

## Review Committee – 4 March 2014

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Minutes of the meeting of the **Review Committee** held on **4 March 2014** when there were present:-

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

Cllr Mrs L A Butcher  
Cllr J D Griffin  
Cllr Mrs A V Hale  
Cllr B T Hazlewood  
Cllr M Hoy

Cllr J R F Mason  
Cllr T E Mountain  
Cllr Mrs C E Roe  
Cllr C G Seagers  
Cllr I H Ward

### **VISITING MEMBERS**

Cllrs C I Black and T G Cutmore

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs T J Capon, R R Dray and Mrs M J Webster.

### **OFFICERS PRESENT**

A Dave - Chief Executive  
A Lowing - Strategic Partnership Officer  
C McClellan - People and Policy Manager  
P Gowers - Overview and Scrutiny Officer  
M Power - Committee Administrator

### **49 MINUTES**

The Minutes of the meeting held on 4 February 2014 were agreed as a correct record and signed by the Chairman.

### **50 CASTLE POINT AND ROCHFORD LOCAL STRATEGIC PARTNERSHIP**

The Committee considered the report of the Chief Executive, which provided an update of the work of the joint Castle Point and Rochford Local Strategic Partnership (LSP).

In response to questions from Members, the following was noted:-

- Rochford District Council has now recruited a Domestic Abuse Reduction officer, who would be providing a service in the Rochford District. Domestic Abuse is a priority across the thematic partnerships within the LSP.
- The Early Years Passport Project provides training for people working with the educational development of children, with particular reference to

language and communication.

- The growth strategy being produced by the Employment, Skills and Business Group (ESB) will look at areas of economic growth in the south-east area, in places such as the London Southend Airport business park, and can provide information to local businesses on funding opportunities. There is the opportunity for employers to advise training providers of the educational skills that are required to meet future employment needs.
- The Community Development Partnership can provide information on funding opportunities to the voluntary sector, including the use of 'GrantNet'. It is also concerned with raising awareness of local community issues.
- The data sharing protocol being established by the Executive Board of the LSP will enable information and 'best practice' to be shared with partner agencies across Essex. Private organisations, such as hospitals and dental surgeries, may participate but are under no obligation to do so.

It was requested that a brief 'pen portrait' of the activities of and developments in each of the thematic partnerships that form the LSP are provided to Members as part of future reports to the Committee.

### **Resolved**

That the contents of the report be noted. (CE)

### **51 KEY DECISION DOCUMENT**

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

### **52 WORK PLAN**

The Committee discussed its work plan for the current year.

It was suggested that a further Review Committee meeting be held this municipal year to complete outstanding items on the work plan. It was agreed that the additional work items listed for the Committee to consider would not be undertaken this year. It was noted that it had not been possible to undertake the 'Delivery of local highway maintenance services' review due to the complete lack of response from County Highways.

An update on the work being undertaken by the Committee's project teams was provided as follows:-

- A report on the review of the provision of housing for the District's ageing population is being drafted and a further meeting of the project team being arranged.

- The ‘Maintenance of the buildings within the leisure contract’ and ‘Review of the Council’s sports provision in open spaces (to include a review of the pavilions and possible improvements)’ topics would be items on the Agenda for April’s meeting of the Committee.
- Work on the ‘Review of the operation of the ICT contract’ topic was due to commence.

### **53 THE FUTURE DEVELOPMENT OF THE REVIEW COMMITTEE**

Members provided suggestions on the future development of the Review Committee.

During discussion, the following was noted:-

- Delays in the Committee being provided with the information and statistics it needs can hold up the process of a review. To ensure transparency and the effectiveness of the Committee, procedures for how the Committee operates its work programme need to be streamlined; the Committee needs to determine what data it needs and how soon that data is needed.
- In cases where it has been decided not to implement the Committee’s recommendations, the Executive could be asked to provide a report detailing how and why this decision has been taken. This will give the Review Committee valuable information on how the decision-making process operates.
- The Chairman of the Review Committee could write a regular report on the work of the Committee to be delivered to meetings of Full Council, to enable other Members of the Council to have input/ask questions.
- The Corporate Plan and budget should be a source of potential reviews for the Committee. Matters of interest to the local community should also be considered for review and time could be set aside in the later part of the year for topics that arise during the course of the year.
- The Committee sets its own programme and is not obliged to undertake review requests received from elsewhere.
- More routine aspects of the Committee’s work, such as the regular scrutiny of reports from the Community Safety Partnership (CSP), Local Strategic Partnership (LSP) and Regulation of Investigatory Powers (RIPA), could be circulated to the Committee for comment away from formal meetings and signed off by the Review Committee Chairman.
- Membership of the Review Committee (as is the case with all of the Council’s committees) is based on political proportionality.

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- The Overview and Scrutiny officer will continue to be readily contactable by phone and email.
- An option would be for the Committee to present the appropriate Portfolio Holder with the report on a review prior to it going to the Executive.
- A separate project team within the Committee could be established to deal with budget scrutiny.
- An external facilitator could be asked to meet with the Committee prior to its first meeting in the new municipal year (as part of the usual training process). At this session methods could be put in place to streamline how information is provided to the Committee and to set the work programme for the year.

### **Resolved**

That further suggestions on the future development of the Review Committee be sent by email to the Overview and Scrutiny officer; recommendations emanating from these suggestions to be brought to the next meeting of the Committee. (HLEMS)

The meeting closed at 9.30 pm.

Chairman .....

Date .....

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