

**CPA TASK GROUP held at COUNCIL OFFICES LONDON ROAD  
SAFFRON WALDEN at 4.30pm on Wednesday 25<sup>th</sup> June 2003**

Present: Councillor A Dean - Chairman  
Councillors R J Copping, E J Godwin, R T Harris, A M Wattebot  
and A J Ketteridge.

Officers in Attendance: I Orton and B D Perkins

**CPA 1 APOLOGIES FOR ABSENCE AND DECLARATION OF INTEREST**

Apologies from J Dickson.

**CPA 2 NOTES OF THE MEETING HELD ON 12 June 2003**

These were agreed. Any items arising were covered by items on the agenda for the current meeting.

**CPA 3 DETAILS OF THE CPA PROCESS**

The Performance Manager tabled the Self Assessment details for Corporate Self Assessment, Public Open Space and the Balanced Housing Market. Members asked about the detail required. The Performance Manager indicated that honesty was the key theme and any formation supplied must be supported by a reality check.

**CPA 4 MANAGING THE PROCESS**

The Performance Manager outlined the two or three options to manage the process which included:

*Establishing a number of Officer Teams who would develop draft Self Assessment data that could be examined by senior managers and the CPA Task Group*

*The Performance Manager to work with Officers and co-ordinate all the information, which would be presented to the senior managers and the CPA Task Group*

*Create a number of Officer and Members Groups who would develop options for the Self Assessment process. Senior managers and the CPA TASK GROUP would then consider these options*

The Acting Chief Executive outlined the strengths and weaknesses of each option.

It was agreed:

The Performance Manager would co-ordinate the CPA process and Report the details back to the CMT, SMT and the CPA Task Group

Those details of the Self Assessment Meetings would be circulated to Members of the CPA Task Group who would be welcome to join any of the meetings.

#### **CPA 5           TIMESCALE**

The Performance Manager suggested that to meet the timescale the CPA Task Group would need to meet every three weeks up until mid September and then probably on a fortnightly basis.

It was agreed that the CPA Task would meet between on the following dates. Meetings to be held in the Chief Executives Office and to start at 4.30pm:

16<sup>th</sup> July – 6<sup>th</sup> August – 27<sup>th</sup> August – 17<sup>th</sup> September

Dates for future meetings would be reviewed in late August.

#### **CPA6           THE IDeA PEER REVIEW**

The Performance Manager confirmed that the Peer Review element of CPA process would be a Peer Challenge and would be held Monday to Wednesday 24<sup>th</sup> to 26<sup>TH</sup> November 2003. The Acting Chief Executive confirmed that the cost of this would be met from the Audit Commission.

#### **CPA7           WORKSHOP FEEDBACK AND TRAINING NEEDS**

The Chairman was pleased with the turn out and the quality of debate at the workshop. It was agreed that training for staff and Members was a top priority and should go on the agenda for the next meeting.

#### **CPA8           DATES OF FUTURE MEETINGS**

This was agreed under item CPA 5

**ANY OTHER ITEMS**

The Acting Chief Executive suggested we used this slot to make a start on the Corporate Self Assessment format. The Performance Manager facilitated the process and it was agreed the following ideas should be included in the draft Corporate Self Assessment Forms:

**Theme 1: Ambitions**

*1.1 The authority needs to examine timescale properly, what can and cannot be achieved and by what dates. The public want us to share in some of the opportunities presented by the sub region in which we are based..*

*1.2 We do not really know how realistic and robust are our options and work needs to be carried out to determine what can be achieved. Working can only carry this out with partners and the community.*

*1.3 Leadership for our own services must be linked to staff sharing the CPA process. Staff bulletins, workshops and training essential – one sheet to be sent out on a regular basis. We can do better in terms of Community leadership. Must work closer with partners both linked to the Community Plan and the LSP*

**Theme 2: Prioritisation**

*2.1 The Quality of Life Plan should remain the vehicle for moving the council forward. The consultation role will help ensure that the main parts of the plan are tackled in the appropriate order.*

*2.2 The state of the district debates to be held in September should assist here. In addition greater work with the Town & Parish Councils will open up dialogue to help determine priorities. Greater debate on the mechanism for determining the level of District Council Tax.*

*2.3 An area where work is required but the appointment of the new post to promote consultation will obviously help.*

*2.4 Shifting resources will be linked to the new Service & Financial planning process. The authority has to decide what must be dropped to free resources for the Quality of Life Plan.*

**Theme 3: Focus**

*3.1 Generally yes it does but it will need to remain focus for longer periods of time in future. The CPA/BVPP three-year forward plans fit in well with the Quality of Life timescale. No distraction by minor detail.*

## **Theme 4: Capacity**

*4.1 Examining options to see what can be delivered from the Quality of Life with existing resources. The council is aware of existing capacity but needs to ascertain what will be the impact of change on staff etc*

*4.2 Some Members are very clear about responsibility etc others are not however training and workshops will help. Still some uncertainty about the boundaries between officers and Members. Members soon become pigeon holed into specific responsibilities – felt that a Scrutiny Committees could help broaden working knowledge.*

*4.3 Not yet but closer working with the LSP and Community Partners will help. More working with the 57 or so Parishes required.*

It was agreed that the remaining six themes would be examined at the next meeting on the 16<sup>th</sup> July 2003

The meeting ended at 6.05 pm.