

Meeting	Decision Session - Executive Member for Culture, Leisure & Tourism
Date	23 October 2015
Present	Councillor Ayre (Executive Member)

#### **9. Declarations of Interest**

The Executive Member was asked to declare any personal, prejudicial or disclosable pecuniary interests that he had in the business on the agenda. None were declared.

#### **10. Minutes**

Resolved: That the minutes of the Decision Session held on 18 September 2015 be signed and approved by the Executive Member as a correct record.

#### **11. Public Participation**

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

#### **12. Registration Service - Service Delivery Plan 2015/17**

The Executive Member considered a report which asked him to approve a specific Service Delivery Plan for Registration Services as required by the General Register Office (GRO) under the 'New Governance' system working.

The Executive Member made a few points in regards to the report.

He understood that the Council had to produce a Business Continuity Plan but there was no requirement to show the plan. He asked whether this was available on the Council's website. Officers confirmed that this was not available on the website but that regulations stated that they needed to confirm they had a Business Continuity Plan in place. The Executive Member asked if he could be sent a copy of the plan.

In regards to the customer targets he asked whether the 2016/17 figures were available yet.

Officers responded that they were generally hitting all the targets apart from the percentage of customers seen within 10 minutes of appointment time which was 99%.

Resolved: That the Service Delivery Plan as set out in Annex A be approved.

Reason: So that the Registration Service meets its obligations under the 'New Governance' arrangements.

Councillor Ayre, Executive Member

[The meeting started at 2.05 pm and finished at 2.10 pm].