

**MINUTES OF THE MEETING OF THE
CORPORATE RESOURCES COMMITTEE
HELD IN THE BOARDROOM, STELLA HOUSE, NEWCASTLE
ON THURSDAY 22 APRIL 2010 AT 8.00am**

Present:

Members	Ruth Thompson	Chair
	Ian Dormer	
	Cllr Peter Jackson	
	Cllr John Shipley	

In attendance:

Officers	Alan Clarke	Chief Executive
	Malcolm Page	Deputy Chief Executive
	Maeve Collier	Information Management & Knowledge Senior Specialist
	Paul Fitton	ICT Senior Specialist
	Peter Judge	Head of Legal Services & Procurement
	Lisa Lockey	Planning & Performance Manager
	Trevor Waggett	Head of Finance and IM&T
	James Arkless	Secretariat

CRC/10/27 Apologies for Absence

Apologies were received from Chris Higgins, Bob Symonds, Marilyn Wright and Naomi Charlton.

CRC/10/28 Declarations of Interest

No interests were declared.

CRC/10/29 Minutes of the previous meeting

The minutes of the meeting held on 10 March 2010 were agreed as an accurate record and signed by the Chairman.

CRC/10/30 Matters arising

Independent Supplementary Review (ISR)

The Deputy Chief Executive reported positive progress with NAO on the ISR, but points of clarification were still being dealt with. This was the case with all RDAs, and would result in slightly later publication of the report.

North East Industrial Development Board (NEIDB)

The new arrangements and Terms of Reference for the NEIDB had been approved by the Agency Board.

Equality Champion

This had been discussed with the Chairman who was considering the options.

Civil Service Compensation Scheme

Information requested by Peter Jackson would be forwarded soon.

Action: Civil Service Compensation Scheme information to be provided to Peter Jackson

MP

CRC/10/31 Information Architecture

Maeve Collier gave a presentation on Information Architecture which explained the journey from data to knowledge and the value of sharing knowledge. She explained the management information tools and robust version control systems being developed, and the growth of remote working facilities. All of these were long term investments which the Committee were advised would allow the organisation to provide a better service to all stakeholders. Staff had been consulted on their needs including security and access requirements.

It was agreed that a smoother, e-enabled business process would have benefits internally and externally. Efficiencies were welcomed and the Committee noted positive progress with BENE and Northumberland County Council over shared facilities.

CRC/10/32 2010-13 Procurement Strategy

The Head of Legal Services & procurement presented paper CRC/APR/10/01 which presented the 2010 Procurement Strategy for approval. He explained the consultation process undertaken in revising the Strategy and the management tools now being employed.

Members noted the positive engagement with business in the development of the strategy. The Committee discussed the advancements in the strategy and ways in which the Agency sought to support local businesses.

Resolved:

- i) To approve the One North East Procurement Strategy 2010-2013 in the form appended to paper CRC/APR/10/01; and***
- ii) That paper CRC/APR/10/01 may be published in the public records of the Agency.***

CRC/10/33 Management Accounts to 28 February 2010

The Head of Finance and IM&T presented paper CRC/APR/10/02 and the Agency's Management Accounts to 28 February 2010. He pointed out the improved spend profile, which was ahead of other RDAs at the end of February with an 82% spend, and drew Members' attention to various virements set out in the paper.

Resolved:

- i) To note the current and anticipated position regarding 2009/10 financial performance and the issues and risks highlighted; and***
- ii) That paper CRC/APR/10/02 may be published in the public records of the Agency.***

CRC/10/34 Access to Finance

The Deputy Chief Executive presented paper CRC/APR/10/03 which updated the Committee on investment funds and associated activities.

The Committee heard that the Finance for Business North East would be making its first investments in the next few days, with many more in the pipeline, but any publicity would have to be withheld until after the General Election. Agreed monitoring arrangements would be explained in a future report to the Committee. It was noted that Government policy over regional delivery of Access to Finance may be reviewed after the Election, but that the European Investment Bank favoured the regional approach.

Members asked that the new format of Access to Finance report should accommodate the points raised by the Committee and be as concise as possible.

Action: New style Access to Finance report in concise format to next meeting

NMcG

Resolved:

- i) To note the report;***
- ii) To endorse the approach highlighted in Section 3 subject to the report being in a concise format; and.***
- iii) That paper CRC/APR/10/03 should not be published for reasons of commercial confidentiality.***

CRC/10/35 Health & Safety Report

The Head of Legal Services & Procurement presented paper CRC/APR/10/04 on behalf of the Head of HR & Facilities. The Committee noted that the Agency was meeting all its Health & Safety obligations and complying with the stated aims in the Agency's People Strategy and Facilities Management Strategy.

It was noted that there had been two fire alarms recently, both due to incidents in the kitchen. In both cases the building had been evacuated promptly and safely. However, the Chief Executive confirmed that he was taking seriously the issue of such incidents and working with the caterers to ensure no repetition.

The Committee requested comparative data on sickness absence levels in this and previous years.

Action: Provide comparative data on sickness absence levels in this and previous years. MW

Resolved:

- i) To note the report; and*
- ii) That paper CRC/APR/10/04 may be published in the public records of the Agency.*

CRC/10/36 HR Report

The Head of Legal Services & Procurement presented paper CRC/APR/10/05 behalf of the Head of HR & Facilities. The paper provided the Committee with an overview of the strategic issues currently being addressed by the HR team.

Members were advised that workforce planning arrangements were settling down well, with resources being re-allocated where necessary to cover vacancies. Arrangements were being put in place to respond to teams with higher numbers of vacancies.

It was noted that the recent airspace closure had resulted in some members of staff, including the Chairman, being delayed overseas, but those who were on business had made good use of remote working facilities and all were now back in the UK.

In relation to staffing establishment, it was agreed that the breakdown of inward/ outward facing staff, especially in Strategy, needed refinement.

Action: Refine breakdown of inward/ outward facing staff MW

Resolved:

- i) To note the report; and*
- ii) That paper CRC/APR/10/05 may be published in the public records of the Agency.*

CRC/10/37 Extended Enterprise Update

The Head of Legal Services & Procurement presented paper CRC/APR/10/06 which provided a summary of developments relating to the Agency's wholly-owned subsidiaries.

The Committee noted the enthusiastic support given by the Equality & Diversity Board to the formal launch of the Agency's Non-Executive Directors website, and further developments in this area.

They also heard that consistent methodology had been rolled out in relation to risk management, appraisals and Total Rewards.

ADIT continued to be closely monitored following concerns about financial performance. Members would be updated following meetings of the ADIT and EDNE Boards in the coming week.

The sale of n-e-life.com was highlighted and Members noted that the overall deal was considered appropriate and represented value for money.

Resolved:

- i) To note the contents of the paper; and***
- ii) That paper CRC/APR/10/06 should not be published for reasons of commercial confidentiality.***

CRC/10/38 ICT Infrastructure and Business Systems

Paper CRC/APR/10/07 had been covered under the earlier presentation on Information Architecture and was taken as read.

Resolved:

- i) To note the positive progress made by IM&T and endorse the workstreams described in paper CRC/MAR/10/07; and***
- ii) That paper CRC/MAR/10/07 may be published in the public records of the Agency.***

CRC/10/39 Any Other Business

There was no other business.

CRC/10/40 Date of Next Meeting

Thursday 10 June 2010 at 8.00am.

The meeting closed at 9.17am.

I confirm that these are a true record of the proceedings of the meeting to which they relate:

Signed
Ruth Thompson

Date

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