

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject: Resident and Stakeholder Consultation Survey

A review of the Council's priorities is currently taking place.

As part of the review process the Council are keen to ensure that citizens and other key stakeholders are consulted to seek their feedback on how they think the Council is performing as well as how they would prioritise the services/activities of the Council to address issues of importance.

The last time that the Council consulted with residents/stakeholders to inform priority setting was in 2008 prior to the adoption of the 2008-12 priorities.

The consultation method proposed reflects the arrangements set out within the Council's latest Consultation and Engagement Strategy and includes a mixture of on-line and paper based surveys.

The resident survey will be sent to all households (53,044) for the attention of the occupier. Two quotes have been obtained for printing/posting. The preferred supplier has been identified as Canon both in terms of cost (circa £30k) and timescales (2 weeks) for delivery and therefore it is recommended that the Council select Canon as the preferred provider.

This will enable the Council to issue the resident survey by the end of October which then provides residents with a four week window for completion and return.

Financial Implications (Finance Officer's Comments)

The £30k is a one off cost and can be funded from the Change Management Budget (A12520/21907).

(Please note: Postage costs are currently an estimate and may increase in the event that Royal Mail chose to charge more).

Appropriate Committee:

Policy & Finance Committee

Details of Item and Decision Taken:

To agree expenditure of circa £30k for printing/postage costs for a resident survey that will be used to inform priority setting for the Council.

The reason for the urgency is that the survey needs to be printed and issued before the end of October to allow the results from the survey to be collated / analysed in advance of sharing with members to inform discussions around priority setting for inclusion within the Corporate Plan.

Members Consulted:

Councillor David Lloyd - Chairman of Policy & Finance Committee
Councillor Paul Peacock – Opposition Spokesperson Policy and Finance

A handwritten signature in black ink, appearing to read 'Paul Peacock', enclosed within a hand-drawn oval shape.

Signed

Date: 12.10.18