



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

MEETING: **PERSONNEL & CORPORATE SERVICES COMMITTEE**
TIME: 4.30pm
DATE: Thursday 7 February 2013
VENUE: Council Chamber, The Grange, Nutholt Lane, Ely
ENQUIRIES REGARDING THIS AGENDA: Melanie Sage
DIRECT DIAL: (01353) 665555 EMAIL: melanie.sage@eastcambbs.gov.uk

Membership:

Conservative Members

Cllr Will Burton
Cllr Richard Hobbs
Cllr Tom Hunt
Cllr James Palmer (Chair)
Cllr Charles Roberts (Vice-
Chair)
Cllr Joshua Schumann
Cllr Sue Willows

Substitutes:

Cllr Allen Alderson
Cllr David Ambrose Smith

Lead Officer:

Andrew Killington, Deputy Chief Executive

Quorum: 5 Members

Liberal Democrat Members

Cllr Sue Austen
Cllr Jeremy Friend-Smith
(Spokes)
Cllr Pauline Wilson

Substitutes:

Cllr Lindsey Harris
Cllr Hazel Williams MBE

Independent Member

Cllr John Palmer

Substitutes:

Cllr Derrick Beckett
Cllr Colin Fordham

AGENDA

1. Public Question Time

- The meeting will commence with up to 15 minutes public question time

2. Apologies and Substitutions

3. Declarations of Interest

To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.

4. Minutes

To receive and confirm as a correct record the Minutes of the Personnel and Corporate Services Committee meeting held on 22 November 2012.

5. Chairman's Announcements

- Change to Liberal Democrat Substitute Member on the Personnel and Corporate Services Committee

PRESENTATION:

6.a Service Presentation: Customer Services by Head of ICT and Customer Services

ITEMS FOR DECISION

6.b Customer Services Review – Consideration of Draft Improvement Plan

7. Revised Health and Safety Policy

8. Report on Freedom of Information/Environmental Information Regulation Scheme and Request Data: Volume/Time Taken and Compliance (and Related Issues)

ITEMS FOR NOTING

9. Budget Monitoring Report 2012/13

10. Anglia Revenues and Benefits Partnership Joint Committee Minutes

To receive the Minutes of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 13 December 2012.

11. EXCLUSION OF THE PRESS & PUBLIC

That the press and public be excluded during the consideration of the remaining agenda item no. 12 - 15 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1 - 4 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

12. Home Improvement Agency Services

13. HR, IIP and Equalities Update

14. Exempt Minutes

To receive and confirm as a correct record the exempt Minutes of the Personnel and Corporate Services Committee meeting held on 22 November 2012.

15. Exempt Joint Consultative Committee Notes:

To receive the Notes of the Joint Consultative Committee meetings held on:

- a. 29 November 2012
- b. 10 January 2013

NOTES:

1. Members of the public are welcome to attend this meeting. There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question times and a process to enable petitions to be submitted. Details of these can be obtained by calling any of the telephone numbers below or by logging onto the Council's website.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 30 seated people and 20 standing.

2. Fire instructions for meetings:

- If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
- The fire assembly point is in the front staff car park by the exit barrier.
- This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.
- The Committee Officer will sweep the area to ensure that everyone is out of this area.

3. Reports are attached for each agenda item unless marked "oral".

4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail:

translate@eastcambs.gov.uk

5. If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining items no. 12 - 15 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories 1 - 4 Part I Schedule 12A to the Local Government Act 1972 (as Amended)."