

## Review Committee – 8 June 2021

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Minutes of the meeting of the **Review Committee** held on **8 June 2021** when there were present:-

Chairman: Cllr S A Wilson

Cllr R P Constable  
Cllr R R Dray  
Cllr I A Foster  
Cllr Mrs E P Gadsdon  
Cllr J N Gooding  
Cllr B T Hazlewood  
Cllr Mrs C M Mason

Cllr G W Myers  
Cllr J E Newport  
Cllr Mrs C A Pavelin  
Cllr Mrs L Shaw  
Cllr P J Shaw  
Cllr M G Wilkinson

### **VISITING MEMBER**

Cllrs Mrs C E Roe, A L Williams and S E Wootton

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J E McPherson

### **SUBSTITUTES**

Cllr J R Lumley - for Cllr J E McPherson

### **OFFICERS PRESENT**

A Law - Assistant Director, Legal & Democratic  
S Worthington - Principal Democratic & Corporate Services Officer  
L Morris - Democratic Services Officer

### **87 MINUTES**

The Minutes of the meeting held on 13 April 2021 were agreed as a correct record and signed by the Chairman.

### **88 AUDIT AND REVIEW OF REVIEW COMMITTEE**

The Committee considered the report of the Assistant Director, Legal & Democratic setting out the process for the Centre for Governance and Scrutiny's audit and review of the Review Committee.

A Member observed that this report was very relevant and that she would like the report to look forward at improvements that might be made. She felt optimistic that, as the Committee Members had been updated for the new Municipal Year with a new Chairman, they could demonstrate that the Overview and Scrutiny function at Rochford District Council performed well.

A Member queried if the audit and review would be similar in design to the Peer Review in that the advice given would be advisory, or if

recommendations would be compulsory. Officers advised that the recommendations would be not be mandatory and would be considered in due course by this Committee. The Member further queried if the audit had been requested by Rochford District Council, or if this was a result of the Peer Review. Officers advised that an audit had been recommended by the Peer Review; however, such an audit had not been performed since 2004 and was therefore timely.

A Member stated that he would wish to see some additional training provided for Members as a result of the feedback from the audit. Another Member queried if a Review training session could be implemented in the current year. Officers advised that this request had been noted and advised that the Centre for Governance and Scrutiny would be looking at Member training as part of the review.

The Chairman queried if the Centre for Governance and Scrutiny would release their findings as a whole at the end of the audit process, or if urgent findings would be produced prior to the completion of the audit that Members could start work on immediately. Officers advised that the Chairman could make this suggestion to the case workers.

A Member queried if the Centre for Governance and Scrutiny was a government organisation or a voluntary organisation and was advised by officers that the organisation is an independent national charity founded by the Local Government Organisation and the leading body in promoting governance and scrutiny, along with helping Ministers to produce policies.

### **Resolved**

That the process for undertaking the audit and review of the operation of the Review Committee be noted. (ADLD)

## **89 KEY DECISIONS DOCUMENT**

Members considered and noted the contents of the Key Decisions Document.

## **90 WORK PLAN**

Members considered the Committee's Work Plan. The Chairman advised that the formation of the Work Plan would be reviewed as part of the Centre for Governance and Scrutiny's audit and invited Members to come forward with any suggestions for topics to be included which would be taken note of by officers.

A Member expressed interest in the Committee looking at a litter collection policy as she felt that there was an issue within the area and that the policy may not be effective. The Member also noted that a lot of waste bins had been removed, and would like to see if the policy covered prevention of waste along with recycling.

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A Member queried the outcome of a working group that had been created to look at a policy to help residents who had issues in relation to management companies, and asked if this could go back on the plan if a resolution had not been found. The Chairman advised that this would be taken back to the Assistant Director for an update. Another Member advised that officers had only recently provided information on this area, and the Working Group had a meeting scheduled.

A Member queried if the Carbon Neutral Working Group was a feature of this Committee, and asked if an update would be provided and if this would be added to the Work Plan. Officers advised that as and when the Working Group met, it would report back to the Review Committee. The Member further queried if this had been passed to the Portfolio Holder for Environment, and officers advised that this would be answered outside of the meeting. The Member expressed his concern at this not featuring on the Work Plan, which was noted.

A Member queried why Emergency Planning had not been included on the Work Plan and was advised by officers that Emergency Planning had recently reported into the Committee, and unless a particular focus was requested, this would not be added to the Work Plan.

The meeting closed at 7.53 pm.

Chairman .....

Date .....

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