

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Advisory Panel - Performance and Capacity** held on Tuesday, 29th July, 2008 at Sandbach Town Hall, High Town, Sandbach.

PRESENT

Councillors Mrs E Alcock, G Barton, T Beard, P Findlow, L Gilbert, J Hammond, M Hardy, F Keegan, P Mason, J Narraway, D Stockton and Mrs D Thompson

Apologies for absence were received from Councillor B Silvester.

1 APPOINTMENT OF CHAIRMAN

RESOLVED

That Councillor John Hammond be appointed as Chairman for the ensuing year.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED

Councillor Diana Thompson be appointed as Vice Chairman for the ensuing year.

3 DECLARATIONS OF INTEREST

A blanket declaration of personal interest was made by those Councillors who were existing County Councillors, Borough Councillors and Town and Parish Councillors.

4 PUBLIC QUESTION TIME/OPEN SESSION

There were no questions from the public.

5 TERMS OF REFERENCE

Consideration was given to the suggested Terms of Reference for the Panel and a guidance note on the organisation and running of the Panel meetings.

RESOLVED

That the Terms of Reference and guidance note be noted.

6 PANEL WORK PROGRAMME

The Performance and Capacity Project Plan was circulated to Members of the Panel, in order to provide some background to the discussion relating to the establishment of a Work Programme. It was noted that the document explained the various Workstreams under the Performance and Capacity Block. Project Initiation Documents had been produced for each of the Workstreams and could also be provided to Members, on request. In addition, a high level plan for each of the Workstreams had been produced. It was suggested that the Panel might wish to consider which Workstreams it would like to examine in more detail.

In considering the Work Programme, Members of the Panel raised the following issues:

Councillor Brown explained the background to the Neighbourhood Area Working Panel, which had been set up. He had requested that officers in the Performance and Capacity Block examine the Sustainable Community Strategies, Corporate Plans and Local Development Framework for all four Authorities and to identify what was common to all of them and also to identify any unique issues. At the next meeting of the Neighbourhood Area Working Panel, consideration would be given to these documents, in order to ascertain where there was an overlap. There would also be an opportunity to engage with other Members of the Council.

Reference was made to the existing Neighbourhood Forums and it was considered that these should be maintained for the duration of the Shadow Authority, as it was considered best practice to have smaller groups within smaller communities. Consideration should be given as to what structures should be in place before April 2009 and where good work was already taking place this should be promoted. It was also felt that there was a need to maintain officer commitment and that Councillors should work alongside officers.

It was commented that, within the People and Places bid, the proposals for Area Forums mirrored what the County Council was proposing, at the same time. It was considered that existing Neighbourhood Forums were currently carrying out some good work. It was also felt that consideration should be given as to how services could be delivered, involving Town and Parish Councils. It was suggested that an exercise should be carried out to establish which Town and Parish Councils wished to be involved and also relating to budget issues and that the Panel should be advising in respect of this.

In order to establish the Work Programme for the Panel it was suggested that a number of Member Sub Groups be formed.

RESOLVED

1. that the following Task Groups be formed, with the following membership:

Customer Access

Councillors Terry Beard
Diana Thompson
Martin Hardy
John Narraway
Don Stockton

Finance

Councillors Terry Beard
Martin Hardy
Paul Findlow
Peter Mason

Corporate Development

Councillors Diana Thompson
John Hammond
Terry Beard
David Brown

Parish and Town Councils

Councillors John Hammond
Diana Thompson
Paul Findlow
Gary Barton
Elise Alcock
John Narraway
Frank Keegan
Les Gilbert
Don Stockton

ICT

Councillors Gary Barton
Don Stockton
Terry Beard
Martin Hardy
John Narraway

2. the relevant Portfolio Holders should attend meetings of the Task Groups.
3. the Task Groups meet on an informal basis supported by the Workstream Leads and will not be formally minuted.
4. the Task Groups meet as soon as possible to agree priorities and Members not appointed to the Sub Group could be involved in the work of the Groups, if required.

(It was also suggested that it might be useful for Members to attend appropriate officer meetings, as observers, to keep them informed of progress.)

7 FUTURE MEETING DATES

RESOLVED

the Cheshire East Democratic Services Team draw up a schedule of meetings, based on a six weekly cycle from September 2008 and the dates for future meetings to be circulated as soon as possible, following agreement with the Chairman.

The meeting commenced at 5.00 pm and concluded at 5.55 pm

Councillor J Hammond
CHAIRMAN