

Minute of Meeting Cross Party Sounding Board

Date	Time	Venue
Wednesday, 06 June 2018	15:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Tom Begg, Councillor Kevin Montgomery, Councillor Iain Nicolson, Councillor Jim Paterson

Chair

Councillor Nicolson, Convener, presided.

In Attendance

L McIntyre, Head of Policy & Commissioning and P Moss, Service Planning & Development Manager (Development & Housing Services) (both Chief Executive's); D Kerr, Service Co-ordination Manager (Environment & Communities); and K Graham, Head of Corporate Governance, L Belshaw, Democratic Services Manager and A McNaughton, Senior Committee Services/Community Council Liaison Officer (all Finance & Resources).

Declarations of Interest

There were no declarations of interest intimated prior to the meeting.

1 Elected Member Enquiries - Review

There was submitted a report by the Chief Executive relative to a review of the process for handling elected members enquiries and related performance. The report set out a number of proposals, the aim of which was to strengthen the existing process, ensuring that it was more effective and efficient for members and services. The key issues which required to be addressed in consultation with members were consideration of (a) the introduction of a two-stage process for handling elected member enquiries, with low level enquiries continuing to be responded to within the current timescale for responding to member enquiries of five working days. Stage 2 would allow services, if necessary and with the agreement of the relevant member, up to 10 days to investigate complex matters; (b) implementation of a single process and system for recording and monitoring of elected member enquiries with the establishment of a single corporate point of contact; and (c) options for enhancing the information available to elected members, and exploring opportunities for members to self-serve in terms of directing service requests through specific routes rather than via directors.

Consideration was also given to how best use could be made of technology by members; the requirement for consistency across services; difficulties with multi-agency enquiries; whether the procedures operated by Environment & Infrastructure should be the model going forward; managing member expectations; and a possible pilot of any revised process. It was suggested that members take the proposals outlined in the report to their relative political groups to seek views and that the matter be further considered following the summer recess.

DECIDED:

- (a) That the initial findings of the review be noted; and
- (b) That the members take the proposals outlined in the report to their relative political groups, and that the matter be considered further following the summer recess.

2 Review of the Scheme for the Establishment of Community Councils

There was submitted a report by the Director of Finance & Resources relative to the review of the Scheme for the Establishment of Community Councils (the Scheme) and setting out the statutory procedures which required to be followed to amend the Scheme. The report set out representations already received and invited the Board to consider possible amendments to the Scheme including the funding formula used to determine annual administration allowances, and the introduction of a complaints process for community councils. It was highlighted that at this early stage community councils had also been invited to attend informal focus group meetings to review the Scheme and suggest possible amendments. It was noted that proposed amendments would be set out in a draft Scheme for consideration by the Council later in the year. Subject to formal approval, this draft Scheme would be published for statutory public consultation and councillors, community councils and all other interested parties would be invited to make representations. Once statutory public consultation was exhausted, a final report setting out a revised Scheme would be submitted to the Council in due course.

DECIDED: That the intention to review the Scheme for the Establishment of Community Councils and the procedure for undertaking the review be noted.

