

## **Review Committee – 10 June 2008**

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Minutes of the meeting of the **Review Committee** held on **10 June 2008** when there were present:-

Vice-Chairman in the Chair: Cllr Mrs C A Weston

Cllr K A Gibbs

Cllr T Livings

Cllr Mrs G A Lucas-Gill

Cllr M Maddocks

Cllr M J Steptoe

### **VISITING MEMBER**

Cllr C I Black

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs J R Lumley and P R Robinson.

### **OFFICERS PRESENT**

P Warren	-	Chief Executive
J Bourne	-	Head of Community Services
L Jeffreys	-	Leisure and Cultural Service Manager
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Committee Administrator

### **194 SWEYNE PARK EXTENSION – YOUTH FOOTBALL PITCHES**

The Committee considered the report of the Corporate Director (Internal Services) on the call-in of an Executive decision.

In response to Member questions, the following was noted:-

- If a lease were to be arranged with one particular club, the terms of the lease could contain specific conditions in accordance with the requirements of the Council.
- That, although the pitches would primarily be used as football pitches, there was potential for broader recreational use.
- Of the four clubs that had expressed an interest, only one club was interested in booking the pitch on a week by week basis. The other three clubs were all keen to develop the ground as their own home ground.
- The three interested clubs were all of a suitable size to make good use of the pitches.

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- It was accepted that if one specific club were to be granted a lease, there would be potential for freeing up other pitches across Rayleigh to other clubs.
- It was anticipated that there would be in the region of 70 marked out car parking spaces on the site. Additional parking may be available in the Rayleigh Leisure Centre car park at certain times of the day.
- Although the 3 clubs that had expressed an interest were Rayleigh based clubs and many of their members were from the Rayleigh area, membership was not restricted to the Rayleigh area.
- In respect of funding options, a 20-25 year lease would need to be granted to a club to ensure maximum access to funding. The onus would be on the club to resource and apply for funding and, as funding would not be guaranteed to be continuous for the duration of the lease, the club would need to have contingency plans in place.

### Resolved

That the decision made by the Executive Board on 23 April 2008 be endorsed but that it be recommended to the Executive that the situation be reviewed when the grounds maintenance contract comes up for renewal.

### 195 OVERALL WORK PROGRAMME

The Committee gave consideration to a number of topics that had been agreed by Council on 19 February 2008 as suitable for consideration by the Review Committee for its 2008/09 work programme.

An additional item had since been added to the list of potential topics following a request from Rochford and Rawreth Parish Councils that the Committee look at the feasibility of setting up a liaison and communication process between the Parish Council clerks and District Council officers.

It was recognised that the Children and Young People Partnership is currently looking at the service provision for children and young persons' mental health. It was felt that it would be better to wait until this work had been completed and then ask the Partnership to come to a meeting of the Committee to talk about its findings.

Following Member discussion, it was decided that the following topics be reviewed:-

- Continuation of the monitoring of the operation of the Political Decision making structure (to include Member Champions)
- Council's Community Halls/Assets

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- Surface rainwater drainage systems – the ownership and maintenance of ditches in the District. It was noted that the final report of the Pitt Review of last summer's flooding was likely to be published in July 2008.
- Performance of new environmental contracts. This would be undertaken towards the end of the new municipal year, when the contractors would be invited to present their progress to the Committee.
- Parish liaison and communication. This topic would be one of the first to be commenced.

### **Resolved**

That the following topics would be included on the Review Committee's work programme for 2008/09:-

1. Continuation of the monitoring of the operation of the Political Decision Making structure (to include Member Champions)
2. Council's Community Halls/Assets
3. Surface rainwater drainage systems – the ownership and maintenance of ditches in the District.
4. Performance of new environmental contracts.
5. Parish liaison and communication.

### **196 METHODOLOGY**

The Committee gave consideration to the methodology it proposed adopting in order to achieve its work programme.

Following Member discussion, the following was noted:-

- That some review topics would be undertaken by the Committee as a whole, whereas some tasks would benefit from a smaller 'task and finish' group approach.
- That the review of the performance of the new environmental contracts would be undertaken towards the end of new municipal year and that the contractors would be invited to attend a future Review Committee meeting to report on their progress.
- That a scoping document in respect of the items on the work programme would be drafted and circulated to Members by email.

### Resolved

- (1) That the Committee as a whole would undertake the Continuation of the monitoring of the operation of the Political Decision making structure (to include Member Champions).
- (2) That Councillors K A Gibbs, M Maddocks and Mrs C A Weston would form a project team to consider the Council's Community Halls/Assets.
- (3) That the Surface rainwater drainage systems (the ownership and maintenance of ditches in the District) review would be undertaken by the Committee as a whole, but that small groups of Members could assume specific responsibilities within the overall review.
- (4) That the Committee as a whole would undertake the Performance of New Environmental Contracts review.
- (5) That Cllrs Mrs G A Lucas-Gill and M J Steptoe would form a project team to consider the Parish liaison and communication review.

### 197 TRAINING NEEDS

Further to a decision by the Standards Committee on 12 March 2008 that the Review Committee Members should have their own specific training programme, the Committee confirmed the topics to be included in its training programme. Dates and times for the training would be agreed by the Committee.

### Resolved

That the Review Committee training programme be organised to cover the following topics:-

- Weighing of evidence
- Scrutiny and Performance
- Scrutinising finance

### 198 THE FORWARD PLAN OF KEY DECISIONS

The Committee considered the Forward Plan and discussed whether there were items requiring further investigation or monitoring by the Committee.

It was requested that the Council's half-yearly budget monitoring position also be made available to the Committee, so that it could consider whether to review the position prior to being considered by the Executive.

After reviewing the Forward Plan, Members requested that certain Portfolio Holders be asked to update the Committee in respect of the selected items, prior to a decision being made.

It was noted that Cllr Mrs G A Lucas-Gill would talk direct with the Portfolio Holder for Leisure, Tourism, Heritage, the Arts, Culture and Business in respect of item 6/08 on the Forward Plan, New Business Start-up Initiatives.

In respect of item 13/08 on the Forward Plan, a presentation detailing the design proposal of the enlarged Country Park would be made to a meeting of the East Area Committee.

### **Resolved**

- (1) That the Council's half-yearly budget monitoring report position be made available to the Committee, prior to being considered by the Executive.
- (2) That Portfolio Holders provide an update, prior to a decision being made, in respect of the following items on the Forward Plan:-
  - 17/07 Choice Based lettings
  - 3/08 Proposals relating to the Essex Waste Strategy
  - 7/08 Additional Youth Facilities capital programme
  - 11/08 The Public Open Spaces refurbishment programme
  - 12/08 Potential of shared service working – Revenues and Benefits

## **199 PERFORMANCE INDICATORS**

The Committee considered the report of the Head of Information and Customer Services, which details the existing Overview & Scrutiny Performance Indicators and proposes changes to the existing Indicators in light of the results.

### **Resolved**

- (1) That the results of the existing performance indicators be noted.
- (2) That performance measures be introduced, as follows:-
  1. Completion of Overview and Scrutiny work programme on time.
  2. The percentage of Overview and Scrutiny recommendations approved/rejected/acted upon by the Executive.
  3. Number of external representatives involved in Overview and Scrutiny work per annum.
  4. Number of items on the work programme suggested by the public or in response to issues raised through surveys, comments or complaints.

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5. Number of call-in notices received per annum.
6. The number of times that the Executive state that a decision is urgent and not subject to call-In.
7. Whether sufficient information is provided to witnesses about the Overview and Scrutiny process.
8. Witnesses' views of value added by Overview and Scrutiny meetings.
9. What has changed as a result of the Overview and Scrutiny function?

The meeting closed at 9.24 pm.

Chairman .....

Date .....

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