

**Performance Management, Efficiency and Effectiveness Scrutiny Committee**  
**4<sup>th</sup> September 2014**

**Report of the Lead Officer**

**Review of Corporate Services Utilisation**

**Purpose of Report**

1. It is proposed to review the Council wide utilisation of a range of corporate services, to ensure that wherever possible existing corporate Council services are used by all Directorates and that existing council policies are appropriate and adhered to.

**Background**

2. It has been proposed by Members of the Committee that they wish to review the level of Council wide utilisation of corporate services, in particular those where Council policy exists in relation to requiring that such services are used wherever possible.
3. The Council has a mix of services which are organised on a centralised basis for the purpose of:-
  - Achieving economies of scale in the organisation of common functions
  - Ensuring high standards of professional practice
  - Enabling consistency of corporate policy development and compliance
  - Maximising opportunities for income generation and minimising spend on external providers
4. A list of the principal range of corporate services is attached as appendix 1. Given the extensive range of service areas, it is proposed to focus the Committee's review on the following services:-
  - Communications
  - Graphics
  - Print
  - Catering
  - Training
5. The intention of the review is to assess:-
  - Have all opportunities to centralise similar responsibilities for these functions across Directorates been taken, or are there some services where distinct service issues warrant separate structures.

- Are we maximising internal opportunities to use corporate trading services as opposed to commissioning external contractors.

## **6. Review Actions**

To undertake the review it is proposed that the following is undertaken:-

- Discuss with the Service Leads for the above services their views on current practice and areas for improvement and efficiency.
  - Review instances of external contractor use for corporate services to consider what learning this offers to the providers and commissioners of services.
7. It is proposed to undertake the first part of this review at the November scrutiny meeting with the opportunity to further consider the matter and prepare the Committee conclusions at the February 2015 meeting.

## **Finance**

8. There are no specific financial implications arising from this report.

## **Law**

9. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.

## **Equality Impact**

10. There are no specific equal opportunity issues arising from this report.

## **Recommendation**

11. Members of the Committee are asked to comment on the proposed scope of the review outlined in this report.



**Geoff Thomas**  
**Lead Officer**

Contact Officer: Geoff Thomas  
Telephone: 01384 815270  
Email: [geoff.thomas@dudley.gov.uk](mailto:geoff.thomas@dudley.gov.uk)

**List of Background Papers: Nil**

**List of Major Corporate Services**

Catering  
Communications (including graphics)  
Community Safety  
Democratic Services  
Finance  
Human Resources (including training)  
Information Communication Technology  
Legal  
Mayoral and Civic  
Policy and Research  
Print Services  
Property Management