



Gloucestershire

COUNTY COUNCIL

APPOINTMENTS COMMITTEE

ACCESS TO EDUCATION

10.00 am

WEDNESDAY, 15TH JULY, 2009

Cabinet Suite

MEETING PAPERS



APPOINTMENTS COMMITTEE (ACCESS TO EDUCATION)

TIME: 10.00 am
DATE: Wednesday, 15th July, 2009
VENUE: Cabinet Suite

A G E N D A

ITEM	TOPIC	CONTACT
1.	Apolgies	
2.	Declaration of interests Members need to declare any interests	
3.	Minutes	
4.	Budget Holders (Pages 1 - 2)	

Break

- | | | |
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| 5. | bm disability placements 08-09 (Pages 3 - 6) | |
| 6. | Decisionmaking (Pages 7 - 8) | |

NOTES

- (a) **MEMBERSHIP** – Councillors Andrewartha, Hall, Hicks, Hilton and Waddington
- (b) **DECLARATIONS OF INTEREST** – Members requiring advice or clarification about whether to make a declaration of interest are invited to contact the Monitoring Officer: Nigel Roberts ☎01452 425201 /fax: 426790/e-mail: nigel.roberts@gloucestershire.gov.uk prior to the commencement of the meeting.

EVACUATION PROCEDURE - in the event of the fire alarms sounding during the meeting please leave as directed in a calm and orderly manner and go to the

***assembly point which is outside the main entrance to Shire Hall in Westgate Street.
Please remain there and await further instructions.***



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Budget Holders (BH)

As a budget holder you are responsible for the management of the cost centre(s) under your control. You will have signed a 'Revenue Budget Roles Statement Form' at the beginning of the financial year and will be notified of any changes, additions or deletions, if applicable, with your monthly budget monitoring information. From a financial point of view one of your main responsibilities will be to authorise expenditure in order to deliver the service required. Before you authorise any expenditure you must be able to account for how it will be funded. In practical terms this means that you must ensure you have sufficient budget available within your own cost centre, or failing that, that you have formally arranged to have budget transferred from elsewhere using virement if necessary. You should also ensure that you contain expenditure on your service within the budget allocated to you. You must monitor your budget carefully and regularly. Detailed budget monitoring information will be supplied to you monthly to help you with this monitoring process.

You must report your budget outturn figures monthly to your Budget Manager along with the actions being taken to address any overspendings and risk/factors that may affect your forecast outturn. If you need help with this you should contact your Budget Manager and/or your support accountant/technician.

By managing your budget effectively and monitoring it on a regular basis you will be able to identify any potential problems as soon as possible. This will allow you to consider at an early stage any remedial action necessary to bring your budget in on target. You should always inform your Budget Manager immediately of any possible problems.

Budget Managers (BMs)

As a Budget Manager you have overall responsibility for the management of budgets by budget holders within the service area(s) under your control. This may involve arranging virement between cost centres, depending on your Resource priorities and meeting any savings targets. You should ensure that all budget holders are aware of their responsibilities and that any financial training issues are raised with your support accountant/technician or the Principal Accountant responsible for your service area.

Where variances exceeding £20,000 are identified you must report these to your Head of Service/Senior Manager immediately.

You must report your budget outturn figures monthly to your Head of Service/Senior Manager and the Finance Team via 'SS Budget Monitoring'. You must also report the actions being taken to address any overspending and any risk/factors that may affect your forecast outturn.

You must manage the budget pressures identified by your budget holders. If necessary you should bring these to the attention of your Head of Service/Senior Manager, along with your plan/proposals for remedial action. These actions should be reported monthly and will be picked up by the Social Care Finance Manager from your reports and discussed with your Head of Services at the 'Heads of Service' meeting which takes place before the DMT meeting that receives the monthly Budget Report.

You may be asked to provide additional information about your financial position by your Head of Service/Senior Manager in preparation for the DMT meeting. In addition the DMT may require further information from you as a result of their meeting

**BUSINESS MANAGEMENT DIRECTORATE
DISABILITY WORK PLACEMENTS April 08 to March 09**

SERVICE AREA	CONTACT	NAME	Feedback - Brief summary of placement <small>(changes that have been made to accommodate the person, any learning for GCC from the experience, the positives and negatives and how well placement worked)</small>
BSC (Employee Administration)	Andy Palfreyman	Katie Taylor	
Property Services	Tamzin Driscoll	Alistair Firth	
Property Services	Tamzin Driscoll	Kathryn McDonald	
Human Resources			
ICT			
CBS			
Legal			
DSU	Julie Hill	Carole Ellis	<p>Carole provided a significant amount of admin support during the busy summer school appeal period. We had an early meeting with Carole's support worker who explained that Carole found dealing with change and too many competing demands stressful. This was really helpful because it meant we were able to take this into account when deciding the sort of work Carole would be given to do.</p> <p>From my point of view it was a very positive experience. Carole worked hard and quickly became a member of the team. Overall I think we rated Carole's performance significantly higher than she rated herself which was a real pity.</p>
SHE unit			
Finance			
Procurement			

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Leader of the Council	Barry Dare
Lead Cabinet Member – Community and Adult Care Services	Tony Hicks
Cabinet Member – Learning Disabilities	Ron Allen
Lead Cabinet Member – Services to Children and Young People	Jackie Hall
Cabinet Member - Schools	Joan Nash
Cabinet Member – Young People’s Services	Alan Pearce
Lead Cabinet Member – Environment and Community	Julie Girling
Cabinet Member – Community Safety, Planning and Economy	Shaun Parsons
Cabinet Member - Environment	Stan Waddington
Cabinet Member – Resources	Ray Theodoulou

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Local decision-making and public scrutiny

Council policies and decisions need to be reviewed and scrutinised, therefore rigorous arrangements to do so are implemented in all new decision-making structures.

Some decisions, such as the acceptance of policies and the budget, are reserved for the full council, but most of those relating to the implementation of policy are for the executive.

The executive is also responsible for preparing the policies and budget to propose to the council. Decisions may be taken by:

- the executive collectively
- individual members of the executive
- committees of the executive
- officers of the authority

Executives and councils are accountable to their communities

The executive is also able to delegate decision-making to area committees and to enter into partnership arrangements with other authorities.

The new arrangements are designed to ensure that people know who in the council is responsible for taking decisions, how they can have an input into decision-making, and how they can hold decision-makers to account.

The public, including the press, is admitted to meetings of the executive when key decisions are being discussed. They also have access to agendas, reports and minutes of meetings and certain background papers. In addition, local authorities must publish a forward plan setting out the decisions that will be taken over the coming months. Local authorities may exclude the public from meetings and withhold papers only in limited circumstances.

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