

## SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

**Committee: Strategic Leadership and Corporate Services Overview and Scrutiny Committee**

**Meeting Date: 4 March 2014**

**Minute N<sup>o</sup>: 115**

**Topic: Review of Complaints October – December 2013 (Quarter 3)**

Recommendation <sup>i</sup>	Officer <sup>ii</sup>	Response <sup>iii</sup>	Timetable <sup>iv</sup>	Lead Officer <sup>v</sup>
a) That the Chief Executive be recommended to advertise for the positions of Development Manager and Principal Planning Officer offering a market supplement as a matter of urgency.	Chief Executive	This is being actioned. The posts have had market supplements agreed based on market analysis and are due to be advertised through Solace by 25 April.  Additionally authorisation has been given to recruit consultant planners on a temporary basis to cover vacancies and that recruitment process is underway.	April 2014	Head of Planning and Development
b) That the Committee fully supports the various work programmes being undertaken for the MKIP Planning Support Shared Service and that the Customer Improvement Programme be prioritised and be considered by this Committee at the earliest opportunity.	Mid Kent Planning Support Manager	The support of the committee is appreciated and the Customer Improvement work will be considered as a priority project once the shared service is up and running and operating normally. This means the specific customer project(s) will likely commence in September at the earliest. However, the customer improvements described to the committee are already being embedded through the design of the shared service and their impacts will be monitored.	September 2014	Mid Kent Planning Support Manager
c) That the Head of Policy and Communications give consideration to charge a fee for FOI requests.	Head of Policy and Communications	Unfortunately we cannot charge for FOIs as a matter of course.		

		<p>Sections 9 and 13 of the Freedom of Information Act allow public authorities to charge for answering requests in certain cases.</p> <p>The Act provides for public authorities to either charge for or decline requests for information that would cost a public authority either more than <b>£600 for central government</b> or <b>£450 for other public authorities</b> to deal with the request.</p> <p>This is referred to as the <b>appropriate limit</b>. Public authorities are required to estimate whether a request is likely to breach the 'appropriate limit'.</p>		
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### Notes on the completion of SCRAIP

<sup>i</sup> Report recommendations are listed as found in the report.

<sup>ii</sup> Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

<sup>iii</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

**If the recommendation is rejected** an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

**If the recommendation is accepted** an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

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<sup>iv</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

<sup>v</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.