

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Policy and Performance Portfolio Holder's Meeting held on
Tuesday, 21 September 2010 at 11.00 a.m.

Portfolio Holder: -

Councillors in attendance:

Scrutiny and Overview Committee monitors: -

Scrutiny and Overview Committee monitors
and Opposition spokesmen: -

Opposition spokesmen: -

Also in attendance: Cllrs Jose Hales, Lynda Harford, Douglas de Lacey
and Ray Manning (in the Chair)

Officers:

Paul Howes	Corporate Manager, Community and Customer Services
Maggie Jennings	Democratic Services Officer
Steve Rayment	Head of ICT

14. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Tom Bygott, Portfolio Holder. The Leader, Cllr Ray Manning conducted the meeting in his absence.

15. DECLARATIONS OF INTEREST

None received.

16. MINUTES OF PREVIOUS MEETING

Steve Rayment, Head of ICT was in attendance for this item.

The minutes of the meeting held on 20 July 2010 were agreed as a correct record subject to the following amendments:

Minute 5 – Information and Communications Technology (ICT) Internal Audit Action Plan

First paragraph, be amended to read:

- 4th row – replace *31 March 2011* with *30 April 2011*
- 7th row – replace *had the facility to* with *does*
- 8th row – replace *Huntingdon* with *St Ives*

Matters Arising

Minute 5 – Information and Communications Technology (ICT) Internal Audit Action Plan

At the previous meeting, the Portfolio Holder had agreed to a request by Cllr Douglas de Lacey that a report relating to the Council's network security procedures including reference to an Internal Audit background report relating to the ICT Review, would be presented to the meeting on 21 September.

The Head of ICT informed the Leader that a report relating to the ICT Review per se had not been considered by the Corporate Governance Committee on 29 June 2010 as no such report existed. ICT operational procedures had been considered at that meeting, however, no discussion arose regarding the actual service review. It was also noted that Internal Audit reports were in the main for consideration by senior management only and in that particular instance the report contained sensitive staffing issues.

Notwithstanding the above, the Leader expressed his disappointment with ongoing problems that Members were experiencing since the introduction of the Council's secure logging-in procedure and requested that a report be prepared for consideration at the next Portfolio Holder meeting indicating how the problems would be resolved. The Head of ICT acknowledged there were issues arising in the Member environment that were being dealt with, however, the service, in trying to resolve those issues, had to remain compliant with Government criteria.

Action: Steve Rayment

Cllr Douglas de Lacey and the Head of ICT left the meeting following this item.

17. PERFORMANCE IMPROVEMENT STRATEGY - REVIEW

Paul Howes, Corporate Manager, Community & Customer Services informed the Leader that the strategy was reviewed on an annual basis and that there were three main types of change contained in the refreshed document. The changes related to:

- The coalition government's removal of various elements of the performance management regime such as the Comprehensive Area Assessment (CAA), Place Survey etc
- The removal of references to the Corporate Governance Inspection
- General formatting, word changes and updating of information

The Leader, in considering the contents of the refreshed strategy, requested the following amendments:

- p.11, para 2.7 – delete the words *in its work of the Council*
- p.13, para 3.4 – add reference to the Member Training Charter
- p.14, Link `Robust performance improvement arrangements in place with partners' with chapter 6 relating to `Performance Improvement through Partnership Working'
- p.14, para 3.6 – replace *three* with *two*
- p.14, para 3.8(b) – add reference relating to accountability
- p.16, para 4.5 – second bullet point, delete *not casting blame*, replace with *and helping to put things right, promoting accountability*
- p.21, para 6.3 – add *and develop robust reporting arrangements including the disaggregation of data where necessary*
- p.23, para 7.5 – add (d) Group Leaders should encourage continual and ongoing training for Members in order to understand their role and responsibility to the public

The Leader

APPROVED the revised and updated Performance Improvement Strategy 2009-2012, subject to the above amendments.

The Leader thanked the Corporate Manager, Community & Customer Services and the Policy & Performance team for an excellent Strategy.

18. FORWARD PLAN

The Leader **NOTED** the contents of the Forward Plan, with the addition of a report from the Head of ICT relating to Members' ICT related issues at the meeting on 16 November 2010.

19. DATE OF NEXT MEETING

It was **NOTED** that the next meeting would be held at 11am on 16 November 2010.

The Meeting ended at 11.58 a.m.
