

## The Executive – 12 July 2018

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Minutes of the meeting of **The Executive** held on **12 July 2018** when there were present:-

Chairman: Cllr T G Cutmore  
Vice Chairman: Cllr M J Steptoe

Cllr G J Ioannou  
Cllr Mrs C E Roe  
Cllr S P Smith

Cllr I H Ward  
Cllr M J Webb  
Cllr A L Williams

### OFFICERS PRESENT

S Scrutton	- Managing Director
A Hutchings	- Strategic Director
J Bostock	- Assistant Director, Democratic Services
M Harwood White	- Assistant Director, Commercial Services
L Quigley	- Procurement Officer

### 142 MINUTES

The Minutes of the meeting held on 6 June 2018 were approved as a correct record and signed by the Chairman.

### 143 ADVICE SERVICES CONTRACT 2019 - 22

In presenting this item, the Portfolio Holder for Community referred to the excellent work of Sue Murray of Citizens Advice and Andrew Lowing, the Council's Strategic Partnership Officer, in relation to proposal development. The Portfolio Holder picked out some of the highlights set out under paragraphs 3.5 and 3.6 of the report and referred to data monitoring that had been carried out.

It was noted that:-

- Based on the experience of other authorities, the roll-out of universal credit in coming weeks is likely to cause a spike in the need for advice.
- The proposed application of resources should be acceptable to meet service needs. Any reduction of the contract could cause service level issues.
- It would be appropriate to recognise that the Council provides tangible resources additional to the budget, such as accommodation, car parking and heating and lighting.
- There can be increases in demand around Christmas time, in view of associated financial pressures.

- Citizens Advice Rochford and Rayleigh could be asked whether more location specific data could be provided, on a confidential basis, if appropriate.

### **Recommended to Council**

That the Advice Services contract be retendered for a further two year period with the option for the Council to extend the contract for a further one year, and that the value of the contract continue to be £70,000.

### **144 IMPLEMENTATION PLAN FOR ECONOMIC GROWTH STRATEGY 2017**

The Portfolio Holder for Enterprise presented the report on the implementation plan for the economic growth strategy.

During discussion it was observed that it would be appropriate for the strategy and associated key performance indicators to align with pan Essex and regional partnership working in relation to economic growth. In this regard, specific reference was made to the infrastructure and industrial strategy strand of South Essex 2050.

The Portfolio Holder confirmed that implementation plan progress would be reviewed and reported on a yearly basis.

### **Resolved**

- (1) That, subject to the strategy being revisited to ensure it aligns with pan Essex and regional partnership working in relation to economic growth, and related adjustment of key performance indicators, the implementation plan for the Economic Growth Strategy 2017 be the document that sets out publicly how the Council will deliver strategic priorities over the 2018/19 financial year.
- (2) That the associated key performance indicators be the formal way of monitoring the Economic Regeneration Team's achievements on a monthly basis. (AD P&RS)

### **145 CONTRACT MONITORING 2017/18**

The Executive received the report of the Assistant Director, Commercial Services on contract monitoring for 2017/18.

Reference was made to how the strength of a contract is the contract itself, given that the organisation providing the associated service can change.

Responding to questions, officers advised that:-

- Support, guidance and access to a fully qualified consultant was available to the Council through the Braintree Procurement Hub. Further expertise can be sought as appropriate.

- Any performance issues would be flagged with the Leadership Team or relevant Assistant Director, as appropriate, and discussed with the contractor. On a day to day basis, contract managers sought advice from the relevant Assistant Director. Performance was measured throughout the year.
- Resource is put into identifying needs before a contract is entered into and the questions raised of contractors include quality and price.

### **Resolved**

That the contents of the Contract Monitoring 2017/18 report be noted.

### **146 PROJECT MANAGEMENT OFFICE**

The Executive received the report of the Strategic Director, presenting the latest version of project dashboards.

It was noted that the Programme Management Office ensured that projects that have an impact on the Council's Medium Term Financial Strategy are reported to Members.

There was some discussion on how information set out in dashboard format can look quite complicated on sight. The Chairman suggested that there could be liaison with the Portfolio Holder for Finance on that aspect.

### **Resolved**

That the contents of the dashboards be noted and that officers liaise with the Portfolio Holder for Finance in relation to format. (SD)

The meeting closed at 8.16 pm.

Chairman .....

Date .....

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