

## Review Committee – 13 April 2021

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Minutes of the meeting of the **Review Committee** held on **13 April 2021** when there were present:-

Chairman: Cllr J C Burton  
Vice-Chairman: Cllr D J Sperring

Cllr C C Cannell  
Cllr R R Dray  
Cllr Mrs J R Gooding  
Cllr B T Hazlewood  
Cllr N J Hookway  
Cllr M Hoy  
Cllr Mrs J E McPherson

Cllr Mrs C M Mason  
Cllr R Milne  
Cllr Mrs C A Pavelin  
Cllr Mrs L Shaw  
Cllr P J Shaw

### VISITING MEMBERS

Cllrs D S Efde and A L Williams

### APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M G Wilkinson.

### OFFICERS PRESENT

S Worthington - Principal Democratic and Corporate Services Officer  
L Morris - Democratic Services Officer  
K Smith - Democratic Services Officer

Prior to the start of the meeting, the Chairman referred to the sad news of the passing of HRH Prince Philip, Duke of Edinburgh on 09/04/2021, and stated that in line with government guidance, Rochford District Council would continue to conduct essential business during the period of mourning, and directed the public to the front page of the Council's website where a link could be found to join in with the two-minute silence to be held on Friday, 16 April.

### 60 MINUTES

The Minutes of the meeting held on 2 March 2021 were agreed as a correct record and would be signed by the Chairman in due course.

### 61 APPROVAL OF THE REVIEW COMMITTEE'S ANNUAL REPORT

The Committee considered the draft Annual Report to be submitted to Council, detailing the work undergone over the past year.

The Principal Democratic and Corporate Services Officer reminded Members that when the last Annual Report was presented, Members asked Officers to rethink the format of the report as this had not changed for several years, along with requesting a foreword from the Chairman, which had been included.

In response to Members' request that the membership of the Committee set out on page 4 of the report should list those who had served on the Committee for part of the year, including specifically Cllrs Mrs D Hoy and R R Dray, officers confirmed that the Members' page would be updated accordingly.

Concern was raised by a Member that the Peer Review which provided constructive criticism of the Review Committee had not been included and also queried why there was no mention of the Management of Open Spaces Working Group. The Chairman responded to say that these items had not been included in the Annual Report as there had not been any active discussion at the Committee of work covering these areas during the period covered by the Annual Report.

A Member raised concern that the report did not reflect all criticisms that had been raised by Members during meetings of the Review Committee, particularly on Emergency Planning.

A Member commended the officers' work, stating that if the document was longer, it may be harder to read and suggested that it would be possible to include links to the Minutes of each meeting on page 6.6 containing the calendar of the Work Plan for areas where Members would like more information. Officers reminded Members that the purpose of the annual report was to provide an overview of work carried out during the year, rather than a comprehensive account of everything that had been discussed; officers agreed to add the suggested links to the report prior to submission to Council.

A Member queried if there would be an opportunity for Members to put forward suggestions of topics to be discussed during the next Municipal Year and were advised by the Chairman and officers that suggestions could be emailed to officers for collation and consideration in the next municipal year.

A Member queried if it would be possible to use this report as a comparison when looking at progression over the next year and was advised by the Chairman that next year's Annual Report would incorporate suggestions made by the Committee.

### **Resolved**

That the Annual Report be recommended to Full Council. (ADLD)

(14 Members voted for the Motion, 0 voted against and 0 abstained)

Before the close of the meeting, the Vice-Chairman thanked the Chairman of Review Committee for all his work at the Council and, in particular as Chairman of this Committee, and wished him well in his future endeavours. This was endorsed by other Members.

The Chairman thanked all Members for their work on the Committee and stated that it had been a privilege to chair the Committee and also thanked officers for their support.

The meeting closed at 7.56 pm.

Chairman .....

Date .....

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