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Date: *6 April 2009*

NOTIFICATION OF PORTFOLIO HOLDER DECISION

On 31 March 2009, Cllr C A Wise, the Finance and Efficiency Portfolio Holder, made the following decision. Any member of the Council, who is not a Portfolio Holder, who considers that this decision should be reviewed should give notice to the Monitoring Officer (Grainne O'Rourke) (in writing or by e-mail) to be received **ON OR BY 5.15pm ON TUESDAY, 14 APRIL 2009.**

Details of the documents the Portfolio Holder considered are attached.

DECISION:

To authorise a one-off payment of £14,750 to partly fund the setting up of a single Citizens' Advice Bureau across the District

REASON:

See report

ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

See report

CONFLICTS OF INTEREST DECLARED:

None

For Further Information Please Contact:

Glynne Miles
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FINANCE & EFFICIENCY PORTFOLIO HOLDER DECISION

NEW FOREST CITIZENS ADVICE RESTRUCTURE APPLICATION FOR ONE-OFF PROJECT FUNDING

MATTER FOR DECISION

To authorise a one-off payment of £14,750, to partly fund the setting-up of a single Citizens Advice Bureau across the District.

1. BACKGROUND

There are currently four separate Citizens Advice Bureaux in the District. The Council currently contributes approximately £250,000 per annum, towards the on-going running costs.

A Steering Committee has been formally set up by the four Citizens Advice Bureaux with the following key objectives:

- Manage an effective restructure with an implementation date of 1 April 2010
- Consult with all stakeholders, including staff, volunteers, external agencies and funders
- Establish a legal entity to act as a single board of governance for the CAB
- Design and implement an appropriate operational management structure for the CAB
- Management of key employment issues including recruitment of new staff
- Ensure the progress of key joint operational initiatives that contribute to strategic working
- Ensure all Due Diligence procedures successfully completed by participating bureaux
- Acting as founder trustees of the new New Forest CAB

2. PROJECT COSTS

The restructure project will incur one-off additional costs over and above normal operating costs. These costs are necessary to ensure the capacity to successfully set up a new legal entity, design and implement a new operational structure, and recruit a strategic District Manager. The estimated costs cover the following:

- Initial use of a Project Manager for approx 3 months, to assist with the set-up of the legal structure, policies and procedures
- Additional cost of District Management over 6 month period pending restructure of existing posts
- Miscellaneous administrative costs, including recruiting, travel etc.

3. REQUEST FROM CAB FOR FUNDING

The costs are over and above normal operating costs and cannot be met from existing budgets without causing financial difficulty to the existing bureaux, at this very difficult time.

However, it is planned that the restructure will seek to establish a more efficient management and operational structure that will, aim to make savings, reduce duplication and improve the service available, to meet the increasing needs of users.

The development of new service delivery initiatives will also aim to improve accessibility for clients and deliver a service that is better value for the community and for funders.

4. FINANCIAL IMPLICATIONS

The Portfolio Holder is requested to consider meeting the balance of the project-funding requirement, as shown below, to enable this work to be implemented.

| | |
|---|----------------|
| Project Management | £6,000 |
| District Management for transitional period | £16,500 |
| Administrative and recruitment costs | £7,250 |
| Total Costs | £29,750 |
| Citizens Advice funding | £15,000 |
| Balanced to be funded | £14,750 |

5. DECISION

That Citizens Advice be granted the sum of £14,750 to help meet one-off implementation costs to set up a single bureaux across the District.

Signed: CLLR C WISE

Councillor Colin Wise, Portfolio Holder, Finance & Efficiency

Dated: 31 March 2009

FOR FURTHER INFORMATION

Please contact Glynne Miles, Head of Customer Service

Date notification of this Decision given: 6 April 2009

Last date for call-in: 14 April 2009