

Review Committee – 10 April 2018

Minutes of the meeting of the **Review Committee** held on **10 April 2018** when there were present:-

Chairman: Cllr J C Burton
Vice-Chairman: Cllr R Milne

Cllr R R Dray	Cllr Mrs J R Lumley
Cllr Mrs J R Gooding	Cllr J E Newport
Cllr B T Hazlewood	Cllr Mrs L Shaw
Cllr N J Hookway	Cllr C M Stanley
Cllr M Hoy	Cllr A L Williams

VISITING MEMBERS

Cllrs T G Cutmore and M J Lucas-Gill

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs N L Cooper, C M Mason and J R F Mason.

SUBSTITUTES

Cllr Mrs D Hoy for Cllr Mrs C M Mason
Cllr S A Wilson for Cllr J R F Mason

OFFICERS PRESENT

A Law	-	Assistant Director, Legal Services
L Moss	-	Assistant Director, Community and Housing Services
P Gowers	-	Overview and Scrutiny Officer
M Power	-	Democratic Services Officer

69 MINUTES

The Minutes of the meeting held on 13 March 2018 were agreed as a correct record and signed by the Chairman.

70 DECLARATIONS OF INTEREST

Cllrs Mrs J R Lumley and Mrs L Shaw each declared a non-pecuniary interest in exempt Item 11 of the Agenda, Sanctuary Housing Association Development Programme, by virtue of being members of Sanctuary Housing in Rochford Association.

71 REVIEW OF THE ICT CONTRACT

The Committee received the interim report of the Review Committee project team.

In response to questions, the following was noted:-

- The next meeting of the project team would be after the local elections in May.
- Staff testing of Microsoft Office 365 was currently taking place; however, the majority of staff had not yet been migrated to the new system. As many Members as possible had been moved across to 365, but not all.
- It was understood that the outstanding invoice of £75,000 (originally £106,000) in respect of invoices from Capita had been paid.
- The option of replacing the current iPads with chrome books was being considered and being trialled by the Portfolio Holder for Enterprise. However, Members would also have the option of using their own devices following the introduction of Microsoft Office 365. Security considerations around using personal devices would be discussed at the next meeting of the project team.
- The Council uses a number of third-party software providers; these would not be transferred to Eduserve but would remain with the current providers.

The Assistant Director, Legal Services confirmed that over the last few months the Council had begun to implement a plan of compliance with the requirements of the General Data Protection Regulation (GDPR) that would enable the 25 May 2018 deadline to be achieved. A briefing note would be provided to Members and officers and it was understood that the Local Government Association would also be providing information that Members would find useful. There would be ongoing compliance requirements to be considered following the implementation date. A Member advised that the requirements of GDPR would be considered by the project team.

Resolved

That the work of the project team to date be noted.

72 KEY DECISIONS DOCUMENT

The Committee considered the Key Decisions Document and noted its contents.

1/18 Removal of Credit/Debit Car Payment for Car Parks. The Assistant Director, Environmental Services was awaiting further clarification from the provider before a conclusion could be reached on whether the decision would be taken forward.

73 WORK PLAN

The Committee considered and approved its work plan.

74 APPROVAL OF REVIEW COMMITTEE'S ANNUAL REPORT

The Committee considered the draft report.

It was requested that more detail be provided in the Annual Report on the review in November 2017 of the Building Control Service, including that Members had requested that the topic come back for consideration by the Committee in June 2018.

Resolved

That the Annual Report be submitted to Full Council.

EXCLUSION OF THE PRESS AND PUBLIC

Resolved

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

75 SANCTUARY HOUSING ASSOCIATION DEVELOPMENT PROGRAMME

Members considered the report of the Assistant Director, Community and Housing Services on the Sanctuary Housing Association Development Programme.

Detailed questions were asked on various aspects of the development programme.

Further discussion relating to aspects of the development programme is set out in the exempt appendix to this Minute.

Resolved

That the progress and ongoing commitment of Sanctuary Housing Association to deliver against its development objectives, as referred to in the Deed of Variation, be noted. (AD-CHS)

The meeting closed at 8.23 pm.

Chairman

Date

If you would like these minutes in large print, Braille or another language please contact 01702 318111.