

Corporate Policy Review Select Committee

A meeting of Corporate Policy Review Select Committee was held on Tuesday, 16th January, 2007.

Present: Cllr B Woodhead (Chairman), Cllr D T Brown, Cllr D Coleman, Cllr Mrs S Fletcher, Cllr M Frankland, Cllr A Larkin, Cllr K Lupton, Cllr J M Lynch, Cllr Mrs B Robinson, Cllr Mrs M B Womphrey,

Officers: Mrs J Danks, Mrs K Hornsey, Mrs C Lindsay (R); M Wardle (DNS); Mrs T Harrison, Miss S Johnson and Mrs J Trainer (LD)

Also in attendance: No other persons were present

Apologies: Cllr K Dewison, Cllr Mrs E Nesbitt, Cllr Patterson and Cllr Mrs M Rigg.

952 Minutes of the meeting held on 12th December 2006

Members considered the minutes of 12th December 2006.

CONCLUDED that the minutes of 12th December 2006 be approved and submitted to the following Council.

953 Review of implementation of Sickness Absence Review recommendations

Members were provided with an update on the implementations of the Sickness Absence Review recommendations.

CONCLUDED that Members thanked the Head of Resources and Mrs Lindsey for the update and were pleased to see the progress made in implementing the recommendations.

954 Review of Meeting Venues

Members were provided with a schedule showing Council owned and external meeting venues which detailed the available facilities in each room. Members requested the inclusion of Leisure Centres, Community Centres, The Business Centre and the small meeting room in the Library in the internal meeting list. The addition of Arc, The Destiny Centre, Bannantynes and Belasis Business Park also be included in the schedule of external meeting venues.

Members were advised that no formal policy was yet in place in relation to governing the booking of meeting rooms. There was a general rule that Committee meetings took priority.

Members advised that they preferred Council owned venues were used rather than external venues as extra resources were required to cover the cost of the external venues.

Usage rates of the corporate rooms showed that there was approximately 80% usage of the corporate meeting venues, which indicated that the usage was to capacity.

A possible outcome of the review could be a shortlist of external meeting venues recommended for use by the Council.

Members requested a breakdown of budget costs for hiring rooms for each department. Mrs Hornsey observed that it would be difficult to obtain the information from Agresso as people often entered the wrong budget code when booking rooms, however she would endeavour to obtain the information through other methods.

Certain rooms were earmarked for particular departments. The department in question paid the rent for the room and when it was not in use by the department it was available to others.

Members raised concerns regarding audio facilities for the hearing impaired and access for disabled. Members were advised that site visits would be undertaken of six venues by small groups of volunteers from the Committee along with volunteers from the newly formed Disability Advisory Group which was maintained by the Diversity Team. The advisory group members could give valuable input with regards to the suitability of venues.

Members were advised that Mrs Campbell of the Diversity Team would be attending a future Corporate Policy Meeting in regards to diversity matters.

Members were advised that the review would need to be completed within twelve weeks and therefore it should therefore not be too far reaching.

CONCLUDED that

1. A revised list of venues will be provided.
2. Mrs Campbell of the Diversity Team will be invited to the next meeting to provide information regarding Disability Issues and the Disability Discrimination Act.
3. Mrs Hornsey will endeavour to obtain budgetary expenditures for each department in relation to costs incurred from meeting venues.