

## **Review Committee – 10 June 2014**

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Minutes of the meeting of the **Review Committee** held on **10 June 2014** when there were present:-

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

Cllr C I Black	Cllr B T Hazlewood
Cllr J C Burton	Cllr J L Lawmon
Cllr R R Dray	Cllr C G Seagers
Cllr Mrs H L A Glynn	

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs L A Butcher, Mrs A V Hale, J R F Mason and Mrs M H Spencer.

### **OFFICERS PRESENT**

R Evans	-	Head of Environmental Services
M Hotten	-	Open Spaces Manager
A Aldridge	-	Principal Open Spaces Officer
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Committee Administrator

### **116 MINUTES**

The Minutes of the meeting held on 22 April 2014 were agreed as a correct record and signed by the Chairman.

### **117 OVERALL WORK PROGRAMME AND METHODOLOGY**

The Committee deliberated on a number of topics to be considered by the Committee for its 2014/15 programme. Some of these topics had been identified from a Review Committee training session, facilitated by an independent trainer, to agree a Member-led work programme; others had been brought forward from the 2013/14 Review Committee work programme.

It was agreed that the following reviews would be undertaken by the Committee:-

- Regulation of Investigatory Powers Act 2000 (RIPA): changes in policy and the Council's annual usage of RIPA. Reports will be 'by exception' and can be circulated to the Committee by email for comment, then signed off by the Chairman for referral to full Council. If Members wish to raise any issues a report can be made to a meeting of the full Committee.

In response to questions, officers confirmed that the Council often works in partnership with Essex Police, and this will sometimes involve the use of CCTV. CCTV evidence can be used as long as the correct procedure

has been followed. It was noted that RIPA applies to covert surveillance, whereas the Council will generally use overt surveillance to address any persistent/on-going issues around, for example, fly-tipping. Covert surveillance can be used, once authorised, if this approach is unsuccessful.

- Community Safety Partnership (CSP): this is scheduled to take place at the November meeting; specific invitees from the Police to be decided prior to the meeting.
- Treasury Management Reports: the Committee agreed to delegate authority to a task and finish group (Cllrs R R Dray, M Hoy, J R F Mason and C G Seagers) to undertake the review of the three Treasury Management reports.
- Car parking charges: a review around whether there has been a change in income as a result of increased charges and to see if budget expectations at the time charges were increased have materialised.
- Council's sports provision in open spaces: this review has now been completed and an exempt report from the project team was debated later in the meeting.
- Rochford District Matters (RDM): information generated by an internal Council review of RDM to be available to the Committee prior to the review taking place. A project team to be identified.
- ICT contracts: the review to include any contracts within the overall service, including an assessment of value for money and any issues that have arisen within the main contract. A report would be made to the Committee's July meeting; the Council's Head of Planning and Transportation and IT Manager would be invited to attend.
- Building control: a review to cover the future of the service, including the options of shared services with neighbouring authorities, withdrawing the service altogether or offering just a residual service.
- ECC financial contribution to cutting verges: it was agreed to wait until October to see if there is any change in the remuneration the Council will receive from ECC before commencing this review.
- Highways/Potholes – it was agreed that the Overview & Scrutiny Officer would send an invitation to County Highways to attend either the September or October meeting of the Committee.

### 118 KEY DECISIONS DOCUMENT

The Committee received the Key Decisions Document

**3/14 Annual Play Spaces Programme** - Officers agreed to circulate the inspection list.

**8/14 Air Quality in Rayleigh** - The Local Highways Panel are looking into options around synchronising crossings in central Rayleigh, which would naturally have a positive impact on air quality in the area. An update would be provided at the next meeting.

**10/14 Rochford District's Emergency Plan** - The redesigned Plan will provide District Councillors with information relating to their ward when emergencies, such as flooding, occur.

**11/14 Highways Ranger Functions** -The Committee may undertake a review; this will be discussed at a future meeting.

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That the public and press be excluded from the meeting for the next item of business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 would be disclosed.

### **119 REVIEW OF THE COUNCIL'S SPORTS PROVISION IN OPEN SPACES INCLUDING THE PAVILIONS AND POSSIBLE IMPROVEMENTS**

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

#### **Recommended to the Portfolio Holder for the Environment**

As set out in the exempt appendix to this Minute. (HES)

The meeting closed at 9.50 pm.

Chairman .....

Date .....

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