

## IMPROVEMENT & INNOVATION ADVISORY COMMITTEE

Minutes of the meeting held on 28 November 2019 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllr. Bayley (Vice Chairman)

Cllrs. Abraham, Andrews, Bayley, Clayton, Esler, Eyre, Maskell and  
McGregor

Apologies for absence were received from Cllrs. Hogarth and Waterton

### 20. Minutes

Resolved: That the Minutes of the meeting of the Improvement and Innovation Advisory Committee held on 3 October 2019, be approved and signed by the Chairman as a correct record.

### 21. Declarations of interest

There were no additional declarations of interest.

### 22. Actions form previous meeting

There were none.

### 23. Update from Portfolio Holder

The Portfolio Holder, and Chairman, reported that there had been two new appointments: the new Chief Officer People & Places, Sarah Robson, and new Head of Direct Services. The new Chief Officer People & Places, starting in February, had experience in customer design in housing. The new Head of Direct Services, Trevor Kennett, had started this week and had experience in developing in cab technology. The Portfolio Holder hoped that this experience from the Officers would be valuable for developing innovations.

He reported that the District Council was in the process of appointing a new Strategic Head of Commercial & Property. It was noted that projects had not been delayed during the appointments process as there were experienced Officers in place.

### 24. Referral from Cabinet or the Audit Committee

There were none.

25. Communications Strategy

The Head of Transformation & Strategy presented the report which advised that, following a Communications Review by a Peer team from the Local Government Association, a key recommendation identified was to 'embed additional strategic communications resources and communications skill into the communications team'. The work to support the Communications Team was focused on delivering a new Communications Strategy and improved ways of working to deliver that strategy effectively. This involved the adoption of a 'campaigns-based' approach to communication. The draft strategy was set out as Appendix A to the report.

Members suggested that there should be a clear message at the beginning that continued throughout the strategy. Members were encouraged to send their comments on the Communications Strategy to the Head of Transformation & Strategy.

Resolved: That the comments be noted

26. LG Inform

The Head of Transformation & Strategy presented the report which explained that there were two services, LG Inform and LG Inform Plus, provided by the Local Government Association which enabled Members, Officers and residents to access data and information about public services.

He gave a presentation which demonstrated how the sites can be used to help Members in their roles. He tabled a [report](#) which provided a summary of the latest available information on the demographic and socio-economic make-up on the 26 wards in the district, demonstrating the use of LG Inform Plus.

Members suggested the provision of training sessions for Members to learn how to use LG Inform.

Resolved: That

- a) a series of training sessions be set up for Members on LG Inform and LG Inform Plus; and
- b) the report and presentation be noted

27. Capital Projects & Regeneration

The Portfolio Holder, and Chairman, presented the report which updated Members on the proposed redevelopment of White Oak Leisure Centre. The planning application had been submitted on 18 October 2019 and validated on 29 October. The planning application was currently open for comments until 22 November 2019 with a decision on the application was due in the new year. He advised there had been progress on both the development of Burlington Mews in Sevenoaks Town and the proposals for Meeting Point in Swanley.

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Since the writing of the report, Members had visited the Burlington Mews site. In response to questions, the Portfolio Holder advised that the development was on schedule and on budget.

Members discussed the proposed redevelopment of White Oak Leisure Centre, including the displacement of groups to other centres and the maintenance of the building.

Resolved: That the report be noted.

### 28. Work plan

The work plan was noted.

THE MEETING WAS CONCLUDED AT 8.30 PM

CHAIRMAN

