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EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

COUNCIL – 5 JANUARY 2017
DECISION LIST

Agenda Item No.	Report Ref.	Item	Issue	Decision	Action by
1.	-	Public Question Time	To answer questions from members of the public.	<p>The following question was received from Mr Graham Redman of Sutton and read out in his absence:</p> <p><i>'Four weeks ago I notified the Council that there were problems with the online planning Public Access system with a large number of documents missing from the site that had previously been available. As of today (4th Jan) the documents are still missing, making it impossible for the public to view supporting documents and comments on planning applications without visiting ECDC in person.</i></p> <p><i>Can the Council please confirm:</i></p> <ol style="list-style-type: none"><i>1. What has caused the issue?</i><i>2. When it is anticipated that the site will be fixed and the missing documents restored?</i><i>3. How many applications were affected, and what is being done to ensure a fair public consultation on</i>	

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				<p><i>the affected applications?'</i></p> <p>The Director Resources responded as follows:</p> <p>Firstly, I would like to apologise to customers, members and staff for the problems.</p> <p>As part of the Council's Transformation Programme, an Electronic Document Records Management System was agreed to be taken forward for the Council. This would provide a single solution to scanning and retrieving documents across the Council.</p> <p>The Council had used EDRMS systems before, but moving to the solution provided by IDOX system provides a stronger integration to the Council's UNIFORM system, which used by Planning, Building Control, Licensing and Environmental Health services.</p> <p>The IDOX solution went "live" in early December 2016. As with any project, there were a number of teething issues. However, there was one, fundamental issue, which had not been identified as a risk.</p> <p>Previously, the complete documents were scanned into the old EDRMS system. These would then have some personal</p>	<p>Director Resources</p>

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				<p>information redacted in accordance with The Data Protection Act, for example names and addresses and be created into a PDF document, before being published on the website. Regretfully the EDRMS project uploaded the original documents prior to their redaction rather than the redacted PDF file. There are 187,000 documents which are held in the old EDRMS which need to be made available through the website. So although we are able to publish all documents, we have not published documents until the redaction issue is resolved as to do so without redaction would leave the Council open to action by the Information Commissioners Office for breaches of the Data Protection Act.</p> <p>There are clearly lessons to be learned from this, particularly with regard to the testing which took place prior to the “go live”. The Planning team have made customers aware of the problem, and have shared redacted documents when requested. All new documents which have come into ECDC over the past few weeks have been redacted and published on the website, although it has come to our attention that some of these documents are still not appearing on the website and this is being investigated.</p> <p>The problem has been escalated within</p>	

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				<p>IDOX, and an action plan has been agreed which sees the technical solution tested and implemented over the next week, with the upload of all redacted documents being completed over the weekend of the 14th and 15th January. ECDC staff will be available over that weekend to resolve any issues. IDOX staff will then be on site in the following week to resolve any outstanding issues.</p> <p>All applications past and present that have any redacted information on them have been affected.</p> <p>The whole of the planning department have been speaking with customers and where requested emailing or sending out hard copies of documents which are not viewable. Agents were also informed by the Planning Manager at their Christmas get together and Members of the Planning Committee have been informed at committee meetings.</p> <p>We are doing everything we can to resolve the problem, and again, I apologise.</p>	
2.	-	Apologies for Absence	-	Apologies for absence were received from Cllrs Bovingdon, Bradley, Chaplin, Edwards, Every, Green, Hugo, Tom Hunt and Dan Schumann.	-
3.	-	Declarations of Interest	To receive declarations of interests from Members in respect of any	Declarations of interests were received in respect of Agenda Item 9 on the Localised	-

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			items on the Agenda in accordance with the Members Code of Conduct.	Council Tax Reduction Scheme from Councillors Bill Hunt, Bailey, Stubbs, Griffin-Singh, Palmer, Sennitt, David Ambrose-Smith and Christine Ambrose-Smith, as owners of rental properties within the District. Councillor Bill Hunt stated that he would exercise his public speaking right and then withdraw from the meeting for the item and Councillor Palmer stated that he would remain but not speak or vote on the item.	
4.	-	Minutes – 16 November 2016	-	It was resolved: That the Minutes of the meeting held on 16 November 2016 be confirmed as a correct record and signed by the Chairman.	Democratic Services Manager
5.	-	Chairman's Announcements	Announcement of items of interest.	The Chairman made the following announcements: <u>Civic Service</u> Referring to my Civic Service which was held in Fordham on 27 November 2016, I would like to thank all of you who attended and I would specially like to thank Cllrs Christine Ambrose-Smith, Sue Austen, Derrick Beckett, Julia Huffer and James Palmer who very kindly read the Christmas excerpts that my wife Mary and myself wrote.	-

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				<p>Furthermore, I must thank the Police Cadets and Fordham WI who as usual provided excellent assorted refreshments.</p> <p>Also I would like to thank Denise Gawthrop for her help and particularly Lynne Smart, who not only organised everything, including sorting out the order of all the distinguished dignitaries present, but also read a portion of the reading.</p> <p><u>Chairman's Reception</u></p> <p>My last Chairman's Reception is going to be held on Friday 3 February 2017 at 7.30pm at the Maltings in Ely. I sincerely hope to see you all and once more I'll do my best to provide you with a surprise or surprises.</p> <p><u>Budget Seminar</u></p> <p>Members are reminded of the annual Budget Seminar scheduled for Tuesday 24th January at 6.00pm in the Council Chamber, which you previously have been notified of. The Member Seminar will provide the opportunity to brief members on the Budget reports going to Corporate Governance and Finance Committee; and then onto full Council. It will reflect on the recently announced provisional grant settlement, and update members on the</p>	

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				<p>latest thinking around longer term financial issues, such as retained business rates. The Seminar will cover financial projections around the Trading Company, Leisure Centre and the Waste Management service.</p> <p>The Seminar also will provide an opportunity for members to contribute to thinking around the key risks facing the Council, how these risks should be managed and how Internal Audit should be guided by these key risks. This will enable officers to review our approach to Risk Management and guide our Audit Planning work.</p> <p>If you have not already done so, please can you inform Kimberley Wardle in Democratic Services as to whether or not you will be attending.</p> <p><u>New Service Delivery Plan Template</u></p> <p>On 5th December 2016, Regulatory and Support Services Committee agreed a new Service Delivery Plan template and corresponding guidance notes. This will now supersede all of the other performance management reporting templates.</p>	
6.	-	To Receive Petitions	To receive public petitions.	No petitions had been received.	-

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7.	-	Notice of Motions Under Procedure Rule 10	To receive and consider any motions from Members.	No motions were received.	
8.	-	To answer Questions from Members	To receive questions from Members of Council.	No questions from Members were received.	
9.	R162	Schedule of Items Recommended from Committees and Other Member Bodies	To consider and take decisions on items recommended from Committees and Other Member Bodies.	<p><u>CORPORATE GOVERNANCE AND FINANCE COMMITTEE – 1 DECEMBER 2016</u></p> <p>(a) <u>Localised Council Tax Reduction Scheme</u></p> <p>It was resolved:</p> <ol style="list-style-type: none"> 1. That Council note the continuation of the current Localised Council Tax Reduction Scheme during 2017/18; with the intention that a full review of the scheme is undertaken in 2017/18. 2. That Corporate Governance and Finance Committee reviews the Council's policy with regard to Council Tax discounts and premiums; and discretionary business rate relief, in parallel to the above review. 	Director Resources
10.	R163	Appointment of External Auditor	Following the demise of the Audit Commission, to consider new arrangements for the appointment of external auditors. The Local Audit and Accountability Act 2014 requires authorities to either opt-in to the appointing person regime or to	<p>It was resolved:</p> <p>That this Council opts-in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors.</p>	Director Resources

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			establish an auditor panel and conduct their own procurement exercise.		
11.	R164	Polling Districts, Polling Places and Polling Stations Review	To consider the outcome of the review of Polling Districts, Polling Places and Polling Stations.	<p>It was resolved:</p> <ol style="list-style-type: none"> 1. That the outcome of the Review of Polling Districts, Polling Places and Polling Stations as detailed in Appendix A to the submitted report (as amended) be noted. 2. That the proposed changes in the Returning Officer's Proposals as detailed at Appendix A to the submitted report (as amended) be agreed. 	Chief Executive/ Electoral Services Officer
12.	R165	Cambridgeshire and Peterborough Combined Authority – Scrutiny Arrangements	To appoint two representatives to the Overview and Scrutiny Committee of the Cambridgeshire and Peterborough Combined Authority.	<p>It was resolved:</p> <p>That Councillors Alan Sharp and Lisa Stubbs be appointed as the two Members from the Conservative Group onto the Overview and Scrutiny Committee of the Cambridgeshire and Peterborough Combined Authority.</p>	Chief Executive/ Democratic Services Manager