01223 458143).

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Appendix A- 2005/06 Revised Revenue Budget Position

Appendix B- 2005/06 Current Year Funding Requests and Savings

Appendix C- 2005/06 Revised Capital Position

Appendix D- 2005/06 Service Performance Reviews for the Customer Services and Resources portfolio which the Committee decided at its last meeting it wanted to pre-scrutinise

- [Human Resources](#) Page 21
- [Reception & Office Services](#) Page 31
- [IT Contract Management](#) Page 35
- [Revenue Services](#) Page 39
- [Markets](#) Page 45
- [Procurement](#) Page 51

Key Decisions

Scrutiny Committee members will be invited to comment on the reports shown below. The relevant Executive Councillor will be present at the meeting and, following consideration by the committee, will make a decision taking into account the Committee's comments.

- 6 [Customer Access Strategy](#) (*Officer contact: Frances Barratt, Customer Access Program Manager, tel. 01223 457008*) Page 55
- 7 [Corporate GIS Strategy](#) (*Officer contact Tim Cliff, Geographic Officer & Liaison Officer, tel.01223 457184*) Page 67

Non- Key Decisions for pre-scrutiny

- 8 [Disposal of land to r/o 51-57 Ditton Fields](#) (*Officer contact John Cowin, Report by Head of Property & Building Services, tel. 01223 457431*). Page 119

The above non-key decisions were not on the Forward Plan published on 14 October, nor could the Scrutiny Committee be given 15 working days notice. Therefore, it is reported to the Scrutiny Committee automatically.

General Items

- 9 **Forward Plan** The current version of the Forward Plan for this Scrutiny Committee is set out below so that the Committee can decide which non key items it wishes to scrutinise at the January meeting.
- 9.1 **Tendering Contracts - Changes to the pre-qualification process for organisations interested in tendering for Council contracts** - To approve a standard pre-qualification process for organisations to be invited to tender for Council contracts and to abandon the maintenance of select lists. The Council's Constitution makes provision for the setting up and maintenance of select lists for certain classes of works and services. These lists are very time consuming and costly to maintain and officers have been considering alternative methods of pre-qualification for organisations to be invited to tender for Council contracts. Adopting a standard process will save potential tenders and Council officers considerable time in undertaking this early part of a tendering process particularly where organisations are registered with Constructionline and CHAS (although such

registration will not be mandatory). A consequence of a new standard process would be the abandonment of the now out of date select lists. The provision in the Contract Procedure Rules for using select lists will be removed in the next round of amendments to the Constitution. (*Debbie Quincey*)

9.2 New "Buying Green at Cambridge City Council" Guide To agree the key principles of the new environmental purchasing guide and approve/ reconfirm several policies concerning the procurement of specific commodities, such as paper and timber. The Guide has been prepared to supplement the Council's new Procurement Strategy. It gives guidance to staff on best practice and specific Council policies relating to sustainable procurement, and how they can procure goods and services that have a reduced impact on the environment. (*Sally Pidgeon*)

9.3. Contract for Internal Courier Service - The Council's existing internal courier contract expires on 31 January 2006. Tenders are being sought and the Executive Councillor will be asked to approve the contract award after the tenders have been evaluated by the officers. (*Officer contact: Geoff Olliffe, Head of Reception and Office Services, tel. 01223 457031*)

10 Decisions By The Executive Councillor - The following Records of Decisions are reported to the Scrutiny Committee. Members were copied these decisions by e-mail at the time the decisions were taken.

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- [Guildhall Server Room](#)
- [Wireless Working \(Wireless Imaging\)- Bid for Technology Investment Fund Funding](#)
- [Sale of Land Between Colleges, Nursery School and Arbury Community Centre, Campkin Road, Cambridge](#)
- [Tendering for the Council's Internal Courier Contract](#)
- [Bandwidth Link Between Guildhall-Mandela-Mill Road](#)

Information for the public

Next scheduled meeting

The next meeting of the Customer Services & Resources Scrutiny Committee is scheduled for 17 January 2006

Public attendance

You are welcome to attend this meeting as an observer, although it may be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

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