
HUMAN RESOURCES COMMITTEE

28 FEBRUARY 2013

Present:- Councillors A J Mitchell (Chairman), R Callender (Vice-Chairman), Amos, C Callender, Calver, Chapman, Colbourne, Griffiths, Halliday, J Henderson, D R Mayzes and Tracey

Also Present:- Councillor McWilliams

In Attendance:- Chief Executive (Ian Davidson), Human Resources Manager (Anastasia Simpson), Workforce Development Manager (Stuart Brian), IT Manager (John Higgins) and Democratic Services Officer (Elizabeth Ridout)

Also in Attendance:- Senior Human Resources Generalist (Emma Horne)

7.30 p.m. - 8.57 p.m.

19.. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Heaney (with Councillor D R Mayzes substituting), Councillor S A Honeywood (with Councillor Halliday substituting) and Councillor Scott.

20. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Committee held on 6 December 2012 were approved as a correct record and signed by the Chairman.

Councillor Tracey expressed her thanks to the Democratic Services Manager regarding her request to include a brief summary of questions raised by Members during consideration of items.

21. DECLARATIONS OF INTEREST

There were none.

22. PRESENTATION OF IT CONNECTIVITY AND NETWORKING ARRANGEMENTS

The IT Manager (John Higgins) provided a short presentation on the current IT connectivity and networking arrangements. The Committee asked questions covering a central hub and concern over retention of IT services, to which the IT Manager responded.

23. CORPORATE INFORMATION SECURITY POLICY

Following on from the presentation referred to in Minute 22 above, the Committee gave consideration to a new Corporate Information Security Policy which would:

- Provide a policy framework with the 'overarching' Corporate Information Security Policy under the governance of the Human Resources Committee;
- Establish new 'best practice' information governance arrangements;
- Significantly reduce the Council's administrative and resourcing costs to achieve Public Services Network (PSN) connectivity – a must to continue key statutory operations –

through adoption of the policy, information governance recommendations and the Essex Online Partnership (EOLP) model answer suite of PSN cross-referenced documentation; and

- Facilitate the Council keeping up with improved IT developments and corresponding minor HR issues requiring lesser 'operational' policy changes provided that the 'overarching' Corporate Information Security Policy remained unchanged.

Members had before them a revised set of recommendations in respect of this item.

It was moved by Councillor Tracey, seconded by Councillor D R Mayzes and:

RESOLVED that

- (a) The Corporate Information Security Policy attached at Appendices A and C to the above report, be adopted with immediate effect;
- (b) The Corporate Director (Corporate Services) be authorised to make consequential changes to the policy referred to in (a) above from time-to-time to reflect any changes in legislation, technology or in the internal structure or organisation of the Council; and
- (c) The Committee note that, in relation to the exercise of the powers delegated to him under (b) above, the Corporate Director consult with the Planning and Corporate Services Portfolio Holder.

24. CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

The Committee gave consideration to proposed changes to the terms and conditions of employment for employees of Tendring District Council.

It was proposed to remove the lowest points on the pay band to support workers at the lower end of the pay bands (NB Spinal Column Points 1-3 were removed previously due to the introduction of the minimum wage and by national agreement), which meant that the minimum salary for anyone starting work for the Council would be £12,489.

It was noted that significant additional corporate and departmental responsibilities had fallen on the three new Corporate Directors following the deletion of some 12.5 senior manager posts last year and, more recently, the deletion of the posts of Head of Resource Management and Strategic Director (which was on a significantly higher salary point than the proposed extended pay line). It was also noted that those changes had resulted in annual savings in excess of £1million in senior management salaries since the commencement of the Fundamental Service Review process.

Members were advised that, at the time of preparing the report, the National Joint Council pay negotiations were underway and in accordance with established policy, the outcome of those negotiations would be implemented and be reported to the Human Resources Committee once these had been concluded.

The Committee was advised that the proposed Pay Policy for the Council had been prepared and was the subject of a report also on the Committee's agenda for this meeting. Members were advised that if the recommendations were not agreed, the Pay Policy Statement 2013/14 might need to be amended accordingly before being submitted to the Council meeting on 26 March 2013 for approval.

In addition, it was proposed that a further update on changes to Pay and Terms and Conditions be submitted to the Human Resources Committee after the National Joint

Council pay negotiations for 2013/14 had been completed.

It was moved by Councillor Halliday, seconded by Councillor Tracey and:

RESOLVED that

(a) the implementation of the following changes to the terms and conditions of employment of staff, with effect from 1 April 2013, be agreed:

- The removal of Spinal Column Points 4, 5 and 6 (as amended)
- An extension to the pay line by four increment points; and

(b) a further update on changes to Pay and Terms and Conditions be submitted to the Human Resources Committee after the National Joint Council pay negotiations for 2013/14 had been completed.

25. PAY POLICY STATEMENT

The Committee gave consideration to a proposed Pay Policy Statement for 2013/14.

Members were advised that Section 38(1) of the Localism Act 2011 required local authorities to produce a pay policy statement and that those matters which required to be included in the statutory Pay Policy Statement were as follows:

- A local authority's policy on the level and elements of remuneration for each Chief Officer.
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition).
- A local authority's policy on the relationship between the remuneration of its Chief Officers and other Officers.
- A local authority's policy on other aspects of Chief Officers' remuneration: remuneration on recruitment increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

The Committee was further made aware that the Pay Policy Statement needed to be approved by the Full Council before the end of March 2013.

It was moved by Councillor Halliday, seconded by Councillor Tracey and:

RESOLVED that the Pay Policy Statement 2013/14, as set out in Appendix A to item A.5 of the Report of Corporate Director (Corporate Services), and as amended to reflect the decision taken in Minute 24 above, be approved and forwarded to Council for its consideration, at its meeting to be held on 26 March 2013.

26. STAFFING STATISTICS

At its meeting held on 6 December 2012, the Human Resources Committee had requested an overview of staffing statistics and their relevance to the Council as an employer. That data had now been provided and included details on:

- Gender Profile
- Age Profile
- Disability Profile
- Ethnicity Profile

Full details had been provided and were set out in Appendix A to item A.3 of the Report of Corporate Director (Corporate Services).

It was reported that the Council's Disability Profile showed that 9% of the workforce considered themselves to have a disability. It was noted that nationally, 26.4% of employers had 1-2% of employees with a disability and 17.9% had more than 5% of employees with a disability (XpertHR statistics). In view of this, the data showed that Tendring District Council was an employer with a higher than average number of employees with disabilities.

Members were advised that the Council's age profile showed that the majority of employees were between the ages of 51 to 60 and that this could have been due to the abolition of the default retirement age, changes in pension regulations, the availability of flexible working, the demographic age profile or other economic factors. From a Human Resources perspective, and considering the changes that had taken place within the organisation, Members were reassured to see that there was still a number of employees within this age range as it showed that the organisation was retaining employees with experience.

It was noted that the Council's gender make up was fairly reflective of national trends in local government in that women, nationally, made up around 65% of the total public sector workforce (The Guardian Jan 2013). Members were advised that the Council regularly undertook Equality Impact Assessments to ensure that there was no adverse impact when new policies were introduced or restructurings took place.

The ethnicity profile of the Council was again reflective of local demographics, with the majority of employees within the White, British category.

Members asked questions covering succession planning, the Career Track Scheme, length of service profile and flexible retirement, to which the Chief Executive and Workforce Development Manager responded.

It was moved by Councillor Tracey, seconded by Councillor D R Mayzes and:

RESOLVED that the content of the report be noted.

27. HEALTH AND WELLBEING UPDATE

The Committee was provided with an analysis of current health and well-being trends within the Council.

It was noted that a higher proportion of the absence being taken nationally across the public sector was due to long-term absence and this was also the case within Tendring District Council. During 2012, there were 21 cases of long-term absence within the Council and these had included treatment for cancer, heart conditions, broken bones and other operations. Five of those employees with long-term absence had now left the organisation. Eleven of the employees who had been on long-term absence were now back to work or working through phased returns and there were five employees who still remained on long-term sick leave and their individual cases were being managed through the Council's Sickness Policy.

Members were advised that figures regarding sickness absence in neighbouring Essex Authorities were not yet available for 2012 however, the Human Resources Manager had spoken to Colchester Borough Council, which was experiencing similar trends and patterns, including a rise in the number of stress-related absences.

It was noted that the Human Resources Section was aware of the increased cases of stress-related absence and had been supporting with early interventions wherever possible

to deal with cases. Members were advised that when a case had been identified by a manager and advice was sought, a stress risk assessment was undertaken to identify what factors had contributed to the cause of stress. These risk assessments would either be undertaken by the Health and Safety Co-ordinator within the individual service or a representative from the Corporate Health and Safety Team and if the risk assessment identified that the factors that had contributed to the cause of stress were outside of work then counselling support and other well-being initiatives would be discussed. If the factors which had contributed to the cause of stress were identified as occurring within the workplace then there would be further exploration of solutions, including taking advice from Occupational Health, discussions with the employee's line manager and Human Resources to identify the most appropriate solutions.

Once those solutions had been identified, they were kept under regular review to ensure that they were supporting the individual's return to full health.

The cases of stress with the Council were being identified with stressors such as work/life balance, uncertainty in the economic climate, other financial issues, and pressures on household budgets and in a few cases changes within the workplace, which were understandable as the Council worked through restructuring. However if a case was identified and the Council had an opportunity to intervene with a potential solution it would do so, for example, trying to give as much clarity as possible regarding the changes in the workplace.

Members raised questions covering risk assessments, return-to-work interviews, and the need to be mindful of stress-related absences to which the Chief Executive, Workforce Development Manager and Human Resources Manager responded.

The Human Resources Manager also advised that a Staff Engagement Survey would be carried out in April 2013 and the results of that survey would be made available to the Committee.

It was moved by Councillor Chapman, seconded by Councillor Tracey and:

RESOLVED that the content of the report be noted.

28. INVESTORS IN PEOPLE - STRATEGIC ASSESSMENT FEEDBACK

The Committee was provided with a summary of the feedback received from the Strategic Investors in People (IIP) assessment report.

Members were made aware that IIP was a national standard which provided a framework for improving business performance and competitiveness, through a planned approach to setting and communicating business objectives and developing people to meet those objectives. Members were also aware that it also set a level of best practice for learning and development within an organisation and that the Council had had Corporate IIP recognition since 2005.

The Committee was advised of the Assessor's feedback, which included the following:

- New Chief Executive (2010) delivered a Senior Management review
- Delivered £4.4 million in savings
- On-going fundamental service reviews improving the alignment and synergy of services
- Programme of re-deployment delivered
- More stringent management of budgets
- Adopted new ways of working e.g. focus of outcomes linked to Corporate goals
- Setting of new efficiency targets and use of performance dashboard
- Shared services with other Councils

- Reviewing sites and premises for best delivery
- Up skilling programmes in place e.g. technicians
- Delivered savings on contracted services e.g. waste and recycling
- Increased use of apprentices
- Developed career paths and new opportunities
- Assessing National Community Budgets
- Bringing services in house e.g. dog wardens, theatre bar.
- More networking e.g. middle managers as well as senior managers – forum
- Interviews with Union representatives suggest good relationships in place
- Delivery of IT training
- Member Charter

As part of the IIP process the assessor ‘must’ offer suggestions for improvement and the assessor had concluded:

“that a period of consolidation and embedding new policies will assist Tendring District Council in its efforts to retain IIP and develop following restructuring high performance teams”.

“The discussions with those interviewed suggest that the programme of change is being managed well and that many business processes e.g. communications, planning, performance review, training and development processes, on-going evaluation are very much in place”.

A further discussion with the assessor included a few suggestions such as undertaking a staff survey at the end of the FSR process and an audit of staff skills across the organisation to ensure that the Council continues to identify and develop the skills needed to deliver the services Councillors require for the residents of Tendring.

Members were advised that a full IIP assessment would need to take place in October/November 2013.

It was moved by Councillor R Callender, seconded by Councillor Halliday and:

RESOLVED that the content of the report be noted.

29. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

There were none.

The Chairman of the Committee thanked Members and Officers for attending and the meeting was declared closed at 8.57 p.m.

30. THE LATE COUNCILLOR M J BRAGG

The Chief Executive formally reported with sadness the death of Councillor Mary Bragg. Notice of the vacancy in the St Bartholomew’s Ward would be given shortly.

The Chief Executive reminded Members that the cortege for Mary Bragg’s funeral would be leaving her house at 1.30 p.m. on Friday 10 February and would pass by the front of the Town Hall in Clacton-on-Sea shortly thereafter. He requested of anyone who wished to pay their respects that they should be outside the front of the Town Hall shortly after 1.30 p.m. Councillor Bragg’s funeral would then take place at 2.00 p.m. at Weeley Crematorium.

Council noted the foregoing.

31. PETITIONS

In accordance with the provisions of Council Procedure Rule 35 the Chief Executive formally reported the receipt of petitions in respect of the following:-

- (i) Review of the Council's Cash Collection Service
- (ii) Land Exchange and Disposal at The Hangings, Dovercourt

Council noted the foregoing.

32. URGENT NEED FOR ROAD SAFETY MEASURES ON THE ENTIRE LENGTH OF THE A120 FROM HARE GREEN TO RAMSEY

The Council had before it for its consideration the following motion, notice of which had been given by Councillors Nicholls and Heaney pursuant to Council Procedure Rule 16:-

"That this Council

- is appalled that another serious accident has occurred on the A120, this time involving a double decker bus full of school children,
- recognises that plans are currently being drawn up by the Highways Agency to improve safety on the A120 and calls on the Highways Agency to urgently review safety on the entire length of the A120 from Hare Green to Ramsey and to publish its plans for improvements as soon as possible,
- demands that the Highways Agency take urgent action to immediately reduce the speed limit and introduce such other safety measures as are possible to reduce the risk of further such incidents,
- calls on the County Council and local Members of Parliament to support this motion and to do everything possible to ensure that the A120 is made safe for all road users, especially children travelling home from school."

Councillor Candy declared a personal interest in the subject matter of this item insofar as she was also a County Councillor for the Tendring Rural West division.

Councillor Nicholls moved the motion and Councillor Heaney seconded the motion.

The Chairman informed Members that it was his intention to allow the motion to be dealt with at this meeting.

Councillor Nicholls' motion on being put to the vote was declared unanimously CARRIED.

33. MEMBERS' PERSONAL AND PREJUDICIAL INTERESTS

At the beginning of this new Municipal Year, Members were reminded of their obligations regarding "personal" and "prejudicial" interests. Those were contained in the Members' Code of Conduct which had been adopted by the Council on 26 June 2007 and which were set out in the Council's Constitution. Members were also reminded of the need to ensure that their Register of Interest forms were kept up-to-date.

It was moved by Councillor Stock, seconded by Councillor Talbot and:-

RESOLVED – That Members note the obligations contained in the Members' Code of Conduct and act accordingly.

34. ANNUAL REVIEW OF THE SCHEME OF MEMBERS' ALLOWANCES BY THE INDEPENDENT REMUNERATION PANEL

The Council had before them a report that submitted for their approval a scheme of Members' Allowances based on the recommendations of the Independent Remuneration Panel.

The Chairman of the Independent Remuneration Panel (Mr Frederick Abbott) attended the meeting and answered Members' questions.

Attached as Appendix 'A' to item A.3 of the Report of the Head of Financial Services for the Council's consideration was the Independent Remuneration Panel's report on their review of Members' Allowances.

Members had circulated to them the Conservative Group's amendment to the recommendations contained in Appendix 'A' to item A.3 of the Report of the Head of Financial Services.

Having had regard to the report and the recommendations of the Independent Remuneration Panel, together with the amended recommendations which had been circulated, it was moved by Councillor Halliday, seconded by Councillor Stock and:-

RESOLVED - (a) That the allowances recommended by the Independent Remuneration Panel, as set out in its report to the Council be approved except that:-

- i. The Special Responsibility Allowance for the Chairman of the Scrutiny Committee be deleted following the removal of that Committee.
- ii. The Special Responsibility Allowance for the Deputy Leader of the Council (both with and without Portfolio) be deleted as it is not considered appropriate to add this additional allowance in a period of financial austerity.
- iii. The allowances for the Chairman and Vice-Chairman of the Council be set at £6,070 and £2,140 respectively and are not increased by inflation to bring them in line with the other member allowances.
- iv. The Chairman and Vice-Chairman of the Council are not able to claim both the Chairman or Vice-Chairman allowance and a Special Responsibility Allowance. If any member is entitled to claim both the Chairman or Vice-Chairman of the Council allowance and Special Responsibility Allowance(s) only the higher allowance will be payable.

(b) That the Council adopts a principle of indexing of allowances for the following three years, and that Tendring District Council Members' Allowances commencing in May 2012, May 2013 and May 2014 be increased in each of those years in accordance with the officers' agreed pay award commencing in April of each of those respective years and that the same principle of indexation be recommended to the Tendring Parish Councils in each of those years. In the event that the officers' pay award is settled after 1st April in any year, the subsequent Members Allowances be calculated and paid backdated to 1st of May in that municipal year.

(c) That subsequent to (b) above Council does not wish the Independent Remuneration Panel to meet prior to the Annual Council Meetings in 2012, 2013 and 2014 but requests that a full review is undertaken and report prepared in relation to the district and parish

schemes of allowances to commence on 1 May 2015.

(d) That Officers bring forward to a future Council meeting a report on the options for the provision of an Independent Remuneration Panel following the expiry of the term of appointment of the current members of the Tendring District Council Independent Remuneration Panel.

(e) That the separate Broadband Allowance ceases to be paid with effect from 1 May 2011.

(f) That the Council's Scheme of Members' Allowances incorporated in Part 7 of the Constitution be amended accordingly and to reflect Council's decisions and that the approved amended Scheme Allowances be advertised as required by the Regulations.

(g) That in accordance with the approval given for the last three years, the Chairman and Vice-Chairman of the Council continue to be allowed to claim reimbursement in respect of in-district mileage when attending functions and duties in accordance with the remit set out in the Constitution, the mileage rate to be the same as that paid for general approved duties.

35. OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2011/2012 AND A REVIEW OF THE WORK CARRIED OUT DURING THE PERIOD APRIL 2010 TO MARCH 2011

The Council considered a report which sought their approval to a proposed work programme for the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year and which reviewed the work carried out by those Committees and the Scrutiny Committee during the period April 2010 to March 2011.

RESOLVED - That the proposed work programmes for the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year and the review of the work carried out by those three committees and the Scrutiny Committee in the period April 2010 to March 2011, as set out in Appendices "A4A" and "A4B" to item A.4 of the Reference from Committees, be approved.

36. PROGRAMME OF MEETINGS: 2011/2012 MUNICIPAL YEAR

The Council gave consideration to a proposed timetable of meetings of the Council, the Audit Committee, the Community Leadership and Partnerships Committee, the Corporate Management Committee, the Council Tax Committee, the Planning Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year.

RESOLVED - That the programme of meetings for the Council, the Audit Committee, the Community Leadership and Partnerships Committee, the Corporate Management Committee, the Council Tax Committee, the Planning Committee and the Service Development and Delivery Committee, as set out in the Appendix to item A.5 of the Reference from Cabinet, be approved.

37. SUB-COMMITTEES OF THE LICENSING AND REGULATORY COMMITTEES AND THEIR CHAIRMEN AND VICE-CHAIRMEN

To avoid the need for formal meetings of the Licensing and Regulatory Committees to be held to appoint their Sub-Committees and the Chairmen and Vice-Chairmen of those Sub-

Committees:-

It was moved by Councillor Stock, duly seconded and:-

RESOLVED – (a) That the Appeals Sub-Committee be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor Aldis
Councillor Bragg
Councillor S A Honeywood
Councillor Nicholls
Councillor Platt
Councillor Simons

(b) That Councillor S A Honeywood be elected Chairman of the Appeals Sub-Committee for the 2011/2012 Municipal Year.

(c) That Councillor Platt be appointed Vice-Chairman of the Appeals Sub-Committee for the 2011/2012 Municipal Year.

(d) That the Licensing (General Purposes) Sub-Committee be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor Casey
Councillor De-Vaux Balbirnie
Councillor Downing
Councillor Fawcett
Councillor V E Guglielmi
Councillor Powell
Councillor Pugh
Councillor Skeels

(e) That Councillor Downing be elected Chairman of the Licensing (General Purposes) Sub-Committee for the 2011/2012 Municipal Year.

(f) That Councillor Fawcett be appointed Vice-Chairman of the Licensing (General Purposes) Sub-Committee for the 2011/2012 Municipal Year.

(g) That Premises/Personal Licences Sub-Committee 'A' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows, with the appointment of a third member from the Labour Group, which appointment to be dealt with by the Chief Executive in accordance with the authority delegated to him to appoint a member at the request of the Group Leader:-

Councillor Downing
Councillor Powell

(h) That Councillor Downing be elected Chairman of the Premises/Personal Licences Sub-Committee 'A' for the 2011/2012 Municipal Year.

(i) That Premises/Personal Licences Sub-Committee 'B' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor V E Guglielmi
Councillor G L Mitchell
Councillor Shearing

(j) That Councillor V E Guglielmi be elected Chairman of the Premises/Personal Licences Sub-Committee 'B' for the 2011/2012 Municipal Year.

(k) That Premises/Personal Licences Sub-Committee 'C' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor De Vaux-Balbirnie
Councillor Fawcett
Councillor Platt

(l) That Councillor Platt be elected Chairman of the Premises/Personal Licences Sub-Committee 'C' for the 2011/2012 Municipal Year.

38. TENDRING DISTRICT LOCAL PLAN PREFERRED OPTIONS CONSULTATION

Council's approval was sought in respect of the Tendring District Local Plan Preferred Options Consultation.

The Local Plan Committee had considered the consultation document at its meeting held on 9 June 2016 and Council had before it the Committee's recommendations.

Council also had before it a report of the Head of Planning Services which informed Members of major as well as minor changes to the consultation documents in order to make the Plan up-to-date prior to public consultation and to be consistent in not allocating sites for housing which had been refused permission. Some of those changes were a result of decisions made by the Planning Committee at its meeting held on 14 June 2016. The changes had been made to the Plan attached as Appendix A to the report of the Head of Planning Services and a schedule of those changes was provided in Appendix C thereto.

Members had had circulated to them prior to the commencement of the meeting amended maps in relation to Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland. Those maps had been altered as a result of the recent refusal of related planning applications.

Councillor Stock, Chairman of the Local Plan Committee, thanked the Members of that Committee and the Officers, particularly the Head of Planning Services (Cath Bicknell) and the Planning & Regulation Manager (Simon Meecham), for their hard work and dedicated effort in getting the Local Plan to its current position. He also thanked the members of the public and representatives of parish councils who had participated in the public speaking scheme at meetings of the Local Plan Committee.

Councillors Stock, Turner, Scott, Winfield, Parsons, Stephenson, Calver, Bray, V E Guglielmi, Howard, G V Guglielmi, Coley, Broderick and M Brown participated in the debate.

It was moved by Councillor Stock, seconded by Councillor Turner and RESOLVED that Council:

(a) approves the content of the Tendring District Local Plan Preferred Options consultation document, attached as Appendix A to the Report of the Head of Planning Services, which incorporates the changes set out in Appendix C thereto and including the amended maps for Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland, as circulated, for public consultation for a period of eight weeks;

(b) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to make minor amendments to the text of the Local Plan

consultation documents up to the point of publication for consultation purposes. Such amendments are to be circulated to all Members of the Council prior to the commencement of the public consultation; and

(c) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to agree the content of the Sustainability Appraisals for the Local Plan Consultation Documents for public consultation for a period of six weeks. The content of the Sustainability Appraisals are to be circulated to all Members of the Council prior to the commencement of the public consultation.

NOTES: (1) in accordance with the provisions of Council Procedure Rule 18.5, Councillors Bray, Broderick, Parsons and Whitmore each requested that they be recorded in the minutes as having voted against the above decisions; and

(2) in addition, Councillor G V Guglielmi requested that he be recorded in the minutes as having abstained from voting on the above decisions.

39. URGENT MATTERS FOR DEBATE

There were none on this occasion.

40. URGENT MATTERS FOR DEBATE

There were none on this occasion.

Chairman