

Review Committee – 7 October 2014

Minutes of the meeting of the **Review Committee** held on 7 October 2014 when there were present:-

Chairman: Cllr M Hoy
Vice-Chairman: Cllr Mrs T J Capon

Cllr C I Black	Cllr Mrs A V Hale
Cllr J C Burton	Cllr B T Hazlewood
Cllr Mrs L A Butcher	Cllr J R F Mason
Cllr Mrs H L A Glynn	Cllr C G Seagers
Cllr J D Griffin	Cllr Mrs M H Spencer

VISITING MEMBER

Cllr M J Steptoe

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R R Dray and J L Lawmon.

OFFICERS PRESENT

S Scrutton	-	Head of Planning and Transportation
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Committee Administrator

205 MINUTES

The Minutes of the meeting held on 9 September 2014 were agreed as a correct record and signed by the Chairman.

206 DECLARATIONS OF INTEREST

Cllrs M Hoy and Mrs M H Spencer declared an interest in item 5 of the Agenda 'Shop at My Local' by virtue of being former members of the Shop at My Local steering group.

207 SHOP AT MY LOCAL

The Committee considered the report of the Head of Planning and Transportation providing details of the purpose and function of the Shop at My Local campaign, and an update as to the direction of travel and plans for the future.

In response to questions, the following was noted:-

- Shops in the scheme do not display their membership of SAML in their shops windows. Details of traders who are signed up to the scheme are

on the SAML website.

- It was requested that the total number of traders in the District who are part of the SAML scheme be made available to the Town and Community Teams if they request this.
- The Town and Community Teams will be run by the business community; the role of District and Parish Councils will be that of facilitator.
- The Rayleigh Town Team has been established; Community teams in other parts of the District will be established in due course; terms of reference are currently being drawn up.
- It was suggested that Town and Community Teams approach Rochford Neighbourhood Watch in respect of the NHW Facebook page, which provides useful and up to date information, as this may be a useful tool for promotion.

Resolved that the contents of the report are noted.

208 REVIEW OF THE OPERATION OF THE ICT CONTRACT

The Committee considered the report of the Review Committee project team.

Recommended to the Executive

- (1) That some form of trend analysis of past incidents is included in the comments on the monthly management information reports.
- (2) That the first table purporting to show the top 20 users for the month is deleted from the Management Information report as it is incorrect and adds little value.
- (3) That the user survey included with the incident closure e mail is stopped and instead a random number of users, that have logged a call in the last month, are sent a questionnaire on the service they have received. Completion of this survey should be mandatory.
- (4) That the user satisfaction survey is reworded to make it quicker to complete.
- (5) That multiple device users are challenged as to the need for more than one device and where possible a system of hot desking for the more casual users is introduced.
- (6) That a pool of devices be created for officers to take to meetings and save on the Council's printing costs.

- (7) That a provision or a specific reserve is created for the replacement of devices as they reach the end of their useful life.

It was further:-

Resolved

- (1) The Review Committee form a team to look at the third party software contracts as a separate project.
- (2) The Review Committee form a team to look at the issues around the iPads.

209 KEY DECISIONS DOCUMENT

The Key Decisions document was noted.

The Committee expressed concerns that not all key decisions are being added to the Key Decisions document. The Committee requested that the Chairman engage with the Chief Executive on this issue. It was recognised that it is important for the Key Decision Document to include all Key Decisions that are to be made, in order that the Review Committee can undertake pre decision scrutiny.

210 WORK PLAN

The Committee considered and approved its Work Plan.

4 November 2014 – Members of the Committee would undertake a site visit of the leisure centres, Castle Hall, Freight House and Mill Hall as part of its review of the Council's new leisure contractors, Fusion. It was felt that a study of general maintenance of these buildings may be useful. It was requested that details of each site be provided to Members who attend the site visit and that Members be provided with a copy of the previous Committee report. It was suggested that photos or videos be taken at the site visit to provide further evidence for consideration by the Committee.

6 January 2015 – as part of the Dog Fouling review, the Committee would examine the Council's £18,000 third-party contract for stray dogs.

The review of Estates will be around what estates the Council has and how they are to be used.

A date for a further meeting of the team reviewing Rochford District Matters was being arranged.

The meeting closed at 8.40 pm.

Chairman

Date

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