

Minutes

Corporate Projects Scrutiny Committee Monday, 29th January, 2018

Attendance

Cllr Mrs Pound (Chair)	Cllr McCheyne
Cllr Reed (Vice-Chair)	Cllr Trump
Cllr Aspinell	Cllr Tumbridge
Cllr Kendall	

Apologies

Cllr Barrett

Substitute Present

Cllr Barrell (substituting for Cllr Mrs Coe)

Also Present

Cllr Mrs Fulcher

Officers Present

Zoey Foakes	-	Governance & Member Support Officer
Philip Ruck	-	Chief Executive
Steve Summers	-	Chief Operating Officer
Sue White	-	Risk and Insurance Officer

251. Apologies for Absence

Apologies were received from Cllr Barrett and Cllr Mrs Coe with Cllr Barrell substituting.

252. Minutes of the Previous Meeting

Cllr Tumbridge questioned if the references to “Phase” had been changed to “workstream” with regards to the Leisure Strategy Working Group. Mr Summers confirmed that this had been done.

The minutes of the previous Corporate Projects Scrutiny Committee held on 21 November 2017 were approved as a true record.

253. Performance Indicators and Formal Complaints Working Group

The report submitted the report and recommendations of the Formal Complaints and Performance Indicators Working Group for consideration by the Corporate Projects Scrutiny Committee.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report.

Cllr Tumbridge **MOVED** and Cllr Barrell **SECONDED** an **AMENDMENT** to add an additional recommendation. This was **ACCEPTED** by the Chair.

Following a full discussion a vote was taken and on a show of hands it was

RESOLVED UNANIMOUSLY:

2.1 To note the Formal Complaints and Performance Indicators Working Group report and agree the recommendations contained within it.

2.2 Reports from each department's lead officer to highlight the issues arising from complaints, and how they are being addressed to come to this committee with key performance indicators at its next meeting.

Reasons for Recommendation

To ensure the Council provides modern and effective customer services to Brentwood residents.

254. Variation in the Order of the Agenda

Cllr Mrs Pound proposed and it was agreed that Item 3 – Emergency plan Response and Procedures Working Group Report – be moved to the end of the agenda.

255. Work Programme 2017/18 Update

The report provided the 2017/18 updated draft work programme for members consideration and was attached at Appendix A of the report.

Members should note that the workplan was a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines were subject to change depending on the work and outcomes of the working groups.

The Committee was requested to consider the draft work programme at Appendix A of the report and agree any amendments.

As agreed at the 21.11.17 Corporate Projects Scrutiny, Min 167 refers, noted from any Working Group meetings be appended to the agenda. The Local Development Working Group met on the 28th November and the 19th December. The Terms of Reference agreed on the 28th November and the minutes from the meeting on the 19th December were attached as Appendix B of the report.

Cllr Kendall asked when the finances of the Brentwood Leisure Trust would be considered. Mr Summers advised that this particular item was a matter of considering the work programme and not individual items.

Cllr Tumbridge questioned the use of acronyms within Appendix B of the report with regards to “MSG = Member Scrutiny Group” and “MWG = Member Working Group”. Officers confirmed that these are the same and moving forward should be consistent.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and following a full discussion it was

RESOLVED UNANIMOUSLY:

2.1 That the Committee considers the Corporate Projects Scrutiny updated work programme 2017/18 attached at Appendix A (of the report) and agree any amendments for approval.

2.2 To note any Working Group meeting notes that have taken place during the period from the last committee meeting as attached at Appendix B (of the report).

Reasons for Recommendation

The Constitution required that the Corporate Projects Scrutiny Committee agreed its work programme at each meeting of the Committee.

256. Urgent Business

Cllr Barrell requested that the information regarding Brentwood Leisure Trust as expressed by Cllr Kendall to come back to the committee. The Chair confirmed that there was the ongoing work of the Community, Health and Housing Committee with regard to the Leisure Strategy which would be reported back at the appropriate stage.

Cllr Kendall queried where the notes were for the Town Centre Working Group meetings. Mr Summers advised that the most recent meeting was the previous Wednesday after the agenda had been published but he would check with appropriate officers with regard to the December Working Group meeting.

Following a discussion by the Committee regarding how the relationship between the Committee and working groups p[erated the Chair advised she would speak to officers. Mr Summers asked Members to provide their

opinions to him on how they would want the Committee and working groups to operate to ensure any proposal met their requirements.

Cllr Aspinell requested that dates and timings of the Work Programme to be adhered to in order to improve member attendance.

257. Emergency Plan Response and Procedures Working Group Report

It was agreed that this item would be taken in private session and press and public were excluded.

The report submitted the report and recommendations of the Emergency Plan Response and Procedures Working Group for consideration by the Corporate Projects Scrutiny Committee.

Cllr Mrs Pound **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and after a full discussion a vote was taken and it was

RESOLVED:

To note the Emergency Plan Response and Procedures Working Group and agree the recommendations contained within it.

Reasons for Recommendation

To ensure that the Council had the necessary Emergency Planning arrangements in place to meet its Category 1 requirements.