

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION**Budget Planning Committee****21 January 2014**

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
3.	(Pages 1 - 4)	Urgent Business – Review of Capital Process	Interim Head of Finance and Procurement	Report not available at time of agenda dispatch

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Cherwell District Council

Budget Planning Committee

21st January 2014

Review of Capital Process

Report of Head of Finance and Procurement

This report is public

Purpose of report

The report is to review the process of scoring capital bids by the committee and to consider ways in which the process can be improved in future years.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the attached report and make recommendations for the 2015/16 capital bids process.

2.0 Introduction

- 2.1 As part of the 2014/15 budget setting process the Budget Planning Committee scored the capital bids in order to prioritise those which would be included within the 2014/15 capital programme and for recommendations to be made to the Executive. The process followed is set out below:

- Officers develop bids and present those bids for the committee
- The committee considers each bid as it is presented by the lead member and relevant officer.
- A formal scoring process is followed against set criteria in order to prioritise the bids.
- Recommendations are considered by the 'Executive at its December meeting
- Further consideration is given to IT bids for onward recommendation to Executive.

3.0 Report Details

- 3.1 The chair of the committee indicated at its last meeting that he wished for a review of the process to be undertaken to help inform improvements in the process for future years. Following discussions with the chair, the following observations are made:

- There was significant member involvement in considering the bids and a great deal of detail was presented in considering these
- The commitment and presence of the lead member supporting each bid was seen as a positive element
- The members and officers who presented the bid were well briefed and able to engage with the committee
- The process was carried out across a tight time scale but met the deadlines required for the Executive report

Improvements to be considered

- There needed to be a clearer definition of the terminology used in the scoring process e.g. what does “direct and significant” mean
- Greater clarity and emphasis needs to be made for the funding implications of bids and what other funding sources have been identified and investigated and what proportion of the bid relates to CDC
- There needs to be a separately identified process for IT bids in order to fully understand the implications of often very technical bids
- There needs to be clarification over the interpretation of revenue savings and how these will be monitored
- The meeting schedule needs to be planned more effectively as there were a significant number of meetings in a relatively short period of time.

3.2 These represent suggestions for improvements in the process however the committee is asked to consider these and also any additional comments it may have which can be used to improve the process for future years.

4.0 Conclusion and Reasons for Recommendations

4.1 Members are asked to consider the above comments and whether it wishes to make any further suggestions of the process.

5.0 Consultation

No consultation

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

This report is for consideration by the committee and therefore no alternative recommendations are proposed.

7.0 Implications

Financial and Resource Implications

7.1 There are no direct financial implications arising out of this report.

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Legal Implications

7.2 There are no legal implications arising out of this report

Comments checked by:

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Document Information

Appendix No	Title
[Insert Appendix Number]	[Insert appendix title or None]
Background Papers	
[Insert title of background papers or None]	
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