
REPORT FROM THE POLICY & FINANCE COMMITTEE – 5 DECEMBER 2002

1 REVIEW OF THE CONSTITUTION

- 1.1 This item of business was referred to Council by the Policy & Finance Committee on 5 December 2002. The proposals had already been considered by the Finance & Procedures Overview & Scrutiny Committee at its meeting on 26 November 2002.

(a) Overview & Scrutiny Procedure Rule 15

- 1.2 It is proposed that Council **RESOLVES**

That the existing Overview and Scrutiny Procedure Rule 15 be replaced with the following wording (Note: the amendments recommended by the Finance Procedures Overview & Scrutiny Committee in paragraphs (a) and (c) have been emboldened).

15 Call-in and referral

Call-in and referral should only be used in exceptional circumstances.

- (a) When a decision is made by a Policy Committee or an Area Committee or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available to the all Chairmen of Committees within 2 days of being made
- (b) The decision notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless referred to Full Council by a minimum of 3 Members or called in by an Overview and Scrutiny Committee.
- (c) During that period, the proper officer shall
 - (1) refer a decision to be taken at the Full Council if a Member(s) provides him/her with the names of three Members who require the relevant decision to be referred or
 - (2) call-in a decision for scrutiny by the relevant Overview and Scrutiny Committee if so requested by the Chairman or any 3 Members of that Committee,

and in either case shall then notify the Chairman of the Policy Committee of the referral or call-in.

Having considered the decision, if an Overview and Scrutiny Committee still has concerns, then the Committee may refer the matter back to be re-considered by the Policy Committee, setting out the nature of its concerns in writing or refer the matter direct to the next Full Council also setting out the nature of its concerns.

- (d) Any matter referred to Full Council shall be included for debate on the agenda of the next ordinary Full Council meeting.

Call-in and urgency

- (e) The call-in and referral procedure set out above shall not apply where the decision being taken by a Policy Committee is urgent. A decision will be urgent if any delay likely to be caused would seriously prejudice the Council's or the public's interests.
- (f) The record and public notice of the decision shall state whether in the opinion of the policy committee the decision is an urgent one and therefore not subject to call-in. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (g) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary. (CD(LP&A))

(b) Financial Regulations

- 1.3 It is proposed that Council **RESOLVES**

That the Financial Regulations attached as Appendix 1 be adopted. (Note: the amendments recommended by the Finance & Procedures Committee in paragraphs 3.17, 4.8 and 9.6 have been emboldened). (CD(LP&A))

(c) Contract Procedure Rules

- 1.4 It is proposed that Council **RESOLVES**

That the Contract Procedure Rules attached as Appendix 2 be adopted. (CD(LP&A))

2 RECORD OF COUNCILLOR ATTENDANCE

2.1 This item of business was referred to Council by the Policy & Finance Committee on 5 December 2002. The proposals had already been considered by the Finance & Procedures Committee at its meeting on 26 November 2002. A copy of the Officer's report is attached as Appendix 3.

2.2 It is proposed that Council **RESOLVES**

- (1) That publication of the record of Councillor attendance continue on the following basis:-
 - Once compiled and confirmed with each Member, the document should be published in the Members Bulletin and Rochford District Matters and on the Council's intranet and internet sites.
 - The columns relating to each individual Council/Committee meeting and Sub-Committee should be removed so that there is only an overall column showing possible and actual attendance (with fuller detail supplied to Members individually on request).
 - Provision to be made to take account of absence due to special circumstances (such as hospital appointments or family bereavement) and attendance at other Council events/business.
- (2) That the publication arrangements in (1) above be forwarded to the Standards Committee to assist that Committee in its process of deciding how it might monitor Members' attendance at meetings and training sessions. (HAMS)

3 SETTING THE COUNCIL TAX BASE

3.1 This item of business was referred to Council by the Policy & Finance Committee on 5 December 2002. A copy of the Officer's report is attached as Appendix 4.

3.2 It is proposed that Council RESOLVES

- (1) That the method of calculation of the Council's Tax Base for the year 2003/2004 be agreed.
- (3) That, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 the amount calculated by the Rochford District Council as its Council Tax Base for the year 2003/2004 shall be in the following parts:-

Ashingdon	1215.83
Barling Magna	624.09
Canewdon	549.29
Foulness Island	67.74
Great Wakering	1965.36
Hawkwell	4470.52
Hockley	3758.04
Hullbridge	2335.48
Paglesham	101.05
Rawreth	427.09
Rayleigh	11909.56
Rochford	2747.11
Stambridge	233.10
Sutton	53.36

CD(F&ES))

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Background Papers:

None

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