

**MINUTES OF THE MEETING OF THE CORPORATE MANAGEMENT COMMITTEE****HELD ON 7 MAY 2014 AT 7.30 P.M. IN THE COUNCIL CHAMBER,  
COUNCIL OFFICES, WEELEY**

**Present:** Councillors Steady (Chairman), Bucke, Caines, Challinor, Nicholls, Simons and Wood.

**In Attendance:** Finance and Procurement Manager (Richard Barrett), Business Manager (Jon Barber), Business Support Manager (Katie Wilkins), Senior Democratic Services Officer (Ian Ford) and Democratic Services Officer (Michael Pingram).

**1. WELCOME**

The Chairman welcomed Councillor Simons and he also welcomed the Council's Business Support Manager who was attending the Committee for the first time.

**2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

An apology for absence was submitted on behalf of Councillor V E Guglielmi (Vice-Chairman) with Councillor Simons substituting.

**3. MINUTES OF THE LAST MEETING**

The minutes of the last meeting of the Committee held on 26 March 2014 were approved as a correct record and signed by the Chairman.

**4. DECLARATIONS OF INTEREST**

There were none.

**5. PERFORMANCE REPORT – QUARTER 4 2013-14 (JANUARY-MARCH 2014)**

There was submitted a report by the Corporate Director (Corporate Services) which highlighted the performance of the Council for Quarter Four of the reporting year 2013/2014.

The Council's Business Manager explained that a new dashboard had been developed for future performance reports and said it would be more robust and linked to departmental plans. He said that targets were being set which were challenging and as a consequence some targets may not be met. This, he said, was a more effective way to manage corporate performance where setting stretching targets may mean on occasions they are not met.

In presenting the report, the Council's Business Manager focussed on areas that were behind target and explained the reasons for that. In regards to office rationalisation and shared use, he stated that there was a high volume of work involved and that the timeline targets originally set were ambitious but that effort was being made to catch up.

He further informed Members that although recycling rates and waste tonnage figures were behind target, this was both an Essex and national issue but stressed that work was underway to assess the impact of a recession on recycling rates. He said the recycling performance had been, and continued to be, a focus for the Locality Board which would next meet in June 2014.

With regards to fly-tipping, the Council's Business Manager said that it was behind target due to a challenging response target of 48 hours from report to removal. Weekends and Bank Holidays, he said, posed particular challenges in meeting this target and explained that contractors delivered this function and therefore a target had to be set that was realistic and therefore the future target had been amended to 72 hours.

He then explained the reasoning behind complaints being behind target and said that with regards to complaints for Planning, some of it was due to them requiring legal advice but that for future complaints holding replies and letters of acknowledgement would be sent to avoid a delayed response. The Council's Business Manager felt this was a good example of how applying robust performance management showed how the Council could better work with its residents.

Following discussion by the Committee, it was **RESOLVED** that:

- (a) the Committee thanked the Officers for the excellent quality of the presentation and report and their grasp of the information provided; and
- (b) the Committee looked forward to receiving the 'new style' performance report at future meetings.

## 6. FINANCIAL BASELINE AND BUDGET INPUT

Following the Committee's decision at its budget scrutiny meeting in January 2014, the Committee was invited to give consideration as to how it wished to make its input into the Council's financial baseline and budget for 2015/16.

The Council's Finance and Procurement Manager explained to the Committee that although the Financial Baseline was due to be presented to Cabinet in May 2014, this was now likely to be in June instead and said that the budget gap for 2015/16 remained in excess of £2,000,000. The Committee discussed working with the LGA to support the Council where possible and to maximise the benefit of the Council's annual LGA subscription.

The Committee then looked at various ways it could influence the future budget and discussed items including under-utilised Council-owned sheltered housing in Brightlingsea (which was being looked at by the Chairman and Councillor Chapman), asset management, joint partnerships, the Right to Buy Scheme and ways of taking the Council's housing stock out of the scheme (which was being looked at by Councillor Aldis), the work of the Rural Projects Panel and utilising renewable energy.

Following further discussion by the Committee it was **RESOLVED** that:

- (a) the Finance and Procurement Manager, on behalf of the Committee, invite a representative of the Local Government Association to attend the next meeting of the Committee in order to assist it in deciding how it could have a positive input into the formulation of the Council's budget for 2015/2016; and
- (b) the Democratic Services Manager, on behalf of the Committee, invite the Leader of the Council to attend the next meeting of the Committee in order to help inform the Committee's deliberations.

## 7. FORWARD PLAN

The Committee noted the new items relevant to the terms of reference of the Committee contained in Forward Plan No.151.

**8. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

The Finance and Procurement Manager referred to a query previously raised by a Member which had questioned whether the Council would be affected by the introduction of a new EU Directive on Waste Collection. He was pleased to inform the Committee that having consulted with the relevant Officers, there would be no adverse financial effect on this Council.

The meeting was declared closed at 8.22 p.m.

**Chairman**