

Corporate & Social Inclusion Select Committee (ceased to operate 02/04/2008)

A meeting of Corporate & Social Inclusion Select Committee (ceased to operate 02/04/2008) was held on Tuesday, 18th December, 2007.

Present: Cllr David Coleman (Chairman), Cllr Mrs Ann Cains, Cllr Mick Eddy, Cllr Mrs Suzanne Fletcher, Cllr Mrs Jean O'Donnell, Cllr Roy Rix

Officers: R Holland, G Cummings (RES); S Lee, S Woodhouse (PPC); S Johnson, J Trainer (LD)

Also in attendance: Cllr Terry Laing

Apologies: Cllr Aidan Cockerill, Cllr Andrew Larkin, Cllr Mick Womphrey

CSI 21/07 **Declarations of Interest**

There were no declarations of interest.

CSI 22/07 **Minutes of the meeting held on 6th November 2007**

The minutes of the meeting held on 6th November 2007 were agreed as a correct record.

CSI 23/07 **Theatre Subsidy - Action Plan**

Members of the Committee were presented with the Action Plan for the Review of Theatre Subsidy.

CONCLUDED that the Action Plan for the Review of Theatre Subsidy be approved.

CSI 24/07 **Meetings Venues - Progress Report**

The Acting Administration Manager informed Members of the Committee of the progress made against the Meetings Venues Review since the last progress report to the meeting on 6th November 2007.

It was advised that the spreadsheet on the intranet displaying information on Council meeting venues and some external venues now included information on bus routes against each of the venues as well as the links to public transport websites and location maps. Members discussed that it would be helpful to include postcodes on the agendas for meetings in order to assist with route planning.

Members of the Committee were also informed that an email had been sent after the last meeting to promote the meetings venues spreadsheet on the intranet, a copy of which was circulated to Members.

Information relating to evacuation procedures produced by the Acting Health and Safety Manager was circulated to Members of the Committee. It was advised that there was to be an article in the January 2008 edition of Keeping You In Touch summarising emergency evacuation procedures, including

signposting managers to Fire Risk Assessment documentation on the intranet.

Members of the Committee discussed Recommendation 6 of the Meetings Venues Review relating to emergency evacuation arrangements. The Head of Operational Finance advised Members that a project was currently underway to assess Council buildings with regard to DDA compliance and to understand what remedial work or actions were required. A wider review (Workwise) was also underway which would consider flexible working arrangements and review all of the Council administrative buildings. A Business Plan covering the Councils existing accommodation and future needs would be in place by March 2009. It was explained that the short-term problem of access to Municipal Buildings was to be addressed by creating an accessible meeting room on the ground floor which would be available to any officer or member who was arranging a meeting and was aware of an attendee who had an access problem.

Members of the Committee raised concerns in relation to access to Stockton Town Hall due to restrictions on traffic on the High Street. The Head of Operational Finance advised Members that he would pass this concern onto the Head of Technical Services.

The Committee agreed that Recommendation 2 should have the assessment of progress category changed from category 1 (Achieved Fully) to category 2 (On track but not yet due for completion). Members acknowledged that progress had been made with the meetings venues spreadsheet on the intranet but agreed that in terms of the recommendation this had not been carried over onto meeting agendas.

It was requested that a further progress report on the Meetings Venues Review be presented to the Committee in May 2008.

CONCLUDED that:-

1. The progress report be revised to take account of the views of the Committee.
2. Postcodes be included on meeting agendas.
3. The Head of Operational Finance pass on the concerns of Members in relation to access to the Town Hall to the Head of Technical Services.

**CSI
25/07** **Consultation Review - Progress Report**

Members of the Committee were presented with the progress report for the Consultation Review.

The Senior Policy and Projects Manager was in attendance at the meeting to answer questions from the Committee.

Members of the Committee considered the detail of the progress report and gave their views on the assessment of progress. The assessment categories were as follows:

1 Achieved (Fully) - The evidence provided shows that the recommendation has been fully implemented within the timescale specified.

2 On Track but not yet due for completion - The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.

3 Slipped - The evidence shows that progress on implementation has slipped.

An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.

4. Not Achieved - The evidence provided shows that the recommendation has not been fully achieved.

An explanation for non achievement of the recommendation should be provided.

A summary of the points raised by the Committee is set out below:

Recommendation 1 - Co-ordination of consultation arrangements - Members acknowledged the work of the Consultation Working Group, established as a sub group of the Policy Officers Group. Members of the Committee raised concerns in relation to the distribution of documents to residents of the Borough during the recent Building Schools for the Future consultation and the distribution of Stockton News. The Senior Policy and Projects Manager agreed to investigate this issue and report back to Members. The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 2 - Consultation Plan - Members of the Committee asked that Officers look into asking the PCT, Cleveland Police Authority and Cleveland Fire Authority to feed into the Consultation Plan. The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 3 - Consultation Plan developed as a communication tool - Members of the Committee were pleased that the Consultation Plan was available both on the internet and the intranet. It was advised that there were plans to put a small questionnaire onto the internet with the Consultation Plan in order to find out how many people were using it and how easy it was to use. Members requested that Officers look into linking the Consultation Plan to the Council's electronic Committee Administration System - Egenda. Members agreed that the assessment of progress should be amended to category 2 as there was still work to be done in relation to this item.

Recommendation 4 - Business Case/Project Plan - The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 5 - Consultation training - The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 6 - Post Consultation review process - It was advised that a

pilot process had recently been completed for the Community Safety Review and that formal procedures would be developed in due course. A revised completion date of March 2008 was agreed. Members agreed that the assessment of progress should be amended to category 3 as progress on implementation had slipped.

Recommendation 7 - Feedback on consultation - The Committee were satisfied with the evidence provided and agreed that this should remain as category 2.

Recommendation 8 - Link to Consultation Plan for Members/Report to Executive Scrutiny Committee - The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 9 - Concordat for Communication and Consultation - The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 10 - Consultation Plan shared with key partners - Members of the Committee acknowledged the work that had been done so far but recognised that there was scope to broaden the approach. The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

Recommendation 11 - Revised Consultation Strategy - The Committee were satisfied with the evidence provided and agreed that this should remain as category 1.

CONCLUDED that:-

1. The progress report be revised to take account of the views of the Committee.
2. The Senior Policy and Projects Manager look into the distribution of documents to residents of the Borough, as detailed above.

**CSI
26/07** **Appointment of Task and Finish Group for Review of Community and Voluntary Sector**

Members of the Committee were asked to appoint a task and finish group for the Review of the Community and Voluntary Sector.

All Members of the Committee had received advice from the Director of Law and Democracy in relation to Interests.

CONCLUDED that Councillors Cockerill, Eddy, Mrs Fletcher and Larkin be appointed to the task and finish group for the Review of the Community and Voluntary Sector.

**CSI
27/07** **Work Programme**

Members of the Committee were encouraged to consider items for future review topics.

CONCLUDED that the information be noted.