

EXECUTIVE BOARD

14th June 2018

PRESENT

COUNCILLOR:

Mohammed Khan
Brian Taylor
Maureen Bateson
Damian Talbot
Shaukat Hussain
Andy Kay
Phil Riley
Jim Smith

PORTFOLIO:

Leader
Health and Adult Social Care
Children, Young People & Education
Leisure & Culture
Neighbourhood & Prevention Services
Resources
Regeneration
Environment

EXECUTIVE MEMBER

John Slater

NON-PORTFOLIO

Leader of the Conservative Group

ALSO IN ATTENDANCE

Elle Walsh Youth MP

	Item	Action
1	<u>Welcome & Apologies</u> The Leader of the Council, Councillor Mohammed Khan, welcomed all present to the meeting in particular the two new Executive Members, Councillors Shaukat Hussain and Brian Taylor. Apologies were received from the two Deputy Youth MPs, Aliyah Shah and Sameer Ali.	Noted
2	<u>Minutes of the Meeting held on 12th April 2018</u> The minutes of the meeting of the Executive Board held on 12 th April 2018 were agreed as a correct record.	Approved
3	<u>Declarations of Interest</u> There were no Declarations of Interest submitted.	
4	<u>Equality Implications</u> The Chair asked Members to confirm that they had considered and understood any Equality Impact Assessments associated with reports on the agenda ahead of making any decisions.	Confirmed
5	<u>Public Forum</u> No questions were received from members of the public.	
6	<u>Questions by Non-Executive Members</u> No questions were received from Non-Executive Members.	
7	<u>Youth MPs Update</u>	

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	<p>The Youth MP, Elle Walsh provided an update on recent activities and events as follows;</p> <ul style="list-style-type: none"> • Recent attendance at the re-design of CAHMS workshop to take part in discussions around how children and young people receive help in mental health. • Elle recently attended a meeting with the Borough's school nursing team at Shadsworth Children's Centre to discuss the work the forum was doing about raising awareness of mental health and the curriculum pack sessions produced with YPS. It was fantastic to hear that Blackburn with Darwen Council had 2 dedicated mental health school nurses which was unique and the only Borough who were currently providing this. • Aliyah had been selected out of 100's of young people to take part in a US embassy exchange programme. During the exchange she would visit several states for 2 weeks to explore programs that were promoting tolerance and inclusion in communities and schools. • Elle had recently been involved in some video cases studies that YPS had produced for consultation around adolescent services and how young people in our Borough would like to receive them and where. • Elle really enjoyed being duct taped to the wall in Children's Services with Councillor Maureen Bateson, which was a fantastic way to raise money for children and young people in our Borough who were struggling and it meant they could have an enjoyable Christmas which many took for granted. • Elle and some other young people had taken part in an interview workshop in preparation for interviewing for the new DCS post which was taking place next Monday. • After the success of last year's regional Youthforia event in the Town Hall, Blackburn with Darwen would again be hosting the event in September to over 120 young people from 23 Local Authority youth councils. 	<p>Noted</p>
<p>8.3</p>	<p><u>Quarter 4 Fostering Report – 1st July 2018 – 31st March 2018</u></p> <p>A report was submitted which provided information on the management and performance of the Local Authority's Fostering Service for the quarter of 2017/18.</p> <p>RESOLVED – That the Executive Board:</p> <ul style="list-style-type: none"> • Note the Quarterly report which is available on the Council's website. 	<p>Noted</p>

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8.4	<p><u>Environment Update</u></p> <p>Councillor Jim Smith advised that he was pleased to report that the targets for customers signing up to green waste collection was exceeding expectations.</p> <p>RESOLVED – That the Executive Board note the update.</p>	Noted
8.8.1	<p><u>Update on Coronial Services</u></p> <p>A report was submitted on the successful transition to a merged Coronial Service.</p> <p>The former Senior Coroner for Blackburn with Darwen, Hyndburn and Ribble Valley indicated last year his intention to retire from 30th June 2017.</p> <p>As a consequence the Council requested the Ministry of Justice to consider replacing the Senior Coroner for Blackburn with Darwen, Hyndburn and Ribble Valley. The retirement facilitated a potential merger between Preston & West Lancashire, East Lancashire and Blackburn with Darwen coronial areas, and changes were already under way across Lancashire. The Ministry of Justice in responding to Blackburn with Darwen’s Borough Council’s request to replace the existing Senior Coroner role identified that in accordance with long standing government policy, that a merger of coroner areas should be considered, pointing out the significant service efficiencies that could be achieved by both Councils.</p> <p>Following the decision by the Council to support the merger proposals detailed work was undertaken with the Council’s key partner in the changes, Lancashire County Council (LCC). At the time it was the relevant authority supporting the work of the full-time Senior Coroner for Preston and West Lancashire and the Senior Coroner for East Lancashire who was part-time. LCC also contributed 50% towards the cost of the Senior Coroner for Blackburn with Darwen as the jurisdiction at the time included Accrington, Hyndburn and Ribble Valley.</p> <p>The Then Senior Coroner for Preston and West Lancashire, Dr James Adeley was subsequently appointed as the Senior Coroner for the new revised jurisdiction of Lancashire & Blackburn with Darwen (having initially been appointed on an interim basis during the consultation and pending formal approval of the merger by statutory instrument).</p> <p>Over the last 12 months the Coroners service had moved administratively to Preston, from the former base in a Blackburn Business Centre and the inquests had moved into the Blackburn Town Hall unless there were reasons otherwise</p> <p>There continued to be a move to a more electronic way of working which correlated effectively with the digital strategy of Blackburn with Darwen.</p>	

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	<p>Notwithstanding the transitional activity and the merger only being in place during part of the year, some savings to the two local authorities had been delivered in 2017/18. The changes had delivered savings for Blackburn with Darwen of circa £35k and these had been utilised to offset budget pressures elsewhere in the Resources portfolio.</p> <p>RESOLVED – That the Executive Board:</p> <ul style="list-style-type: none"> Note the success of the merger of the former Coronial Districts of Blackburn with Darwen, Hyndburn and Ribble Valley Coronial Service with the Preston and West Lancashire and East Lancashire Coronial Service. 	<p>Noted</p>
<p>8.8.2</p>	<p><u>Replacement of the Council’s IT Laptop and Desktop Estate</u></p> <p>A report was submitted which sought approval to progress with a programme of works to replace the Council’s 2,100 end user devices commencing in September 2018.</p> <p>The ITM&G Team began the last desktop refresh programme back in 2011 with a scheme completing in 2014. The majority of end user devices were now between 4 and 6 years old and were not covered under warranty with many of them having reached the point where they were no longer fit for purpose and were costing the Council time and money in their maintenance.</p> <p>As the Council moved forward with different technologies, the necessity to ensure the workforce was suitably equipped with flexible IT solutions became greater. In January 2020 Windows 7 would no longer be supported, making it imperative that the Local Authority upgrade to Windows 10.</p> <p>A business case was submitted to Management Board which outlined 3 options;</p> <ol style="list-style-type: none"> 1) Do nothing – with retention of current devices to be used / recycled across the Council 2) Full refresh of corporate devices on a like for like basis 3) Full refresh of corporate devices with users receiving new device types where necessary (e.g some laptop users receiving tablets) <p>Option 1 was discounted due to the impact on staff using ageing devices, the fact that as devices break, there would not be enough spare devices available to replace them with and also due to the fact that the current devices would become non-compliant in 2020.</p> <p>Due to the limited cost differential (£50k) between Options 2 and 3, a decision was made to progress with Option 3 as this provided for the projected growth in devices as the authority continued to increase its digital requirement and capability; this option also ensured that employees were using the most suitable device for their roles and as such, efficiency would increase.</p> <p>The project would commence in September 2018 and would be</p>	

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	<p>ongoing for a 2 year period replacing 2,100 devices over this period. The report also advised of the chosen procurement method.</p> <p>A critical area for the department was the ability to specify the manufacturer of the devices to be supplied. If this was not specified then it was possible that the Council could end up with devices from a little known manufacturer which, although they may meet the specification, issues could arise in terms of performance, longevity and the robustness of the equipment. The Council had used Lenovo devices for the past 7 years and during this time had built up significant knowledge and experience of the equipment and method of build, which would be more efficient and save time in such an extensive refresh.</p> <p>To ensure the best price was obtained whilst specifying the manufacturer, utilising the framework would facilitate competition between various Lenovo Resellers who sought to win the tender. The Council would also benchmark their process with other authorities who had procured Lenovo devices to act as a price comparison to ensure value for money was obtained.</p> <p>RESOLVED – That the Executive Board;</p> <ol style="list-style-type: none"> 1) Further to approval of the Capital Programme for 2018-2021 at Finance Council in February 2018, the Executive Board is asked to note the reallocation of £1,875,000 from the earmarked ICT Capital Reserve across 2018/19 and 2019/20, in order to commence the programme of works to replace the Council’s end user laptop and desktop estate; and 2) Approval is sought to progress with the procurement in line with the department’s recommended strategy outlined in section 3 of the report. 	<p></p> <p>Approved</p> <p>Approved</p>
<p>8.8.3</p>	<p><u>Replacement of key areas of the Council’s IT Infrastructure</u></p> <p>The Executive Board report were advised that it had been approximately five years since the last overhaul of the core IT infrastructure and subsequently there were several areas of the existing infrastructure that were due to be renewed and/ or replaced, with the majority of these required in 2018/19. There would be further works that needed to take place however over the next five years to further maintain and/or enhance the existing infrastructure. The areas that were required to be addressed in the current financial year were as follows;</p> <p><u>Internal Firewalls</u> The firewalls were used to prevent unauthorised access to Council systems. The existing firewalls were due to become end of support and needed to be replaced to ensure compliance moving forwards.</p> <p><u>Wi-Fi</u> The Councils current wi-fi network currently provided corporate connectivity, guest/public access connectivity and NHS wireless connectivity. There were currently 230 access points in the Borough to allow users to connect to systems. The solution currently being</p>	

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	<p>used by the Council was no longer being developed and issues had been observed in the stability of system, the current solution could be expanded further as the products could no longer be sourced leaving the department unable to provide wireless in new locations. The project would replace all the current access points with a new solution.</p> <p><u>Virtual Platform & Storage</u> The servers which hosted all the software that was utilised within the Council and also provide storage for Council data would very shortly be no longer supported by the manufacturer and had a high failure rate of disks. The project would look to replace up to 50% of the current estate in this phase of works.</p> <p><u>Netscaler's</u> The devices managed the internet traffic for the Council and required replacing due to end of support with the manufacturer.</p> <p><u>Lync/Skype for business</u> The telephony solution for the majority of Council users. The current version that the Council was using would shortly be unsupported and therefore there was a requirement to migrate onto the latest platform.</p> <p><u>Citrix Server Farm</u> Citrix was used within the Council to provide access to Council systems for external users and also to give access to certain systems to Council users when working remotely. The current solution was now almost 'end of life' and would shortly be unsupported moving forwards.</p> <p>Each individual workstream would be procured separately to ensure best value for money from the marketplace under a strategy agreed with the Commissioning and Procurement Team.</p> <p>RESOLVED –</p> <p>That the Executive Board: Further to approval of the Capital Programme for 2018-2021 at Finance Council in February 2018, the Executive Board is asked to note the reallocation of £950,000 from the earmarked ICT Capital Reserve in 2018/19, in order to commence the programme of works to replace key areas of the Council's IT infrastructure as intended.</p>	
9.1	<p><u>Report on the progress against the Corporate Plan 2017/2018 for six months to Year-end (October 2017 to March 2018).</u></p> <p>A report was submitted which provided the Executive Board the opportunity to review progress against the Council's strategic priorities documented within the Corporate Plan and to provide assurance that appropriate actions were being taken to address key areas of concern.</p> <p>As per previous years, robust performance management arrangements continued to be in place to monitor and ensure the</p>	Approved

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<p data-bbox="333 73 774 109">delivery of the Corporate Plan.</p> <p data-bbox="333 145 1307 293">The performance framework continued to see performance discussed and challenged with directors and also included a direct challenge from the Leader of the Council to the Executive Members on a six monthly basis.</p> <p data-bbox="333 329 1307 515">Internal quality assurance checks, through the established Council challenge process, aimed to ensure the robustness of the data and information included in all performance monitoring reports. Executive Board were asked to note that some figures may change in future reports, as a result of these quality assurance checks.</p> <p data-bbox="333 551 1307 698">Each portfolio had been asked to allocate a red / amber / green forecast to the measures that they own. The following guidelines had been provided to ensure a standardised approach to allocating these forecasts.</p> <p data-bbox="333 734 1265 810">There were 108 measures within the Corporate Plan linked to the Council’s priority objectives</p> <p data-bbox="333 846 1230 882">Of the 108 measures information for the period was as follows:</p> <ul data-bbox="384 913 1307 1288" style="list-style-type: none"> • 7% (8 actual) had been forecast as “red” where performance is, or is likely to be off track • 22% (24 actual) had been forecast “amber” where delivery is on track and currently being managed • 70% (75 actual) had been forecast “green” or on track • 1% (1 actual) of the measures a RAG rating was not available <p data-bbox="333 1355 1307 1471">The purpose of this report was to provide a picture of overall performance and highlight any key issues of concern which were in need of closer monitoring and follow up action.</p> <p data-bbox="333 1507 1307 1615">Each Executive Member outlined the measures forecast as red and explained the reasons why and the measures being taken to put performance back on track.</p> <p data-bbox="333 1650 544 1686">RESOLVED –</p> <p data-bbox="333 1722 710 1758">That the Executive Board:</p> <ol data-bbox="384 1794 1307 2078" style="list-style-type: none"> 1. Note the overall performance against the delivery of the Council’s strategic objectives as illustrated in Appendix One; and 2. Note the remedial action to improve delivery against those priorities which are giving cause for concern, as outlined in Appendix Two. 	<p data-bbox="1329 1832 1423 1868">Noted</p> <p data-bbox="1329 1942 1423 1977">Noted</p>

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	<p>Signed at a meeting of the Board on the day of</p> <p>(being the ensuing meeting of the Board)</p> <p>Chair of the meeting at which the Minutes were confirmed</p>	