



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON WEDNESDAY 6th FEBRUARY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert, (Chairman), Pat Holden and Carole Mulroney

In Attendance: Cllrs Donald Fraser and Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 7.32pm

20. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox and Caroline Parker

21. DECLARATION OF MEMBERS' INTERESTS

None

22. MINUTES OF THE 6th NOVEMBER 2012

The minutes of the 6th November 2012 were agreed and signed by the Vice Chairman.

23. CONSIDERATION OF REVIEW PROCEDURES

Members were concerned not to be over bureaucratic and create a new administrative pressure. In principle it was felt that this type of analysis would be appropriate for new projects and functions and that a de minimis figure should be applied.

Report 2156/RH suggested possible criteria that could be used. It was felt that the analysis of cost per elector was not appropriate and too restrictive. The revised criteria agreed are as follows:

Objective

Relationship to Strategic Objectives

Cost Finance Human Resources

Benefits To whom/where

How many

Town Overall

Can benefit increase?

Can cost reduce?

It was suggested that this system would prevent single Councillors or Committees putting through projects without an analysis that was reviewed by the Council as a whole.

The Sub-Committee **agreed** that this process would not be applied to existing projects or functions and would only apply to new ones.

The Sub-Committee **RECOMMENDED** to F&GPC that:

That an evaluation of all proposed activities and programmes over £5,000 in value be submitted to S&TPSC, after informal discussions if required, and recommendations then be made to F&GPC accordingly.

24. ESTABLISHMENT OF A SYSTEM OF ASSESSMENT FOR NEW PROJECTS

The Sub-Committee **RECOMMENDED** the following pro-forma format to undertake assessments.

CRITERIA	TARGET	RESULT
Objective		
Relationship to strategic objectives		
Cost		
Benefit		
Can benefit increase		
Can cost reduce		

The meeting closed at 8.35pm