

Date of Publication of Decision List: 12 February 2013



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

PERSONNEL AND CORPORATE SERVICES COMMITTEE – Thursday 7 February 2013
DECISION LIST

AGENDA ITEM NO.	REPORT REFERENCE	ITEM	ISSUE	DECISION	ACTION BY
1.	-	Public Question Time	To answer questions from members of the public.	There were no public questions received.	-
2.	-	Apologies for Absence and Substitutions	-	An apology for absence was received from the Chairman, Cllr James Palmer. Cllr David Ambrose Smith attended as the substitute Member.	-
3.	-	Declarations of Interest	To receive declarations of interest from Members in respect of any items on the Agenda in accordance with the Members Code of Conduct.	No declarations of Interest were received.	-
4.	-	Minutes of 22 November 2012	To receive and confirm as a correct record the Minutes of the Personnel and Corporate Services Committee meeting held on 22 November 2012.	It was resolved: That the Minutes of the Personnel and Corporate Services Committee meeting held on 22 November 2012 be confirmed as a correct record and signed by the Chairman.	-
5.	-	Chairman's Announcements	Announcement of items of interest	The Chairman made the following announcements: <ul style="list-style-type: none">• There had been a change to the membership of the Personnel and Corporate Services Committee. Cllr Hazel Williams MBE had replaced Cllr Gareth Wilson as a substitute Member	-

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				<p>on the Committee.</p> <ul style="list-style-type: none"> • The dates of the future Personnel and Corporate Services Committee meetings had been amended as follows: <ul style="list-style-type: none"> ➤ 11 April 2013 now 7 May 2013. ➤ 4 July 2013 meeting cancelled. ➤ 24 September 2013 now 12 September 2013. ➤ 28 November 2013 now 5 December 2013. 	
6.a	M235	Service Presentation	To receive a presentation from the Head of ICT and Customer Services to provide an insight into the Customer Services function.	It was resolved: That the Personnel and Corporate Services Committee notes the content of the report and the presentation.	AW
6.b	M241	Customer Services Review – Consideration of Draft Improvement Plan	To consider the draft Customer Services Final report and Improvement Plan.	It was resolved: That the Personnel and Corporate Services Committee agrees the draft improvement plan.	AW/AK/CIlr Willows
7.	M236	Revised Health and Safety Policy	To review the Council's revised Health and Safety Policy.	It was resolved: That the Personnel and Corporate Services Committee adopts the Council's revised Health and Safety Policy, attached as Appendix 1 of the officer's	KB/KS

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				report, with immediate effect following the end of the consultation period with the Joint Consultative Committee (JCC), including the amendment suggested by Unison that had subsequently been incorporated into the document, as advised at the meeting.	
8.	M237	Report on Freedom of Information/ Environmental Information Regulation Scheme and Request Data: Volume/Time Taken and Compliance (& Related Issues)	To receive a report on the Freedom of Information (FOIA) 2000/ Environmental Information Regulations 2004 (EIR) request data: volume/ time taken/ compliance and an update on related data access developments (on landcharges and the Central Government Transparency Agenda).	It was resolved: That the Personnel and Corporate Services Committee notes the contents of the report, and requests a further annual update on or around February 2014.	JT
9.	M238	Budget Monitoring Report 2012/13	This report updates Members on the Council's current financial position for 2012/13, based on the reporting period to the end of December 2012.	It was resolved: That the Personnel and Corporate Services Committee notes that since the last report, a projected under spend of £162,593 has been identified, giving an overall under spend across the Committee's services of £337,584 against the original budget to date.	LG

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10.	-	Anglia Revenues and Benefits Partnership Joint Committee Minutes	To receive the Minutes of the meeting held on 13 December 2012.	It was resolved: That the minutes of the Anglia Revenues and Benefits Partnership Joint Committee meeting held on 13 December 2012 be received and noted.	Deputy Chief Executive
11.	-	EXCLUSION OF THE PRESS AND PUBLIC	That the press and public be excluded during consideration of the remaining agenda items (12 – 15) because it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of public were present during the items there would be disclosure to them of exempt information of Category 1 – 4 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).	It was resolved: That the press and public be excluded during consideration of the remaining agenda items (12 - 15).	-

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12.	M239	Home Improvement Agency Services	Update on provision of Home Improvement Agency Services.	It was resolved: That the Personnel and Corporate Services Committee notes the update on the provision of Home Improvement Agency Services and the recommendation as contained within the exempt report.	JT
13.	M240	HR, IIP & Equalities Update	To provide the Personnel and Corporate Services Committee with key management information for the period 1 November – 31 December 2012 relating to: <ul style="list-style-type: none"> • Appointments, Transfers and Resignations; • Exit Interview Responses; • Investors in People (IIP); and • Equalities 	It was resolved: That the content of the report be noted and that the report continue to be presented in exempt session.	KB
14.	-	Exempt Minutes of 22 November 2012	To receive and confirm as a correct record the exempt Minutes of the meeting of the Personnel and Corporate Services Committee meeting held on 22 November 2012.	It was resolved: That the exempt Minutes of the meeting of the Personnel and Corporate Services Committee meeting held on 22 November 2012 be confirmed as a correct record and signed by the Chairman.	-
15.	-	Exempt Joint Consultative Committee Notes of:	To receive the Notes of the Joint Consultative Committee meetings held on 29 November 2012 and 10	It was resolved: That the notes of the Joint Consultative Committee meetings held on 29 November 2012 and 10 January 2013 be	-

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		<ul style="list-style-type: none"> <li data-bbox="519 201 777 264">• 29 November 2012 <li data-bbox="519 290 730 354">• 10 January 2013 	January 2013.	noted.	

Please Note: These decisions will come into effect on Thursday 21 February 2013 unless any 2 Members object and call in the decision. The call in must be in writing to the Chief Executive and be received by Thursday 14 February 2013. Recommendations of the Policy Committee to other bodies (or to Council) cannot be called-in.