

The Executive – 8 December 2010

Minutes of the meeting of **The Executive** held on **8 December 2010** when there were present:-

Chairman: Cllr T G Cutmore
Vice Chairman: Cllr Mrs M J Webster

Cllr Mrs L A Butcher
Cllr K H Hudson

Cllr C G Seagers
Cllr M J Steptoe

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs T J Capon and K J Gordon.

OFFICERS PRESENT

P Warren – Chief Executive
G Woolhouse – Deputy Chief Executive
A Bugeja – Head of Legal, Estates & Member Services
S Fowler – Head of Information & Customer Services
J Bostock – Member Services Manager

306 MINUTES

The Minutes of the meeting held on 3 November 2010 were approved as a correct record and signed by the Chairman.

307 REPORT ON MID YEAR PERFORMANCE INDICATORS FOR THE PERIOD APRIL TO SEPTEMBER 2010

The Executive considered the report of the Head of Finance on the mid year performance indicators for the period April to September 2010.

Resolved

That progress against the performance indicators for the first half of 2010/11 be noted. (HF)

308 IT CONTRACT JOINT PROCUREMENT

The Executive considered the report of the Head of Information and Customer Services on participating in the IT Contract Joint Procurement Process.

It was noted that the varying contract start dates would allow the successful contractor time for implementation between Authorities. Should there be a change of contractor for Rochford, the incumbent would be in place until April 2013. The skill set of officers at the respective Authorities is suited to client side monitoring, rather than direct delivery of an in-house IT service.

Resolved

- (1) That the Council participate in the IT contract joint procurement process, including involvement in the selection and appointment of technical IT procurement and legal expertise to develop the contract specification.
- (2) That a contribution of up to an additional £30,000 from the IT Strategy Reserve to fund the Council's involvement in appointing technical IT procurement and legal expertise be agreed.
- (3) That an IT Contract Procurement Member Advisory Group comprising the Leader, Deputy Leader and Portfolio Holder for Service Development, Improvement and Performance Management, the Portfolio Holder for Finance & Resources and the Leader of the Opposition (or nominee), be appointed with the terms of reference as at paragraph 2.6 of the report. (HICS)

309 CUSTOMER FEEDBACK AND FREEDOM OF INFORMATION STATISTICS FOR APRIL TO SEPTEMBER 2010

The Executive considered the report of the Head of Information & Customer Services on the customer feedback and Freedom of Information statistics for April to September 2010.

Members concurred with the observation of the Chairman that the customer feedback was generally positive. It was noted that the majority of complaints associated with the Planning and Transportation Division related to the issuing of parking penalty enforcement notices.

It was notable that the volume of freedom of information requests had been rising quarter by quarter. An increase in such requests appeared to be a trend across the public sector. In Rochford's case, approximately one third of requests emanated from journalists. Commercial enterprise would sometimes utilise the facility to find out information on, say, software used by the Council. In accordance with parameters set by the Information Commissioner the Council is unable to charge for the majority of requests.

It was recognised that there were implications to administering responses to freedom of information requests in terms of impact on the officer resource. Given that there was a requirement to maintain statistics, it would be appropriate to monitor the volume of requests.

Resolved

That, subject to recognising the value of monitoring the volume of freedom of information enquiries given resource implications, the customer feedback and freedom of information statistics for April to September 2010 be noted. (HICS)

310 INDEPENDENT REMUNERATION PANEL REPORT

The Executive considered the report of the Head of Legal, Estates and Member Services on the Remuneration Scheme for 2011/12 proposed by the Independent Remuneration Panel and the approach in future years.

Members concurred with the observation of the Chairman that it would be appropriate to defer consideration of the recommendations in the report to facilitate consultation between Group Leaders and other Members on the allowance levels.

Resolved

That a decision on the report recommendations be deferred to facilitate consultation between Group Leaders and other Members on the allowance levels. (HLEMS)

311 IMPROVEMENT EAST REGIONAL ASSET MANAGEMENT PROJECT

The Executive considered the report of the Head of Legal, Estates and Member Services on the Improvement East Regional Asset Management Project (IE RAMP).

Resolved

- (1) That the Council remain engaged with the general IE RAMP programme as it develops, to both be informed and to take advantage of any initiatives as they emerge.
- (2) That the Council register an interest as a partner in the Essex County Council Collaborative Facilities Management procurement exercise so that it is able to take advantage of the framework agreements at a later date should it prove that there is a cost and quality advantage in doing so. (HLEMS)

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 1 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

312 ORGANISATIONAL CHANGE – FURTHER REVIEW

Members considered the exempt report of the Chief Executive following on from earlier reports and suggesting revisions to the organisation to meet the ever changing environment faced by the Council. Members noted that there would need to be some changes to the Constitution to reflect changing responsibilities as and when the Senior Management changes were

implemented. It would be important to take into account the issue of business continuity in the absence of key staff.

Resolved

- (1) That the organisational changes proposed in relation to Senior Management be endorsed and their implementation, as set out in the exempt report, agreed.
- (2) That the other organisational changes suggested in the exempt report be agreed in principle so that, following consultation with staff early next year, detailed changes can be brought forward for approval in March. (CE)

The meeting closed at 8.30 pm.

Chairman

Date

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