

APPENDIX 1

PEER ASSESSMENT REVIEW ACTION PLAN			
Comments	Actions	Do by	Done
Adequate Signage to Meeting Room and Building Entrance	New up to date signage within the building Externally	Oct	
Name Cards should be put in front of Members and Officers	Now being done at public meetings. New, more practical signs are being prepared	Oct	
Committee Members should sit together	Now put into practice at public meetings Unavoidable at Full Council	Sept	YES
Rooms should be accessible and not overcrowded	Where possible, this is being taken into account. It is rare for a room to be overcrowded	Sept	YES
Microphones or loop system	Only the chamber has micropohones. A portable loop system is available and should be taken to all required meetings		
Ambient Room Temperature	Only remedied if the rooms had air conditioning fitted and working thermostats on radiators		
Can the Chamber discussion be heard from the Gallery	Test carried out and yes it can if the microphones are used by all	Oct	
List of Alternative venues for meetings	Alternative venues have been used in the past Unaware of a formal list		
Wall clocks should be visible	This was an issue in Committee Room 1 behind the Projector screen. Now moved	Sept	YES
The Committee should be visible to the Chair and Public Rooms should of sufficient size for public attendance.	This is only unachievable at Full Council If a meeting is expected to draw large public attention it is held in the Chamber	Sept	YES
Member Access to technology	Mobile phones, blackberry and laptops are provides Mobile devices are being considered at present		
Members voted to accept reports withy little or no discussion questions.	Unfair to reach this conclusion after assessing one meeting. I assume this related to Planning Committee		
Very few links between questions asked and the officer recommendations	Comment was raised after a Scrutiny Committee. Recommendations not discussed and questions were not relevant		
Evident lack of preparation by Members	This contradicted a positive comment made that		

	said "Members demonstrated good preparation and thoughtful contribution"		
Overly long officer presentations. They should be succinct	Training could be given or a time limit imposed		
Needs to be sufficient structure to reports i.e numbered paragraphs and legible appendices	This seems to have fallen by the wayside but can easily be reintroduced		
Officers expect and respect challenge/contributions from Members. Can be constructive on both sides	From experience. This happens at most meetings		
Officers failed to fully answer members questions. They should anticipate questions and have back up data	Not every question can be anticipated therefore on the information may not be readily available		
Report taken with no officer available to present or answer questions	This is very rare. However, there should be an officer available to stand in		
Members should express a view even if they agree with the recommendations so that observers understand why	Members could be encouraged to do this		
Officers should outline plans, pictures, rationale for recommendations prior to Members, supporters or objectors speaking	Look at the present format of the Planning Committee		
Manage the loud voices and encourage all to contribute	Group leaders could be asked to identify quieter members and public speaking training offered		
All contributors should be clear on what is being scrutinised	Scrutiny Chairs Training		
The order of the agenda should be considered not necessarily having the work programme at the end	Chairs /Officers		
Build on good work programme discussions for strategy and policy development - Maximise links with the cabinet panels	Scrutiny training		
Members don't appear to value full Council.	Look at the process and procedure		
Ensure that clear recommendations are given at the end especially what is being taken to Cabinet	Chairs Training		
Be more specific about nailing outcomes, timelines	Chairs Training		