

Joint Working Group

RMBC and Parish and Town Councils

16/02/09 Town Hall, Rotherham

Present:-

Councillor Mahroof Hussain (Chair)
Councillor Jane Austen (JA)
Councillor Eric Shaw (ES)
Councillor Gary Cooper (GC)
Councillor Ted Kelsey (TK)
Paul Griffiths (PG)

AGENDA	ACTION
<p>1. Apologies</p> <p>Councillor Pat Wade Councillor Richard Swann</p>	
<p>2. Minutes of the Previous Meeting and Matters Arising</p> <p><u>Procurement</u></p> <p>PG updated the group on the procurement proposals - 5 responses had been received to the questionnaire recently issued to all parish councils. Of the five received it was clear that office supplies would be the main focus of interest for parish councils looking to procure goods through RBT. RBT have advised that the next step will be to create an 'e-market' available to parish councils who wish to view, compare and order office supplies through RBT.</p> <p>The group discussed the most effective way of promoting the emarket and it was decided that an advertising flyer should be made available at the next Parish Network meeting.</p> <p><u>Communities improving the local environment</u></p> <p>JA advised that following the last Joint Working Group meeting she had attended the Members Sustainable Advisory group and a discussion had taken place regarding the launch of world environment day in June. It was agreed that this could potentially be a way of RMBC, partner agencies and parish councils all working on improving the local environment. PG to liaise with RMBC officer Emily Knowles to discuss parish involvement.</p>	<p>PG to update RBT with the date of the next Parish Network meeting</p> <p>PG to contact Emily Knowles</p>
<p>3. Response to the proposed Network Meeting 27/02/09</p> <p>PG advised the group that he had only received 11 expressions</p>	

<p>of interest for the proposed Network meeting on the 27th February 2009. The group felt this was almost entirely due to the timing of the meeting and decided to cancel the meeting on this basis.</p> <p>The group agreed that it would still be very useful to try and secure some of John Healy's time and it was suggested he may be available for a evening or weekend meeting during the Easter Parliamentary recess.</p>	<p>PG to contact Parish Councils to confirm cancellation and reschedule with John Healey</p>
<p>4. Parish Representative on the Proud Theme Board</p> <p>Councillor Gary Cooper agreed to represent parish councils on the Proud Theme board. All members of the group requested that further information be sent to them regarding the Proud Theme Board including any terms of reference.</p>	<p>PG to contact Michael Clark for further information.</p>
<p>5.Code of Conduct/Complaint Form</p> <p>JA advised that the standards board is currently considering it's communications strategy and the accessibility of standards information and requested the groups views on hosting the complaints form and procedure on the rotherhamparishcouncils.gov.uk website via a link on the RMBC site.</p> <p>All members of the group considered this a constructive suggestion and asked that arrangements were made to include the information on the parish councils website when it became available.</p>	<p>PG to contact Tim Mumford to obtain information.</p>
<p>6. Feedback from Parish Representatives on Council Committees</p> <p>JA introduced a discussion on the parish representatives attending the borough councils scrutiny panels. This is the first year that parish representatives have sat on all the borough councils and at the present time there is no established mechanism for feeding back information to all parish councils.</p> <p>The group agreed it would be useful to have feedback once a year at the Parish Network meetings in the form of a brief update from each panel with support from scrutiny officers.</p> <p>It was also agreed that a section would be added to the rotherhamparishcouncils site on each of the scrutiny panels including the following information:-</p> <p>Who is on which panel A quarterly report on the activity of each panel from the parish</p>	

<p>members in the form of a 'blog' possibly done via pro forma submitted on a regular basis.</p>	<p>PG to add information to website</p>
<p>6. Review of the Joint Working Charter</p> <p>The group discussed the current version of the joint working charter which was last revised during October 2007. It was agreed that the contact details are in need of amendment and that it is unlikely that any significant changes would be needed to the core of the text.</p> <p>It was agreed therefore that a light touch refresh would be undertaken over the next few months in consultation with all parish councils.</p>	<p>PG to contact all parish councils and arrange contact section to be updated</p>
<p>7. Update on Licensing Manager</p> <p>PG updated the group on the Licensing Manager post. Deborah Bragg had returned to work and has agreed to attend the next Joint Working Group meeting in March 09.</p>	<p>PG to invite Deborah Bragg to next meeting.</p>
<p>Date of Next Meeting</p> <p>30th March 2009 4pm Town Hall</p> <p>11th May 2009 4pm Town Hall.</p>	