

**MINUTES OF THE FINAL MEETING OF THE CORPORATE MANAGEMENT  
COMMITTEE,  
HELD ON MONDAY 12 MARCH 2018 AT 7.30 P.M.  
IN THE COUNCIL CHAMBER, AT THE COUNCIL OFFICES, WEELEY**

|                       |   |
|-----------------------|---|
| <b>Present:</b>       | Councillors Steady (Chairman), Baker (Vice-Chairman), Alexander, Chittock, Pemberton, Skeels Jnr., Stephenson (except items 53 - 55) and Watson   |
| <b>In Attendance:</b> | Anastasia Simpson (Head of People, Performance and Projects), Richard Barrett (Head of Finance, Revenues and Benefits Services)(except items 57 and 58), Ian Ford (Committee Services Manager) and Katie Wilkins (Human Resources and Business Manager) |

**53. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were no apologies for absence and consequently there were no substitutions on this occasion.

**54. MINUTES OF THE LAST MEETING**

The Minutes of the meeting of the Committee, held on 26 February 2018, were approved as a correct record and signed by the Chairman.

**55. DECLARATIONS OF INTEREST**

There were none.

**56. CORPORATE BUDGET MONITORING REPORT FOR THE THIRD QUARTER OF 2017/2018**

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 2017.

The Committee was aware that, at its meeting held on 16 February 2018, Cabinet had considered the Corporate Budget Monitoring Report and Appendices for the third quarter of 2017/18 and had resolved (minute 150 referred) that –

*(a) the financial position, as at the end of December 2017, be noted; and*

*(b) Business Investment and Growth revenue and capital budgets be merged in 2017/18, as set out in this report, which would remain subject to further decisions once potential uses of the funding are identified / proposed.*

The Cabinet report and appendices referred to above were attached as Appendix A and Appendix B respectively to item A.1 of the Report of the Corporate Director (Corporate Services) for the Committee's consideration.

Councillor Baker had submitted, in advance of the meeting, a number of written questions, to which the Head of Finance, Revenues and Benefits Services (Richard Barrett) gave an oral response.

Having considered and discussed the budget monitoring report and appendices:-

It was **RESOLVED** that the contents of the report be noted.

The Chairman, on behalf of himself and the Committee, thanked Richard Barrett for all the help, assistance and advice that he had given to Members during his tenure as Chairman of the Committee.

**57. PERFORMANCE REPORT – QUARTER THREE REPORT – OCTOBER 2017 TO DECEMBER 2017**

The Committee had before it a report of the Corporate Director (Corporate Services) which presented the Performance Report for Quarter Three (October 2017 to December 2017), including the Corporate Plan and Priorities and Projects 2017/18. Appendix A to that report contained details of the 16 indicators and projects where performance was measured. Of those, 14 (88%) were on, or above, their expected target and 2 (12%) were not currently in line with the expected performance. Three of the indicators and projects highlighted in the report were deemed 'non-measurable' as this Council's role was that of influence only.

Members were informed that the performance report had been submitted to Cabinet at its meeting held 16 February 2018 (Minute 149 referred). Any feedback from the Committee would be presented to a future meeting of the Cabinet as a separate reference report.

The Human Resources and Business Manager (Katie Wilkins) gave a verbal update in respect of several indicators and projects.

Councillor Baker had submitted, in advance of the meeting, a number of written questions, to which the Human Resources and Business Manager circulated to Members written responses.

Officers responded to other questions raised by Members on various topics and where an answer was not immediately available, the Human Resources and Business Manager undertook to respond to Members as soon as possible after the meeting.

It was **RESOLVED** that the contents of the report be noted.

It was also **AGREED** that the Committee **COMMENTS TO CABINET** that:

- (1) The Committee is concerned at the continually revised target completion dates for the delivery of many aspects for the delivery of the transformation project including the £1.5million IT investment programme and requests that the project milestones be reviewed with a view to making them more realistic and that a full explanation for any revision of the target dates be given in future; and
- (2) The Committee hopes that all the necessary consent submissions for the physical changes required to Clacton Town Hall as part of the Office Rationalisation

programme have already been submitted in view of the time consuming process required to get Listed Building Consents.

The Chairman, on behalf of himself and the Committee, thanked Katie Wilkins for all the help and assistance that she had given to Members during his tenure as Chairman of the Committee.

#### **58. REVIEW OF THE YEAR AND THE WORK PROGRAMME FOR 2018/19**

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 new Resources and Services Overview and Scrutiny Committee for the coming 2018/2019 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 24 April 2018.

The Council's Head of People, Performance and Projects 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.

Members were aware that it had been agreed by Council that the Council would appoint two Overview and Scrutiny Committees for the Municipal Year 2018/19 and that Corporate Management Committee would be dissolved and its work would become part of the Resources and Services Overview and Scrutiny Committee. The Resources and Services Scrutiny Committee would have a number of "routine" items which would be vital to ensure the Council, as a whole, was performing efficiently and effectively, managing its resources in the very best interest of the community it served, and complying with the appropriate legislation and guidelines. This would include financial strategy, budget setting and performance.

Members were informed that the Resources and Services Overview and Scrutiny Committee would undertake evidenced reviews of the effectiveness of:

- The Financial Strategy
- Budget Setting (including the General Fund and the Housing Revenue Account)
- Service Delivery and Performance
- Procurement and Contract Management
- Transformation and Digital Strategies
- Customer Service and Standards

Meetings of task and finish groups could be called as required following the terms of reference being agreed by the Committee.

The Head of People, Performance and Projects stated that Appendix B was a suggested work programme for the new Committee and she invited the Committee to add any extra items it felt were required.

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

- (a) the report on the review of the year municipal 2016 to 2017, as detailed in Appendix A to item A.3 of the report of the Corporate Director (Corporate Services), be noted; and

- (b) the draft 2018/19 Work Programme for the new Resources and Services Overview and Scrutiny Committee, 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 on the agenda for the meeting on 21 May 2018:
- deciding the items that will be considered by the Resources and Services Overview and Scrutiny Committee; those should be looked at by a Task and Finish Working Group; and those that should be the subject of an All Member Briefing;
  - deciding the terms of reference etc. for the Task and Finish Working Groups.

As this was the last ever meeting of the Corporate Management Committee, Councillor Stephenson, on behalf of himself and the Committee, thanked Councillor Steady for the courteous, efficient and inclusive way in which he had chaired the meetings of the Committee.

The Chairman, on behalf of himself and the Committee, thanked Anastasia Simpson and Ian Ford for all the help, assistance and advice that they had given to Members during his tenure as Chairman of the Committee.

The meeting was declared closed at 8.57 p.m.

**Chairman**