

# **Finance & Procedures Overview & Scrutiny Committee – 13 February 2003**

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Minutes of the meeting of the **Finance & Procedures Overview & Scrutiny Committee** held on **13 February 2003** when there were present:

Cllr T G Cutmore (Chairman)  
Cllr T Livings (Vice-Chairman)

Cllr D F Flack  
Cllr Mrs J R Lumley  
Cllr J R F Mason

Cllr G A Mockford  
Cllr C G Seagers

## **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs M G B Starke and J Thomass

## **SUBSTITUTES**

Councillor R G S Choppen

## **OFFICERS PRESENT**

P Warren	- Chief Executive
R J Honey	- Corporate Director (Law, Planning and Administration)
Tracy Metcalf	- Audit and Process Review Manager
J Bostock	- Principal Committee Administrator

## **73 MINUTES**

The Minutes of the meeting held on 22 January 2003 were approved as a correct record and signed by the Chairman

## **74 PROGRESS ON DECISIONS**

The Committee received the schedule relating to progress on previous decisions.

### **50-54 West Street, Rochford – (Minute 178/02)**

It was noted that there would be a report to the next Meeting of the Committee on the outcome of a recent meeting with the developer. The developer was to advise the Head of Planning Services by the end of the month whether a further planning application to include preservation of the upper façade of the building was to be submitted. Urgent works are to be carried out.

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### **Consultation with the District Chambers of Trade and Business Representative Organisations (Minute 505/02)**

It was noted that a draft consultation protocol was to be submitted to the Meeting scheduled for April. Officers were currently working with the Rayleigh Chamber of Trade on implementation of the Brook Road Industrial Estate submission, which had secured grant aid.

Outstanding matters would be carried forward.

### **75 ASSET MANAGEMENT**

The Committee considered the report of the Corporate Director (Law, Planning and Administration) on the assessment of the Asset Management Plan submitted in July 2002, the feedback received from the Government Office for the East of England and proposals for development of the Plan for 2003/04.

Members noted the background to the formulation of Asset Management Plans and their relationship with the Best Value Review of Asset Management. It was agreed that the Corporate Director should be congratulated for his work in achieving the production of a well rated plan capable of attracting additional capital support.

Responding to Member questions, Officers advised that:-

- All Local Authorities are required to produce Asset Management Plans regardless of their size. An objective of Go East would be to ensure overall savings in terms of the public purse.
- Plans are of particular value from the perspective of meeting the requirements of the Disability Discrimination Act and optimising storage arrangements. They would become more meaningful as specific performance indicators are developed.
- Rochford's Asset base was relatively unique given the configuration of office buildings at the Rayleigh/Rochford sites and the high number of listed buildings.
- The Corporate Director (Law, Planning and Administration) had been invited to attend a formal assessment session with Go East in March 2003.

### **Resolved**

- (1) That the action taken to date together with the proposals for designating the Property Maintenance and Highways Manager as Deputy Corporate Property Officer and allocating the

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responsibilities of the Officer level Asset Management Group to the Council's Operational Management Team, be endorsed.

- (2) That the Property Maintenance and Highways Manager report on property performance indicators in June 2003.
- (3) That a revised Asset Management Plan be considered in July 2003. (CD(LPA))

### **Exclusion of the Press and Public**

#### **Resolved**

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 14 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

## **76 AUDIT REPORT**

The Committee considered the exempt report of the Chief Executive on completed audit investigations and audit recommendations.

With regard to progress on benefit fraud recommendations, the Audit and Process Review Manager advised that further specific information could be provided on ways in which publicity was given to the prosecution of offenders. It was noted that local radio stations received copies of Press Releases.

#### **Resolved**

- (1) That the conclusions and results from the audits, as set out in the report, be agreed.
- (2) That the updated information on the audit recommendations, outlined in Appendix 2 of the report, be agreed. (CE)

The Meeting closed at 7.51pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_