

Date of Publication of Decision List: 23<sup>rd</sup> March 2017



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

REGULATORY AND SUPPORT SERVICES COMMITTEE – 20<sup>th</sup> March 2017  
DECISION LIST

ITEM NO.	Ref.	Item	ISSUE	DECISION	ACTION BY
7.	R223	Appointments, Transfers, Resignations  <b>EXEMPT</b>	To consider details of staff appointments, transfers and resignations from 1 <sup>st</sup> February to 31 <sup>st</sup> March 2017.	It was resolved:  That the contents of the information report be noted.	Nicola Pema Human Resources Manager
9.	R224	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	To consider the Council's duty under the Regulations and amount of penalty charge related to breaches of those Regulations.	It was resolved:  That the attached Statement of Principles (Appendix 1) be approved and the setting of the proposed penalty charge for first offence at a level of £500 (with a £100 discount for prompt payment within 14 days of service of notice), rising to £1000 for second offences and reaching a maximum of £5000 for third and subsequent offences be agreed.	Karen See Senior Environmental Health Officer
10.	R225	Review of Travellers Site Rents	To consider a rent increase for the Earith and Wentworth traveller sites.	It was resolved:  (i) That the increase in rent to £85 per week per pitch for Earith and Wentworth traveller sites to be effective from 1 <sup>st</sup> April 2017 be approved;  (ii) That the Housing & Community Safety Manager carried out a further review of the service charges for both Earith and Wentworth and bring back a report to Committee in April 2017.	Angela Parmenter Housing & Community Safety Manager

11.	R226	Contractor Policy and Smoking Policy	To consider the Contractors Policy and Smoking At Work Policy.	<p>It was resolved:</p> <p>(i) That the Contractors Policy as set out in Appendix 1 be approved:</p> <p>(ii) That the Smoking at Work Policy as set out in Appendix 2 be deferred, to enable investigation of the current situation and seek further information.</p>	Spencer Clark Open Spaces & Facilities Manager
12.	R227	Customer Charter and Service Standards	To consider a Customer Charter and corresponding Service Standards.	<p>It was resolved:</p> <p>That the new Customer Charter and corresponding Service Standards be agreed.</p>	Hetty Thornton Performance Management Officer
13.	R228	Performance Management – End of Year Performance Reports	To consider end-of-year performance outcomes and new Service Delivery Plans for 2017/18.	<p>It was resolved:</p> <p>(i) That the end of year performance reports and new Service Delivery Plans for the following services be agreed:</p> <ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Building Control</li> <li>• Environmental Services</li> <li>• Licensing</li> <li>• Housing and Community Services</li> <li>• Planning</li> <li>• Waste</li> <li>• Customer Services</li> <li>• Human Resources</li> <li>• Legal Services;</li> </ul> <p>(ii) That the Performance Management process be endorsed and re-enforce that managers recognise the importance of the Performance Management work.</p>	Hetty Thornton Performance Management Officer

14.	R229	Communications and Public Relations Forward Plan	To consider the Communications and Public Relations Service forward plan.	It was resolved:  That the forward agenda plan for the Council's Communications and Public Relations Service for March to May 2017, as per the Appendix attached, be noted.	Jo Brooks Director, Operations
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Please Note: These decisions will come into effect on **3<sup>rd</sup> April 2017** unless any 3 Members object and call-in the decision. The call-in must be in writing to the Chief Executive and be received by **27<sup>th</sup> March 2017**.