

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON TUESDAY 01 NOVEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Constable (in the Chair)
Councillors Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk
One member of the public

5. APOLOGIES FOR ABSENCE

None – all Members present.

6. DECLARATIONS OF INTEREST

None.

7. MINUTES

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 08 June 2011 (Minute Nos. 1 - 4) be approved as a correct record.

8. BURNTWOOD TOWN STRATEGY (BTS)

The Committee was requested to agree guidance to advise the Lead Councillors for the BTS Working Groups in how they might form their respective Working Groups and indicative timescales that they are asked to work to and report back to the Best Value Committee.

It was agreed that there was potentially a lot of work involved in taking each Action Area forward and that guidance should be provided to the Working Group Lead Members.

Members asked that this item be put for discussion at the November Town Council meeting to enable the following **RECOMMENDATIONS** to be considered and taken forward:

- Elected Members to be asked to volunteer to work with the Lead Members of the current seven Action Area Working Groups to assist them in working with the community and voluntary groups in taking those Areas forward.
- Working Groups need to be established under each Lead Member.
- Lead Members to liaise with Burntwood-based voluntary groups to ascertain what expertise they may have which would assist the Working Groups.

- A template crib sheet be produced suitable for all the Action Areas to give basic guidance in starting work, e.g. What are we doing? Why are we doing it? Who can we approach and how? Etc. The crib sheet should also set out a timeline, i.e. where do we want to be by, say, Easter and the summer?
- Lead Members need to share contacts.
- Simple positive steps need to be taken; there is no necessity to over-complicate the work.
- The Working Groups need to be remain focussed and not go off on a tangent.
- Lead Members and their shadow elected Member(s) should attend a meeting with the Chairman of the Council, the Leader of the Majority Group and the Leader of the Minority Group – such meeting to be held in early December 2011.
- The Leader of the Majority Group and the Leader of the Minority Group to be aware of developments with regard to the District Council’s Local Development Framework as these will impact on the Burntwood Town Strategy - they should liaise with the individual Lead Members and the Chairman of the Council as these occur.

9. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

9.1 Control of Substances Hazardous to Health Regulations 1988 (COSHH)

RESOLVED That no amendments were required to the document.

9.2 Health and Safety Regulations

RESOLVED That:

- a) Minor amendments be made to reflect staff responsibilities and elected Members responsibilities (specifically Paragraphs 3.0 (i) and 5.0 (c)).
- b) All elected Members and staff be required to sign a statement stating that they have received and read the revised Health and Safety Policy when it has been published following incorporation of the amendments as set out in 9.2 (a) above

(The Meeting closed at 7.55 p.m.)

Signed.....

Dated.....