

## MINUTES

### JOINT PARTNERSHIP COMMITTEE

23 FEBRUARY 2011

6:30pm – 6:42pm

#### PRESENT:

#### COUNCILLORS

A J Ketteridge (Chairman)

S Carter      R P Chambers      M Danvers      A Johnson      P Wilcock

#### OFFICERS

Malcolm Morley      John Mitchell      Adrian Webb

#### 8 APOLOGIES FOR ABSENCE

None received.

#### 9 DECLARATIONS OF INTEREST

None.

#### 10 STATEMENTS BY THE PUBLIC/STAFF

A statement by the staff of Harlow District Council's Revenues and Benefits Service was submitted to the Committee. (Attached as Appendix A).

#### 11 MINUTES

**RESOLVED:** that the minutes of the Joint Partnership Committee meeting held on 17 January 2011 be agreed as a correct record and signed by the Chairman.

#### 12 RECRUITMENT OF PROJECT MANAGER

Adrian Webb gave an update on the recruitment of a Project Manager. A specification had been advertised and it was planned to appoint to the position by 21 March 2011. It was envisaged that the Project Manager would take up the position by 1 April 2011.

The detailed job specification for the Project Manager would be circulated to members of the Committee. The specification included a fixed rate and a daily rate.

It was envisaged that the successful candidate would attend the next meeting of the Committee.

13 **IMPROVEMENT EAST BID**

Adrian Webb informed the Committee of progress with the IE bid. It was envisaged that all the funds would be available by April 2012.

He also expressed his thanks to Harlow DC procurement staff for their assistance in this matter.

14. **NEXT MEETING**

The next meeting of the Committee will take place on 23 March 2011 in Saffron Walden.

A schedule of meetings will be distributed to Members.

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CHAIRMAN: JOINT PARTNERSHIP COMMITTEE

23 February 2011