

Decision Maker: Executive and Resources
Policy Development & Scrutiny Committee

Date: 31st January 2013

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **MATTERS ARISING FROM PREVIOUS MEETINGS**

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

- 1.1 **Appendix 1** updates Members on matters arising from previous meetings which continue to be “live” – six matters are listed from recent meetings, relating to exit interviews, the Communications and New Technology Working Groups, the Red Hill School Windows contract, London Councils, a property disposal at Wirral Wood Close, Chislehurst and Council Tax Support.

2. **RECOMMENDATION(S)**

- 2.1 **The Committee is invited to consider progress on matters outstanding from previous meetings.**

Corporate Policy

1. Policy Status: Existing Policy: Committees normally receive a report on matters outstanding at each meeting.
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £320,320 (2012/13)
 5. Source of funding: Existing revenue budgets
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Staff

1. Number of staff (current and additional): There are 8 posts (7.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours per meeting.
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of members of the Committee.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

Non-Applicable Sections:	Policy/Financial/legal/Personnel
Background Documents: (Access via Contact Officer)	Minutes of this Committee's previous meetings.

Minute Number/ Title/Date	PDS Request	Update	Action By	Completion Date
189 Exit Interviews (14 th June 2012)	Committee requested that a report be prepared for GP&L Committee on staff exit interviews	A report was considered by GP&L Committee on 26/9/12 – the Committee referred the issue to Improvement and Efficiency Sub-Cttee (now on 19 th February 2013)	Assistant Chief Executive (HR)/Democratic Services Manager	February 2013
193/252 Work Programme: Working Groups (14 th June 2012 and 18 th October 2012)	Committee requested updates on progress with implementing the recommendations of the Communications and New Technology Working Groups	A report on the Communications Working Group's recommendations was considered at the meeting on 21 st November. An update on the New Technology Working Group is included elsewhere on this agenda. The Working Group has been re-convened by this Committee and will be meeting on 24 th January 2013.	Democratic Services Manager	January 2013
281 Contracts Register (Red Hill School Windows Contract) (3 rd January 2013)	Members sought further details about the Red Hill School Windows contract	Further information was circulated to Committee Members on 18/1/13.	Head of Corporate Procurement	January 2013
281 Contracts Register (London Councils) (3 rd January 2013)	Members requested a report on London Councils	A report has been provisionally timetabled for the Committee's meeting on 27 th March 2013.	Director of Resources	January 2013

<p>283.1 Land at the rear of 4 Wirral Wood Close, Chislehurst (3rd January 2013)</p>	<p>A Member sought further information about the proposed covenants.</p>	<p>Further information was circulated to Committee Members on 17/1/13</p>	<p>Director of Renewal & Recreation</p>	<p>January 2013</p>
<p>284 (5) Council Tax Support/Reduction (3rd January 2013)</p>	<p>A Member requested the number of claimants in properties above band D</p>	<p>Further information was circulated to Committee Members on 18/1/13.</p>	<p>Head of Revenues and Benefits</p>	<p>January 2013</p>