

**MINUTES OF THE MEETING OF THE CORPORATE MANAGEMENT
SCRUTINY COMMITTEE HELD ON MONDAY 21 MARCH 2016 AT 7.30 P.M. IN THE
COUNCIL CHAMBER, COUNCIL OFFICES, WEELEY**

Present: Councillors Steady (Chairman), Platt (Vice-Chairman), Baker, Chittock, Massey, Scott, Stephenson and Whitmore

Also Present: Councillor Turner (Portfolio Holder for Coastal Protection)

In Attendance: Corporate Director (Corporate Services) (Martyn Knappett), Finance and Procurement Manager & Section 151 Officer (Richard Barrett), Human Resources and Business Manager (Anastasia Simpson), Assets Manager (Andy White), Management and Members' Support Manager (Karen Neath), Monitoring Officer (Lisa Hastings) and Senior Democratic Services Officer (Ian Ford)

48. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence.

49. MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 15 FEBRUARY 2016

The Minutes of the meeting of the Committee, held on 15 February 2016, were approved as a correct record and signed by the Chairman.

50. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time though Councillor Stephenson later in the meeting declared an interest in respect of Minute 53 below.

51. HOUSEHOLDER PARKING PERMIT SCHEME UPDATE

The Committee had before it a briefing note prepared by the Parking and Seafronts Manager (Ian Taylor) in relation to the Householder Parking Permit Scheme. The note covered the following:

- (1) The background to the Parking Scheme;
- (2) The current position with respect to the implementation of a Revised Parking Scheme with effect from 1 April 2016;
- (3) The key principles of the revised scheme which reflected the previous input of the Committee; and
- (4) The Parking and Seafronts Manager's conclusions.

The Portfolio Holder for Coastal Protection (Councillor Turner) attended the meeting and informed Members of the historical background to the Residents' Parking Scheme. He then explained the main changes to the Scheme that would come into effect in April 2016 which included:

- (1) The Scheme would not apply during the months of July and August;
- (2) The Scheme's cost was estimated to reduce from £200-270,000 to less than £74,000;
- (3) A second permit was available to Residents for a charge; and
- (4) Persons living outside the District could pay to get a parking permit.

Councillor Turner then responded to various questions raised by the Committee with respect to the operation of the new Scheme and other issues.

The Chairman thanked Councillor Turner for his attendance and for the information that he had provided.

52. TRANSFORMING TENDRING PROJECT

The Corporate Director (Corporate Services) (Martyn Knappett) attended the meeting and gave a presentation on the current situation and the way forward in respect of the Transforming Tendring Project.

Mr Knappett informed the Committee that the Transforming Tendring Project was actually four linked projects involving:

1. Members – move to paperless provision, better IT, better access to information;
2. Staff – better IT, flexible working, more efficient working;
3. Public – provide a 24/7 service, better access to information; and
4. Buildings – reduce running costs, modernisation and efficiencies.

Mr Knappett reminded Members that the Council had to work towards being self-sufficient with a “sustainable future” by 2020 when Government funding would cease. To that end Mr Knappett then outlined to the Committee:

- (1) Current Actions such as IT improvements (laptop roll-out, hardware upgrades, server virtualisation) and the creation of a centralised print unit and post unit;
- (2) Planned Actions such as further IT improvements and the digitalisation of paper files;
- (3) Future Actions – subject to future reports and Member decisions - such as Property Issues (potential options for office rationalisation) and Partnerships (Local Service Hubs, shared working with Essex County Council and Clacton Civic Hub).

Mr Knappett and the Assets Manager (Andy White) then responded to questions raised by Members.

The Chairman thanked Mr Knappett and Mr White for the information that they had provided.

53. CORPORATE PLAN, PROJECTS AND PERFORMANCE MANAGEMENT

Councillor Stephenson declared an interest in this item insofar as he had assisted the Officers in producing the Draft Performance Report 2016-2017.

The Management and Members’ Support Manager (Karen Neath) explained the thinking behind the new-look Corporate Plan 2016-2020, Priorities and Projects 2016 which reflected the comments made by the Committee at its meeting held on 15 February 2016 (Minute 46 referred).

The Human Resources and Business Manager (Anastasia Simpson) then explained the thinking behind the new-look Performance Report 2016-2017 and its three key strands – Health and Housing, Council and Community and Employment and Enjoyment.

The Committee then held a discussion and made the following suggestions that Officers undertook to take on board in progressing the Plans further:

- (i) the inclusion of ‘Culture’ as a high level key project/target;
- (ii) the removal of Authorised Covert Surveillance from within the performance targets; and
- (iii) that the ‘influencing’ indicators be removed if they are demonstrably failing.

The Committee was aware that it would consider further these emerging Plans etc. at its next meeting to be held on 9 May 2016 at which point any comments the Committee

made would be taken into consideration by the Cabinet in making its recommendations to the full Council meeting on 5 July 2016.

The Chairman, on behalf of the Committee, welcomed the changes to the Plan documents that had been made as a result of the comments that the Committee had made at its previous meeting.

54. CORPORATE BUDGET MONITORING REPORT FOR THE THIRD QUARTER OF 2015/2016

The Committee had before it a report of the Corporate Director (Corporate Services), which presented it with an overview of the Council's actual financial position against the budget as at the end of December 2015.

The Committee was aware that, at its meeting held on 19 February 2016, Cabinet had considered the Corporate Budget Monitoring Report for the third quarter of 2015/16 and had resolved (minute 144 referred) that:

“(a) the financial position, as at the end of December 2015, be noted;

(b) the 2015/16 budget be amended to reflect favourable variances emerging in the third quarter as follows:

- £0.150m reduction in salary budgets;*
- £0.100m increase to the planning fee income budgets; and*
- £0.250m – Contribution to Reserves (being the total of the above transferred to the Austerity Reserve).*

(c) following the Leader of the Council's budget speech on 9 February 2016, the Big Society Budget be increased by £0.160m in 2015/16 funded by a transfer from the Fit for Purpose Budget; and

(d) delegated authority be granted to the Corporate Director (Life Opportunities), in consultation with the Housing Portfolio Holder, to determine the level of rents for any HRA properties that may be exempt from the 1% rent reduction starting from 1 April 2016, or from any other changes that may be required, following the enactment of the Welfare Reform and Work Bill 2015/16.”

The Cabinet report referred to above was attached, as Appendix A, to item A.1 of the report of the Corporate Director (Corporate Services), for the Committee's consideration.

Following discussion and at the suggestion of a Member, the Finance and Procurement Manager & Section 151 Officer (Richard Barrett), undertook to incorporate within future Budget Monitoring reports or separately where appropriate details in respect of:

- (1) Revenues & Benefits Net Court Costs and collection/recovery performance;
- (2) Section 106 monies – in what Wards and on what projects; and
- (3) Business Rates retention – comparison with previous years' collection rates.

It was **RESOLVED** that the contents of the report be noted and that the Committee looks forward to feeding back its comments to Cabinet as it considers the Budget during the forthcoming year.

55. REVIEW OF THE YEAR AND THE CORPORATE MANAGEMENT COMMITTEE'S WORK PROGRAMME FOR 2016/2017

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with a review of the work it had carried out in the current municipal year and sought Members' approval to a draft Work Programme for the coming 2016/2017 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 26 April 2016.

The Council's Human Resources and Business Manager explained that Appendix A to the report was a summary of what had been discussed and agreed by the Committee in the municipal year thus far. She stated that Appendix B was a suggested work programme for the Committee and she was happy for the Committee to add any items it felt were required.

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

- (a) the report on the review of the year 2015 to 2016, as detailed in Appendix A to item A.2 of the report of the Corporate Director (Corporate Services), be noted; and
- (b) the draft 2016/17 Work Programme, as set out in Appendix B to the aforementioned report, be agreed and submitted to the Annual Meeting of the Council for approval, subject to the inclusion of the following items:
 - (i) 26 September 2016 – Waste and Recycling – Performance against targets and value for money in contracts; and
 - (ii) 12 December 2016 – “Growing the Beach Economy” – Performance review of the first year following the completion of the new beach defences.

56. FORWARD PLAN

The Committee reviewed, and noted, the new items relevant to the terms of reference of the Committee, contained in the Forward Plan 173, in accordance with Overview and Scrutiny Procedure Rule 13.

The meeting was declared closed at 9.54 p.m.

Chairman