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Corporate Management Committee

26 February 2018

**MINUTES OF THE MEETING OF THE CORPORATE MANAGEMENT COMMITTEE,
HELD ON MONDAY 26 FEBRUARY 2018 AT 10.12 A.M.
IN THE CONNAUGHT ROOM, TOWN HALL, STATION ROAD, CLACTON-ON-SEA**

Present:	Councillors Steady (Chairman), Baker (Vice-Chairman), Alexander, Amos, Chittock, Stephenson and Watson
Also Present:	Councillor Gray
In Attendance:	Martyn Knappett (Corporate Director (Corporate Services)) (except minute 52), Lisa Hastings (Head of Governance and Legal Services), Anastasia Simpson (Head of People, Performance and Projects), Richard Barrett (Head of Finance, Revenues and Benefits Services) (except minutes 49-51) and Debbie Bunce (Legal and Governance Administration Officer)

49. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Skeels Jnr (with Councillor Amos substituting).

50. MINUTES OF THE LAST MEETING

The Minutes of the meeting of the Committee, held on 29 January 2018, were approved as a correct record and signed by the Chairman.

51. DECLARATIONS OF INTEREST

There were none.

52. FUTURE SCRUTINY OF THE FINANCIAL FORECAST AND BUDGETS

The Committee discussed ways in which the financial forecast and budgets will be scrutinised with the proposed new committee structure and it was agreed that there were concerns about the number and length of meetings proposed in the new Municipal Year, bearing in mind the terms of reference for two Overview and Scrutiny Committees were being merged to form a new Resources and Services Overview and Scrutiny Committee. It was decided that the Committee Services Manager could be asked to schedule in some extra meetings into the Calendar of meetings throughout the year but that if these were not needed then they could be cancelled.

It was also noted that it would be useful to have Task and Finish Groups on specific topics outside of the ordinary meetings of the Committee with three Members on each Group. The Committee would decide what the Task and Finish Groups Terms of Reference would be and consult with Cabinet on this.

It was also agreed that training/workshops run by an external resource for both of the new Overview and Scrutiny Committees would be advantageous.

RESOLVED that the Committee submits the following comments for the Cabinet's consideration:

- (a) Portfolio Holders may be asked to attend meetings of the Resources and Services Overview and Scrutiny Committee, as and when required in order for the Committee to ask questions.
- (b) The Committee may need to schedule additional meetings throughout the year to ensure robust and thorough overview and scrutiny.
- (c) The aspirations for the year that the Leader referred to at full Council should feed into the Committee's work programme.
- (d) The Committee would like the opportunity to consult Cabinet and Officers about the terms of reference for Task and Finish Groups. The Committee would like to ensure that all members have a consistent understanding of the expectations and terms of reference for Task and Finish Groups.

The meeting was declared closed at 12.20 pm

Chairman