

IMPROVEMENT & INNOVATION ADVISORY COMMITTEE

Minutes of the meeting held on 3 October 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Bayley (Vice Chairman)

Cllrs. Abraham, Andrews, Esler, Hogarth, Pearsall and Waterton

Apologies for absence were received from Cllrs. Clayton, Eyre, Maskell and McGregor

Cllr. Dickins was also present.

13. Minutes

Resolved: That the Minutes of the meeting of the Improvement and Innovation Committee held on 27 June 2019, be approved and signed by the Chairman as a correct record.

14. Declarations of interest

There were no additional declarations of interest.

15. Actions form previous meeting

The actions were noted.

16. Update from Portfolio Holder

The Portfolio Holder, and Chairman advised Members that the Customer Solutions team had three vacancies in recent months but following successful interviews it was hoped that that the posts would shortly be filled. A good response had been received to the recruitment advert for the new Senior Management posts. Work on the Customer Redesign was continuing with a focus on the reception. The workforce plan was continuing with work considering areas such as extended hours and recruitment.

Members were updated on the Council's projects advising that the White Oak planning application would shortly submitted and it would need to be considered by the Development Control Committee for a decision.

Meeting Point plans were in the final stages and would be shared with Swanley Town Council before going to Development Control Committee. Plans were being

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developed for Bevan Place and it was hoped that the show home in Burlington Mews would be finished in December.

17. Referral from Cabinet or the Audit Committee

There were none.

18. Budget 2020/21: Service Dashboards and Service Change Impact Assessments (SCIAS)

The Chief Officer Finance & Trading presented a report which explained that this was the second stage of the budget process and ensured that all Members of the Advisory Committees had a role to play in the governance of the Council and the budget decision making process. He explained that since the current financial strategy was introduced in 2011/12, over £7 million of savings had been agreed.

To continue to have a balanced budget position and remain financially self-sufficient, a net savings requirement of £93,000 for 2020/21 was included in the budget. The Chief Officer Finance & Trading also advised Members that other pressures may come out later in the budget process such as when the Local Government Finance Settlement was announced in December. These may result in additional savings being required.

Two savings proposals were included in the report for this Committee and Members were advised that there was an error in SCIA 2 which should have read as a total of £10,000 savings rather than growth. Members were asked for their suggestions, in order to achieve the £93,000 net saving required for the next year, which would be considered by Cabinet, before finalising the budget for 2020/21.

Members gave their individual ideas for growth and savings items and considered whether there was anything they wanted taken forward as potential growth or savings suggestions. A number of growth and savings items were suggested and discussed.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that

- a) The growth proposal (SCIA01) and savings proposal (SCIA02) identified in Appendix D to the report; and
- b) the following options be put forward to Cabinet

Savings (reduced expenditure or increased income)

- Reduce paper and print (e.g. for Members)

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- Buy more/build more - to earn more income
- Electric car project
- Explore digital monetarisation
- IT Services - adopt ISO50001
- Bulky Waste (freighter) collection - improve Parish Council awareness which may increase income
- Review working methods e.g. home working, hot desking, job sharing, Customer Redesign

19. Work plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 8.45 PM

CHAIRMAN