



Minutes

Name of meeting	OVERVIEW AND SCRUTINY COMMITTEE
Date and time	THURSDAY, 8 OCTOBER 2009 COMMENCING AT 6.00 PM
Venue	COMMITTEE ROOM ONE, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs Vanessa Churchman (Chair), Jonathan Bacon, George Cameron, John Hobart, Colin Richards, Margaret Webster, David Whittaker
Cabinet Member	Cllr George Brown - (Cabinet Member for the Economy, Tourism, Leisure and Planning)
Officers Present	Jonathan Baker, Steve Beynon, Dave Burbage, Marcus Elsom, Stuart Love, Paul Thistlewood
Other Members	Cllr Roger Mazillius
Apologies	Cllrs Reg Barry, Julie Jones-Evans, Ian Ward, Chris Welsford, William Wyatt-Millington

9. **Minutes**

RESOLVED:

THAT the Minutes of the meeting held on [23 July 2009](#) be confirmed.

10. **Declarations of Interest**

There were no declarations at this time.

11. **Public Question Time**

Mr David Miller of Cowes submitted a written question about the issue of disapplying Call In for the School Organisation – Decision on the Statutory and Competition Notices that was decided at the meeting of the Cabinet on 1 October 2009 and a supplementary question on the relevant scrutiny panel reviewing the schools reorganisation on a regular basis. The Chairman provided a response.

12. **Business Systems Improvement Project (BSIP)**

The Head of Strategic Projects advised the Committee that the Business Systems Improvement Project (BSIP) initiative was the first stage in the

wider transformation programme for the council. It was fundamentally improving the way the council carried out its business.

There would be three stages to the project which would be Core Financials & Procurement, Core Human Resources (HR) and Payroll and E-Recruitment (and HR self service).

The implementation of BSIP would be a phased approach that consisted of five parts that started with project preparation and concluded with the system going live.

The achievements of the project would be far reaching and included such advantages as the improvement, streamlining and standardisation of all processes for the core business, better and informed decision making and faster access to more accurate financial information.

Implications for staff would be no more paper ordering pads, better budget management, key information stored in one place and the computerisation of many existing paper forms.

The committee were advised that the first stage of the project, the live launch of the main computer system delivered by SAP on 1 April 2009, had been a success. Over 1,000 members of staff had been trained in the use of SAP although it was acknowledged that the initial training was not deemed to be as thorough as it needed to be. However a network of "Superusers" had been established in all Directorates to assist staff with any ongoing problems.

The Head of Strategic Projects reported to members that the second stage of the implementation, the SAP go live for HR and Payroll was originally identified as being on 1 October 2009. However, it was decided to put this back to 1 December 2009. This was to maximise the success of the implementation of the stage. Changes within this area would include a new payslip and for those who have access to online services, an option to have an on line payslip. Expenses would also be claimed online and staff Personal Development Reviews (PDR'S) would be contained on the system to assist in training and development needs.

SAP had a dedicated reporting structure which would improve updated control processes. All staff would also be placed on a monthly payroll.

The Committee was reminded that as well as BSIP, other areas of the transformation project included the review of all council buildings.

Members were advised that SAP was simply the name of the operating system that was being used and PIPS was the name of the old payroll system that SAP was replacing.

The Head of Strategic Projects advised the Committee that any member of staff that was experiencing a problem with the system could at anytime contact their relevant "Superuser". Members were also advised that under the old PIPS system, there had been some discrepancies that appeared to identify certain members of staff without a manager. The SAP system would

address any such issues, ensuring all employees were accountable to a Manager.

The Director of Resources reported that the SAP system was proving to be a much more reliable, robust and quicker method than that of FIDO, the name of the previous main financial system, and time was being saved which would inevitably bring about a financial benefit.

The Director of Resources advised further that as a result of the improved system, 70% of invoices were being paid within 20 days.

The Head of Strategic Projects reported that with regards to procurement, great improvements had been made. Tenders were awarded on a cost / quality evaluation which was carried out with a fully scored process consisting of an eight weighted criteria.

Whilst there was no actual full gateway review (a process which examined programmes and projects at key decision points in its lifecycle) of BSIP, the various phases of the programme, of which phase one was on target, provided a similar opportunity of re-assessment. There were also monthly internal meetings of the Project Board which consisted of the council's Director of Resources, Project Manager and Head of Strategic Projects as well as representatives from the councils Humans Resources' and ICT departments along with BSIP consultants, Logica.

Members were advised that any delays in the process were as a result of careful consideration and would incur fewer costs than committing to dates that were ultimately unachievable. Members were also told that the savings over a ten year period as a result of the BSIP period would be significant. Such savings would be as a result of not just the new system but also the review of the councils staffing levels and the property of which it owns, meaning fewer buildings to maintain and less equipment and furniture to use. There would also be a reduction in the council's carbon footprint due to more efficient equipment using less power.

Council officers had also visited other authorities who have experienced similar transformation initiatives to gain valuable knowledge and skills.

Members were assured that there was a structure of servers that would backup the system on a daily basis, thus mitigating the risk of any serious loss of data due to a crash. Security was also monitored by means of a series of penetration tests in which the council employed a company to check the fallibility of its IT and data bases.

The Chairman suggested that a report be produced that provided an updated breakdown of forecasted dates and costs against timescales in order to offer full transparency.

RESOLVED

- (a) THAT a report of the timescales of the BSIP project that takes into account the actual dates and costs against those forecasted be made available to Committee Members.

(b) THAT the BSIP presentation be noted.

13. **Councillor Call for Action Protocol**

The committee was advised of the background to the provisions for a councillor call for action as contained in the Local Government and Public Involvement in Health Act 2007 and the Police and Justice Act 2006.

Guidance had been issued and a protocol for possible adoption had been drafted.

Following a brief discussion, it was agreed to defer this item in order for a 3 member panel to discuss in detail the draft protocol. A report could then be submitted to the meeting of the committee on 10 December 2009..

RESOLVED:

THAT a 3 member panel, consisting of the Chairman, Cllr Bacon and Cllr Richards, with Cllr Hobart as substitute, be set up to discuss the Councillor Call for Action Protocol and report back to the December 2009 meeting.

14. **Forward Plan**

Members reviewed the Forward Plan for the period October 2009 to January 2010 and the following points were noted:

Cllr Webster raised a point about Forward Plan ref 690/08 - Proposed Disposal of Well Road Car Park and stated that she had not been given any updates on the progress by the Cabinet Member.

The Chief Executive advised the Committee that the purpose of ref 946/09 - Telephone Masts on Council Owned Property was to review the council moratorium relating to mobile telephone masts on council owned land and buildings.

The Chairman requested that the Scrutiny Panel for the Economy, Environment and Transport could look at the Islandwide Speed Limit Policy, ref 919/09, with a view to making recommendations for its expansion onto all Island roads.

The Chief Executive advised the Committee that the purpose of ref 919/09 – 2010 -11 Concessionary Fares Scheme was to advise the local bus company, Southern Vectis, of the level of reimbursement from the council.

CHAIRMAN