
HUMAN RESOURCES COMMITTEE

28 JUNE 2016

Present:- Councillors Callender (Chairman), Chapman (Vice-Chairman), Amos, Baker, Broderick, Calver, Everett, Massey and Pemberton

Also Present:- Councillor McWilliams (Portfolio Holder for Leisure, Health and Wellbeing)

In Attendance:- Corporate Director (Corporate Services) (Martyn Knappett), Head of People, Performance & Projects (Anastasia Simpson), Organisational Development Manager (Carol Magnus), Payroll and Payments Manager (Cathy Calder), Executive Projects Officer (Rebecca Morton) and Democratic Services Officer (Katie Sullivan)

The meeting was declared closed at 8.25 pm.

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bucke, Porter and Skeels (with no substitutions), Bennison (with Councillor Everett substituting) and Ferguson (with Councillor Baker substituting).

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the Committee, held on 26 January 2016 were approved as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members at this time.

4. IIP / STAFF SURVEY

The Corporate Director (Corporate Services) (Martyn Knappett) informed the Committee that the Council regularly undertook an independent and confidential staff survey, which was part funded by the Local Government Association. The key findings of the staff survey undertaken by Dr Martin Reddington were as follows:

- From an employee perspective, Tendring District Council continued to have a committed workforce, investing time, energies and concentration to get the job done well, and feeling a sense of pride in doing so;
- Reported levels of organisational engagement had increased – this was the sense of loyalty and advocacy that employees felt towards the Council;
- As the Council continued to cut back on costs, downsizes and restructured its organisation, the Council had very little 'slack' in work systems;
- The Council relied on good will and high levels of motivation and performance from staff, in terms of 'going the extra mile' and 'engagement' with organisational objectives and values; and
- The perception of Tendring District Council as an employer had improved overall since 2013.

Members were informed that the analysis revealed that in order to sustain high levels of engagement by employees in relation to their jobs, teams and wider organisation, the Council should focus efforts on some key areas over which it had a measure of control and which would positively impact the quality of the employment deal:

1) Change initiatives should recognise the importance of maintaining as much team cohesion as possible - the 'social contribution' of teamwork was a valuable asset and the Council should provide as much support as possible to encourage good quality conversations in relation to problem solving and service delivery.

2) Leadership Vision – the Management Team should invest more time in setting out the vision for Tendring. This was currently happening through the development of the revised Corporate Plan. The Council would operate more effectively when managers and employees 'bought in' to the vision and confidently look at new and smarter ways of doing things, in the knowledge that the senior team encouraged this approach.

3) There was a perception of inequality of pay and benefits when comparing groups of employees. This had been addressed through NJC National Job Evaluation Scheme training and additional staff being involved in job evaluation processes.

4) The Council should continue to foster an environment in which staff felt confident that they could raise workplace issues and be listened to and treated with respect. A culture of being able to legitimately 'speak out' without fear of intimidation or retribution encouraged greater staff engagement.

5) The Council should look carefully at its investment in building capabilities through learning and development. It had achieved a good level of overall proficiency in providing the tools that employees needed to do the job, and if this was backed up with an improvement in knowledge and skills, this would encourage higher performance levels.

It was also evident that the Chief Executive's personal investment in listening to employees' concerns and articulating a vision for the future of the organisation had had a discernible beneficial impact. Employees felt more inspired to use their own initiative and more of them felt that Senior Managers had demonstrated a clear vision for the future of the organisation.

Members recalled that, at the previous meeting of the Committee on Tuesday 26 January 2016, they had received feedback from Mr David Abdul on the Investor in People Gold (IIP) assessment undertaken by himself and Ms Gwen Carter-Powell, on behalf of EMB Excellence Limited and IIP UK. The report on the IIP assessment had now been received by the Council.

Mr Knappett reminded the Committee that the Council had been assessed for IIP Gold accreditation and had been accredited as an IIP Gold organisation in December 2015 which had been an excellent achievement. Mr Abdul and Ms Carter-Powell would return for an IIP planning workshop with the senior Management Team over the next few months to consider Tendring District Council's next IIP steps. The organisation had to re-align itself to the revised IIP Generation 6 criteria and it should be noted that a number of IIP Gold organisations who had gone through the assessment process based on the new criteria had found that they had been re-accredited as IIP Silver or Bronze organisations.

Members were informed that in order to maintain the IIP Gold Standard there would be a lot more work to do going forward but information from the report would help get an action plan together.

Some items on the Council's 'To Do List' included the following:

- Ensuring that the Council's priorities were understood by all;
- Development of overarching people management themes, including specific behaviours in the delivery of appraisal and one to ones;
- Increased use of coaching as a model for managers;

- Develop a framework for project management;
- Develop a Corporate Social Responsibility Strategy;
- Develop a revised Workforce Strategy (aligned to Corporate Plan);
- Learning and Training Policy;
- Continue the IIP Advocacy Group; and
- Prepare and plan for IIP Generation 6.

Officers responded to questions raised by Members in relation to training and development of staff, and apprenticeships.

Councillor Calver proposed, and it was agreed by the Committee, that it was excellent to hear such positive and valuable feedback on the Council both from external sources and from the staff.

Following discussion it was RESOLVED that the contents of the report be noted and that the Chief Executive, the Management Team and all staff be thanked for their sustained efforts and commitment to the success of the Council and for the benefit of the District.

5. STAFF STATISTICS REPORT

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with updated and current staffing statistics including:

- (1) Number of Staff Employed – Full-Time and Part-Time;
- (2) Gender Profile;
- (3) Age Profile;
- (4) Disability Profile;
- (5) Ethnicity Profile; and
- (6) Sickness Absence.

The Organisational Development Manager (Carol Magnus) informed Members that the Council continued to actively manage sickness absence and absence management training for managers was scheduled to take place over the coming months and options to reduce viral short term sickness absence were currently being investigated. The Council continued to support employees' mental health using a range of methods to do so, this included provision of an external counselling service, flexible working options/improved work-life balance, corporate gym membership and access to an occupational health specialist.

The Head of People, Performance & Projects (Anastasia Simpson) responded to questions raised by Members in relation to sickness absence and explained the process Human Resources followed for long term sickness.

Mr Knappett informed the Committee that 'Team Spirit', which was a linked system for HR and Payroll, had made it a lot easier to gather statistics as this was a central database for the whole Council and that staff had worked extremely hard in getting the system set up and it had been a great success.

Mr Knappett also informed the Committee that he was delighted to see a significant number of younger employees within the 21-30 age bracket now working for the Council.

Following discussion it was RESOLVED that the contents of the report be noted.

6. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

There was submitted a report by the Corporate Director (Corporate Services), which

provided the Committee with an updated pension discretions policy.

The Head of People, Performance & Projects (Anastasia Simpson) informed Members that under the Local Government Pension Scheme (LGPS) Regulations 2013, all employers participating in the LGPS were required to prepare and publish a written statement on how it exercised the various discretions provided by the LGPS 2014, LGPS 2008, and LGPS 1997 and the Compensation and Injury Allowances Regulations.

The report updated the Council's previous policy and included the following Regulations:

- Regulation 60, LGPS Regulations 2013;
- Regulation 66, LGPS (Administration) Regulations 2008;
- Regulation 106, LGPS Regulations 1997 (for pre 1 April 2008 leavers); and
- Regulation D11 (2) (c) LGPS Regulations 1995 (as amended in relation to pre 1 April 1998 leavers).

As an admitted body to the LGPS the Council had been required to prepare and publish a written statement on how it exercised the various discretions provided by the LGPS 2014. This ensured that there were fair, transparent and equitable practices in place when responding to individual queries.

The Payroll and Payments Manager (Cathy Calder) informed Members that the significant change in the Council's policy had been that non-contractual overtime had been removed from the exclusions list in the definition of pensionable pay with the introduction of the LGPS 2014. From 1 April 2014 all non-contractual overtime had become pensionable.

An employee's pension pay was the total of:

- All the salary, wages, fees and other payments paid to the employee including any additional lump sum payments; and
- Any benefit specified in the employee's contract of employment as being a pensionable emolument.

The updated policy had been based on Essex County Council's, discretionary decision statement in order to ensure consistency of approach and practice.

The Payroll and Payments Manager (Cathy Calder) responded to questions raised by Members in relation to the scheme.

Following discussion it was RESOLVED that:

- (a) the revised Local Government Pension Scheme Discretionary Decisions Statement and Criteria for Early Release of Deferred Benefits Policy be approved and adopted.
- (b) that delegation be given to the Corporate Director, (Corporate Services) to update the policy with any future legislative, or best practice, changes.

7. OFFICERS' CODE OF CONDUCT

There was submitted a report by the Corporate Director (Corporate Services), which sought the Committee's approval to adopt a new Officers' Code of Conduct, which would apply to all employees of the Council and other authorised third parties.

The Committee was informed that the Code of Conduct for a Council employee was currently included in paragraph 46 of the Staff Handbook. That section provided a succinct statement of the conduct required of a Council Officer and provided a general reference to high standards of "integrity, ability and commitment to the ethics of public service and the interests of all members of the community." However, there was a need

for staff to have a clearer, more detailed understanding of those standards, including subjects such as disclosure of information and political neutrality. The new Code had therefore been prepared to provide Officers and their Managers with greater clarity, to ensure that the Council did not breach legislation (for example, the Working Time Directive) and to ensure that the Council's interests were protected.

Members were informed that UNISON had been consulted in relation to the new Code and had raised some very useful points which had been incorporated into the proposed Code.

The Chief Executive informed the Committee that the IIP Gold Award together with a strong, clear code of conduct would be an aid to recruitment to the Council and help overcome the recruitment difficulties caused by the Council's geographical location.

It was moved by Councillor Scott, seconded by Councillor Ferguson and RESOLVED that:

(a) the new Officers' Code of Conduct, as detailed at Appendix A to item A.3 of the Report of Corporate Director (Corporate Services), be approved and adopted; and

(b) the Corporate Director (Corporate Services) be authorised to update the guidance note with any future legislative and/or best practice changes.

8. STAFF STATISTICS

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with updated and current staffing statistics including:

- (1) Number of Staff Employed – Full-Time and Part-Time;
- (2) Gender Profile;
- (3) Age Profile;
- (4) Disability Profile;
- (5) Ethnicity Profile; and
- (6) Sickness Absence.

It was moved by Councillor Scott, seconded by Councillor Amos and RESOLVED that the contents of the report be noted.

9. HEALTH AND WELLBEING UPDATE

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with an analysis for 2015/2016 of health and wellbeing trends within the Council and updated it regarding the work and priorities of the Workplace Health Champions for the next twelve months.

It was moved by Councillor Ferguson, seconded by Councillor Scott and RESOLVED that the contents of the report be noted and the actions contained therein endorsed.

10. NO SMOKING POLICY

There was submitted a report by the Corporate Director (Corporate Services), which presented to the Committee a proposed updated No Smoking Policy.

The Committee was advised that:

- The Health Act 2006 had required that all work places be smoke free by 1 July 2007, however, the legislation had not included electronic cigarettes;
- This Council had introduced a No Smoking policy in June 2007;
- The use of electronic cigarettes had increased since the mid- 2000s through increased

marketing and online sales as an aid to reducing or quitting smoking;

- Guidance from the British Medical Association (BMA) stated that there was no evidence that electronic cigarettes were safe or effective and they had advised prohibiting them in the workplace as second hand exposure to the vapour exhaled by the user undermined smoking preventions and cessation; and
- The revised policy therefore included a ban on electronic cigarettes being used in this Council's workplaces.

RESOLVED that:

(a) the revised No Smoking Policy, as detailed at Appendix A to item A.5 of the Report of Corporate Director (Corporate Services), be adopted with immediate effect; and

(b) the Corporate Director (Corporate Services) be authorised to update the Policy with any future legislative and/or best practice changes.

11. ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

There were none.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. URGENT MATTERS FOR DEBATE

There were none on this occasion.

22. URGENT MATTERS FOR DEBATE

There were none on this occasion.

Chairman

