

Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
21/05	14/10/05	S Borwick	21/10/05	8/11/05
Prior to processing this form it must be referenced by the Secretariat				

The \_\_\_ Leaders Portfolio Holder

Date 14<sup>th</sup> October 2005

Dear Councillor

**REQUEST FOR AGREEMENT TO URGENT ACTION UNDER EXECUTIVE PROCEDURE RULES**

I enclose two copies of the standard urgent action form and should be grateful for your agreement to action required urgently in the circumstances set out below. Please contact me if you require further information.

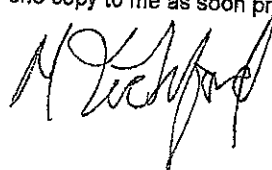
Portfolio: Leaders
Date of next Executive meeting: 8 <sup>th</sup> November
Action proposed: To agree to make a payment to the Whitehaven Town Centre Group to fund the 2005 Xmas Lights Switch on event, a continental market, German beer market, flower market, marquee of music and to advertise all these events. These events will run from December 2005 to Early summer 2006. CBC's funding will be matched with funding from both the CCC and BNG to ensure all these events are delivered.
The Town Centre Group will also support, within the 16K requested fund the Whitehaven Business Against Crime - which is as the title suggest to support Businesses. The Town Centre support funding will allow the organisation to obtain match funding
Financial/Resource Implications: 16K to be funded from the budget agreed for the Whitehaven Town Centre Manager
Background information: The Council agreed to part fund the Whitehaven Town Centre Manager for the financial year 2005/06 but the Town Centre Group were unable to secure the match funding and the post holder vacated the position in July 2005, which left an 20K underspend. The Group has met with the Leader of the Council and emphasised the need for a Xmas event and other events to ensure the high profile of Whitehaven and Copeland is retained, especially in light of the new retail developments in Workington planned for next year
Reason(s) for urgency: The need for urgency is to allow the Town Centre Group to employ the Maritime Committee to organise the Xmas event in the remaining time leading up to the festive season, and to make early arrangements for the future events.
Comments of Head of Finance & Business Development: <i>Within remaining budget for WTCU.</i>
Signature: <i>S.C. Borwick</i>
Comments of Head of Legal and Democratic Services: <i>Agreed</i>
Signature: <i>M. Japer</i>
Comments of other officers consulted:
Signature(s):
Comments of Overview and Scrutiny Chairman: <i>Peter E Kennedy 18 Oct 2005</i>

Signature: \_\_\_\_\_

Please indicate your views in the box below and return one copy to me as soon practicable.

Yours sincerely

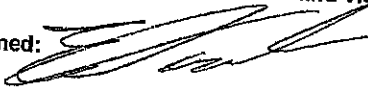
(Business Unit Manager/Chief Executive/Director)



I agree\*/~~disagree~~\* with the action proposed

Comments: The Town Centre Group have been told that this would be a one off payment and no budget provision is there for 2006/07. In light of the risk of adverse publicity for both the Town Centre Group and CBC I feel the request is worthy of support. I have also insisted that CBC gets maximum publicity from all these events which both locals and visitors will enjoy.

Signed:



Date: 21-10-05

Cllr (insert name)

Edward

\*Please delete as appropriate

Note 1.

A copy of the completed form should be kept on the project file and the original taken to Secretariat Note 2.

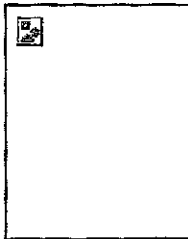
Date taken to Secretariat:

Initials

This form and action taken must be reported to the next meeting of the Executive.

Date reported to Executive:

Initials



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
23/05	19/10/05	J Salt	21/10/05	21/10/05
Prior to processing this form it must be referenced by the Secretariat				

The Leader Portfolio Holder

Date

Dear Councillor

### REQUEST FOR AGREEMENT TO URGENT ACTION UNDER EXECUTIVE PROCEDURE RULES

I enclose two copies of the standard urgent action form and should be grateful for your agreement to action required urgently in the circumstances set out below. Please contact me if you require further information.

Portfolio: <u>LEADER</u>
Date of next Executive meeting: 8 November 2005
Action proposed: To gain approval to employ Capita Local Government Services to process the backlog of benefit cases remotely from their Carlisle offices.
Financial/Resource Implications: The cost of employing Capita will be in the region of £55,000 and the technology to allow remote access will require an investment of up to £25,000.
Background information: <p>We have now installed all the new IT equipment that was funded, in the main, by DWP. In fact DWP have already invested over £1m in this authority, both in support of implementing the new system but also the change programme. As you are aware our Revenues and Benefits service (RBS) was reviewed last year by the Benefit Fraud Inspectorate, which resulted in the production of a report that included a number of recommendations. In response to these recommendations an action plan was agreed and RBS have been delivering the majority of actions within the target timescales. The action plan is being regularly monitored by the OSC P&amp;R. We recently had a visit from the Local Authority Performance Division (LAPD) of DWP to review our progress of the action plan in order for them to report back to Ministers. Whilst they were relatively happy with the actions we have taken to date they remain concerned that our BVPi's are not improving.</p> <p>The main problem is that we have been unable to clear the backlog of work which has accumulated over the last 7 months following the implementation of the new IT system, the conversion immediately prior to year end and 11% of available time lost as a result of sickness and annual leave. The section realised that this was reaching an unacceptable level in July and the solution at that time was ring fence the backlog, have one team working on current work coming in and the other working on the backlog. It is worth pointing out that new claims have remained a priority throughout this time and should not therefore be within the oldest backlog.</p> <p>Unfortunately this solution only resulted in the current team moving into a backlog situation. It was therefore decided to work with the BFI Performance Development Team (PDT) to establish why we were failing to improve and to establish a recovery strategy. The initial findings from this piece of work is that we do barely have sufficient trained staff to deal with the existing level of incoming post. This means that the only way to eliminate the backlog is to bring in external support.</p> <p>To ensure that the best price for this work is achieved we have approached the most local office that is</p>

capable of accessing our system remotely electronically.

Reason(s) for urgency:  
It is estimated that it will take between 12 - 16 weeks for the backlog to be eradicated depending on the resources available at Capita. This means that if they start the process w/c 7 November it could still take us until 24 February 2006 to achieve our target. The LAPD have advised us that it is essential that we do not take a backlog forward in to the next financial year.

Comments of Chief Finance Officer:  
It is recommended that funding is taken partly from contingencies (£30,000) and partly from Major Projects Fund (£50,000) This will leave £602,248 in the MPF and £84,179 in contingencies. In light of the urgency I agree to the appointment of CAPITA and waive £50's as per Contract Standing order 13.  
Signature: S.C. Bowler

Comments of Chief Legal Officer:  
Agreed - and that Contract Standby Orders be waived.  
Signature: M. Jopson

Comments of other officers consulted:  
Signature(s):

Comments of Overview and Scrutiny Chairman:  
John G. Clarkson  
Signature:

Please indicate your views in the box below and return one copy to me as soon practicable.

Yours sincerely Jane Satt  
(Business Unit Manager/General Manager/Strategic Director)

I agree\*/disagree\* with the action proposed

Comments:

Signed:  Date: 20<sup>th</sup> Oct 05

CIr (insert name) E Woodburn

\*Please delete as appropriate

Note 1.

A copy of the completed form should be kept on the project file and the original taken to Secretariat  
Date taken to Secretariat: Initials