

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Policy and Performance Portfolio Holder's Meeting held on  
Tuesday, 18 January 2011 at 11.00 a.m.

Portfolio Holder: Tom Bygott

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: -

Scrutiny and Overview Committee monitors  
and Opposition spokesmen: -

Opposition spokesmen: -

Also in attendance: Jose Hales and Lynda Harford

### **Officers:**

Paul Howes	Corporate Manager, Community and Customer Services
Maggie Jennings	Democratic Services Officer
Steve Rayment	Head of ICT
Sally Smart (for item 3 only)	Principal Accountant (Finance & Systems)

### **31. DECLARATIONS OF INTEREST**

None.

### **32. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 16 November 2010 were agreed as a correct record, subject to the rewording of minute number 24 relating to Integrated Business Monitoring Report 2010/11: First and Second Quarter, bullet point 6 to read *Additional funding in respect of the Sustainable Parish **Energy** Partnership*.

There were no matters arising from the minutes.

### **33. CAPITAL AND REVENUE ESTIMATES FOR THE POLICY AND PERFORMANCE PORTFOLIO 2011/12**

Sally Smart, Principal Accountant (Finance and Systems) was in attendance for this item.

The Policy & Performance Portfolio Holder considered a report on the Revenue and Capital Estimates up to the year 2011-12.

Those present discussed a number of issues arising from the report and its accompanying appendices, including the following:

- The sanctioning by the Portfolio Holder to vire £7,800 relating to the appointment of a temporary Equalities Support Officer. **SS to action**
- A 2.5% or higher rate of inflation would only be applied when it was known that an external supplier would be applying it
- The estimated income for 2010-11 relating to charges in respect of street naming and numbering had not been realised due to awaiting the outcome of a challenge to another local authority's charges. The judge upheld the charges, but requested transparency of the process. A further delay occurred when a new development straddled both South Cambs and City Council boundaries, as the City Council did not incur charges

- It was explained that the increase in the recharges within Corporate Services for street naming and numbering was due to an increase in the responsible officer's hours
- The items contained in appendix B to the report relating to Capital Expenditure were likely to be re-adjusted to reflect required savings. It was noted that the increase in expenditure relating to the Cash Receipting System was due to the requirement to renew the income management licence and the most cost effective way in which to do this was with a long term contract

The Policy & Performance Portfolio Holder,

- (a) endorsed the Revenue and Capital Estimates and Fees for 2011-12 relating to services within his portfolio and **RECOMMENDED** them to Cabinet and Council at their February 2011 meetings,
- (b) **ENDORSED** the Street Naming and Numbering scheme of charges, and
- (c) **REQUESTED** a detailed report on street naming and numbering detailing the charges made by other local authorities and the ability to charge for statutory and non-statutory elements of the service for consideration at the next Portfolio Holder meeting on 15 February 2011.

#### 34. **DRAFT SERVICE PLANS 2011/12**

The Community and Customer Services draft service plan for 2010-2013 reflected the changes arising from the new agenda of the Coalition Government elected in May 2010.

It was noted that three different Portfolio Holders had responsibility for the 7 actions contained in the draft Plan; the first four for Policy & Performance, no 5 for Northstowe and nos 6 and 7, the Leader. The Portfolio Holder was in agreement with the proposed actions numbered 1-4, 6 and 7, however, he suggested the following rewording of the first sentence of action 5:

*There is a need to raise the authority's profile, regenerate its reputation and strengthen its public identity as a vibrant and modern authority.*

The Policy & Performance Portfolio Holder **ENDORSED** the service plan actions identified in the report presented to him, subject to the amendment to action 5 as stated above.

#### 35. **FORWARD PLAN**

The Portfolio Holder **NOTED** the contents of the Forward Plan in addition to the following changes:

##### **15 February 2011**

Charges for street naming and numbering – decision item

##### **17 May 2011**

Customer Service Excellence - Update. The final report would be presented at a later meeting.

#### 36. **DATE OF NEXT MEETING**

The next meeting would be held on 15 February 2011, commencing at 11am.

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**The Meeting ended at 12.32 p.m.**

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