

# ANNUAL MEETING OF THE COUNCIL

6 MAY 2014

## REFERENCE FROM COMMITTEES

### **A.1 OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2014/2015 AND REVIEW OF WORK UNDERTAKEN FROM MAY 2013 TO APRIL 2014**

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

To seek the Council's approval to a proposed work programme for three of the four overview and scrutiny committees and to note the work undertaken by these Committees from May 2013 to April 2014.

##### **EXECUTIVE SUMMARY**

Under the Rules of Procedure for overview and scrutiny, the Constitution states, in relation to the Work Programme, that:

*“Each Committee will submit a work programme for the year ahead and a review of the previous year’s activities to the Annual Meeting of the Council for approval. In addition, it will be responsible for coordinating and prioritising its work programme on an ongoing basis.*

*In preparing, coordinating and prioritising its work programme, each Committee will take into account:*

- *Requests from the Executive to carry out reviews;*
- *The planned work on the preparation of elements of the Budget and Policy Framework, as set out in the Council’s Business Plan;*
- *The need for statutory timetables to be met;*
- *The wishes of all members of the committee; and*
- *Any other requests.”*

The following three overview and scrutiny committees each considered their proposed work programme for 2014/15 as follows:

Corporate Management Committee – 26 March 2014 (Minute 75 refers);

Community Leadership and Partnerships Committee – 7 April 2014 (Minute 52 refers);

Service Development and Delivery Committee – 14 April 2014 (Minute 53 refers).

In each case, it was resolved that the work programme to be carried out by that Committee be approved for submission to the Annual Meeting of the Council.

A copy of the proposed work programmes and a summary of the main issues addressed by the overview and scrutiny committees during the last municipal year are attached as Appendices “A.1A” and “A.1B” respectively to this report for the Council’s approval.

## RECOMMENDATION

That Council approves the proposed work programmes for the three named overview and scrutiny committees for the 2014/15 Municipal Year and notes the work carried out by these three Committees in the last municipal year, as set out in Appendices “A.1A” and “A.1B” to this report.

## PART 2 – IMPLICATIONS OF THE DECISION

### DELIVERING PRIORITIES

The role of overview and scrutiny is to ensure that the Council is operating in line with its Corporate Plan and addressing the key priorities of the area and to assist with the development of new policy. The Committees also provide checks and balances for decision-making within the Council, by scrutinising the Financial Strategy and Budget Management, key Strategies and Service Delivery, as well as the actual decisions of the Executive. The Council also has a wider remit to scrutinise the services provided to the residents of the District by partner organisations and this includes the public, voluntary and private sector.

### FINANCE, OTHER RESOURCES AND RISK

#### Finance and Other Resources

There are no significant financial or other resource implications arising from the contents of the report.

#### Risk

If the work of overview and scrutiny committees is ineffective, the Council will have an increased risk of poor decision-making and lack focus on the key priorities.

### LEGAL

The actions proposed are within the Council’s statutory powers.

### OTHER IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below (Crime and Disorder; Equality and Diversity; Health Inequalities; Area or Ward affected; Consultation and Public Engagement).

The Committees’ work focuses on the many key aspects that impact upon the community of Tendring, including Crime and Disorder, Equality and Diversity and Health Inequalities.

## PART 3 – SUPPORTING INFORMATION

### BACKGROUND PAPERS FOR THE DECISION

There are none.

### APPENDICES

A.1A Proposed Work Programmes, along with the schedule to consider the items during the year.

A.1B Review of the work carried out by the three overview and scrutiny committees from May 2013 to April 2014

## A.1 - APPENDIX A

### OVERVIEW AND SCRUTINY COMMITTEES

#### PROPOSED WORK PROGRAMME ALONG WITH THE SCHEDULE TO CONSIDER THE ITEMS DURING THE YEAR

##### CORPORATE MANAGEMENT COMMITTEE

<i>Meeting Date</i>	<i>Topic</i>
7 May 2014	<ul style="list-style-type: none"> <li>◆ Performance Dashboard 2013/14 Fourth Quarter and Outturn</li> <li>◆ Financial Baseline and Budget Input</li> </ul>
16 June 2014	<ul style="list-style-type: none"> <li>◆ Civic Hub Project Update and Review</li> <li>◆ Financial Outturn 2013/2014</li> </ul>
10 September 2014	<ul style="list-style-type: none"> <li>◆ Performance Dashboard 2014/15 First Quarter</li> <li>◆ Corporate Budget Monitoring 2014/15 First Quarter</li> <li>◆ Financial Baseline and Budget Input</li> </ul>
20 October 2014	<ul style="list-style-type: none"> <li>◆ Financial Baseline and Budget Input</li> <li>◆ Review of Tendring Regeneration Limited</li> </ul>
2 December 2013	<ul style="list-style-type: none"> <li>◆ Performance Dashboard 2014/15 Second Quarter</li> <li>◆ Corporate Budget Monitoring 2014/15 Second Quarter</li> </ul>
5 January 2015	<ul style="list-style-type: none"> <li>◆ Financial Baseline and Budget Scrutiny Detailed Review (including Special Expenses)</li> </ul>
16 February 2015	<ul style="list-style-type: none"> <li>◆ Annual Treasury Strategy Scrutiny</li> <li>◆ Performance Dashboard 2014/15 Third Quarter</li> </ul>
26 March 2014	<ul style="list-style-type: none"> <li>◆ Corporate Budget Monitoring 2014/15 Third Quarter</li> <li>◆ Review of the Year and Work Programme for 2015/16</li> </ul>
TBA	<ul style="list-style-type: none"> <li>◆ Updates from the Rural Projects Panel</li> <li>◆ Briefings from Portfolio Holders on their aims and aspirations</li> <li>◆ Members' 'task and finish' projects (e.g. Local Government Association)</li> </ul>

##### COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE

<i>Meeting Date</i>	<i>Topic</i>
12 May 2014	<ul style="list-style-type: none"> <li>◆ Annual Review of the new Policing structure and its impact on the community – with PCC Nick Alston attending</li> <li>◆ Annual Review of the work of the Community Safety Partnership</li> </ul>
23 June 2014	<ul style="list-style-type: none"> <li>◆ Regeneration and the LEP</li> </ul>
15 September 2014	<ul style="list-style-type: none"> <li>◆ Attendance of Health and Wellbeing Board to speak on issues of Health Inequalities and impact on homelessness</li> </ul>
27 October 2014	<ul style="list-style-type: none"> <li>◆ Update on the provision of a new GP Surgery in Holland-on-Sea</li> <li>◆ Update on the Virtual Ward and the use of Locum Doctors at Surgeries within Tendring</li> </ul>
8 December 2014	<ul style="list-style-type: none"> <li>◆ Public Transport Provision within Tendring</li> </ul>
19 January 2015	<ul style="list-style-type: none"> <li>◆ Annual review of the work of the Tendring Locality Board</li> </ul>

23 February 2015	◆ Health: Ambulance Service Provision and Weekend Working
30 March 2015	◆ Review of the Year and Work Programme for 2015/16

## SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

<i>Meeting Date</i>	<i>Topic</i>
19 May 2014	◆ Clacton Air Show 2014 – Costings and Business Plan
2 July 2014	◆ Update of Council IT Services and Equipment ◆ Digitalisation of Council Services
22 September 2014	◆ Update on the Coast Protection Scheme for Clacton-on-Sea and Holland-on-Sea
3 November 2014	◆ Dog Fouling and Litter – Possible Improvements to Service and Public Perception (tbc)
15 December 2014	◆ Post event review of the 2014 Clacton Air Show ◆ Review of Leisure Services (tbc)
26 January 2015	◆ New Council Housing – What is Needed – TDC Partnership Working with Private Sector (tbc)
2 March 2015	◆ Inward Investment – Developing Income Streams
13 April 2015	◆ Review of the Year and Work Programme for 2015/16

# APPENDIX A.1B

## OVERVIEW AND SCRUTINY COMMITTEES

### REVIEW OF WORK CARRIED OUT BY THE CORPORATE MANAGEMENT COMMITTEE: MAY 2013 – APRIL 2014

#### FORWARD PLAN

The Committee, in accordance with the Constitution, reviewed the Forward Plan on a regular basis.

#### 13 MAY 2013

1. Initiation of Disposal Process: Garden of 2 Holland Road, Kirby Cross (Call-In)

The Committee had before it a report to enable it to scrutinise Executive Decision Number 2281, taken on 25 April 2013, by the Finance and Asset Management Portfolio Holder to initiate the disposal process in respect of land in the ownership of the Council's Housing Portfolio being, currently, the garden of 2 Holland Road, Kirby Cross.

Following discussion, it was **RESOLVED** that the Committee did not object to the decision and that the decision comes into force immediately.

2. Performance Dashboard: Outturn 2012/2013

The Committee had before it a report and appendix of the Corporate Director (Corporate Services), which reported performance against the Performance Dashboard for the period April 2012 to March 2013 and included the current position of the 73 Performance Indicators and Projects that had been selected to reflect the Council's performance against its key objectives.

Following discussion by the Committee, it was **RESOLVED** that:

- (i) the Council's performance for the period April 2012 to March 2013 be noted;
- (ii) the Committee's formal congratulations to Officers be recorded on the overall performance of the Council; and
- (iii) the Committee looked forward to receiving the enhanced performance reports in due course.

#### 24 JUNE 2013

1. Financial Planning – Fees and Charges Review

The Council's Finance and Procurement Manager delivered a presentation on the issue of Fees and Charges and highlighted that the greatest proportion of income from sales and fees and charges came from the Council's Leisure Centres, at 28%. The Committee then addressed the key considerations, what users should pay for and which services should be subsidised. Charging policies were mentioned and options were given as to the types of review that could be undertaken and where the issue could contribute to corporate objectives.

After discussion, it was **AGREED** that a briefing note be sent to Members of the Committee plus the members of the Committee who had not been present at the meeting, and their substitutes, inviting them to put any relevant questions to the Finance and Procurement Manager.

## 2. Financial Planning – Special Expenses

The Council's Corporate Finance Manager explained to the Committee what Special Expenses were, how these were charged to specific parts of the District and how the remainder was chargeable over the whole District. He then explained the pros and cons for having special expenses and outlined possible alternatives.

The Committee **RECOMMENDED** that Cabinet consider the report and any other information necessary, with a view to abolishing Special Expenses within Tending.

## **5 AUGUST 2013**

### 1. Fees and Charges

Following discussions around fees and charges, it was considered appropriate to focus on specific areas in turn. Leisure Services' Fees and charges were identified as the first area to be reviewed given the timely opportunity to work with the Council's Sports Facilities Business Manager who was currently undertaking a similar review.

It was **AGREED** that (a) the Council's Sports Facilities Business Manager be invited to address the next meeting of the Committee with proposals in relation to Leisure fees and charges and how they could be developed; and (b) Members be invited to submit any relevant questions or comments prior to the next meeting.

### 2. Initial Financial Baseline 2014/15

The Finance and Procurement Manager introduced the initial financial baseline 2014/15, which had been considered by Cabinet on 12 July 2013. Significant points discussed included (a) ongoing significant reductions in Government support year-on-year since 2011, (b) Government changes to the New Homes Bonus, (c) the new Business Rates Retention Scheme and the potential impact on the Budget and (d) whether there should be any change to the Local Council Tax Support Scheme and the associated grants to Parish and Town Councils in light of the reduction in Government Funding.

It was **AGREED** that (a) a working party be established to discuss ways in supporting the Council in delivering a balanced and sustainable budget from 2014/15 and (b) in respect of the Local Council Tax Support Scheme, that no changes be made to the current scheme but that consideration be given to passing on an associated reduction in the Grants to Town and Parish Councils.

## **16 AUGUST 2013 – Working Party**

Councillors Steady, Caines, Miles and Platt met with the Council's Sports Facilities Business Manager to discuss how savings could be made in Leisure Services.

Following discussion, it was agreed that income generation was preferable to cutting costs. Proposals suggested included marketing, building a community spirit within the Leisure Centres and extending the age of those who received an age-related discount.

It was **AGREED** that the working party meet again on 19 August 2013 to further discuss how it could help reduce the whole budget in line with the future changes. The Committee noted that any findings from this to be discussed at the next Corporate Management Committee in September, and the working party to gather feedback from the committee then.

### **19 AUGUST 2013 – Working Party**

Councillor Steady stated that, having discussed Leisure Service's potential income generation and savings at the previous meeting of the Working Party, the aim of this meeting was to look at other ways from which the identified £2 million savings could be made across the Council.

Items discussed included utilising empty buildings, exploring ways to improve the Careline service and working together with Town and Parish Councils on joint activities.

Following further discussions, the Committee **AGREED** that (a) its aim should be to explore and develop the Council's existing assets where these were proven to be surplus to requirements, (b) invite the Council's Commercial Manager to the next meeting of the Committee to provide Members with an update on the development of Careline and (c) accommodate Councillor Turner (whose department was engaged in significant contract-related projects) at a future meeting as it was felt that tendered contracts formed a large part of the potential savings target.

### **16 SEPTEMBER 2013**

#### 1. Corporate Management Committee Working Party – Efficiency Savings and Income Generation

The Chairman advised the Committee that he had accepted an invitation from the then Leader of the Council to attend a meeting of the Cabinet on 6 September 2013, at which, he had delivered a presentation on Special Expenses. He then also gave an overview of what was discussed at the recent Working Parties. He then explained that after discussions between members of the Cabinet, it was agreed that Special Expenses be reviewed and Officers look at alternatives to the Special Expenses Scheme, giving examples of advantages and disadvantages associated with it.

It was **AGREED** that, as a Working Party, it would work with officers to provide the information requested by Cabinet.

#### 2. Performance Report – Quarter 1 2013-14 (June 2013)

The Corporate Performance Manager presented the Committee with a report on the performance of the Council in the first quarter of 2013-14 in respect of the 14 projects selected in line with the Cabinet's goals. He explained that there was a new format to the report, which would more efficiently assess how successful the Council was in meeting specific targets.

During discussions, the Committee raised concerns regarding long-term sickness and requested details of any stress-related illness figures held by the Council. The Corporate Performance Manager agreed to provide a more detailed report at the next meeting and that he would speak to Human Resources about stress-related sickness to assess the current processes in place for dealing with this.

3. Corporate Budget Monitoring Report for the First Quarter of 2013/14

The Finance and Procurement Manager presented the Committee with a report that gave an overview of the Council's actual financial position against the Budget as at the end of June 2013. He explained that the report showed particular trends were emerging but that the second quarterly report was likely to show more detailed trends.

Following discussion, it was **AGREED** that the report be noted.

**28 OCTOBER 2013**

1. The Council's Waste and Recycling Contract

The Chairman invited Councillor Turner (Portfolio Holder for Environment and Coast Protection), the Council's Corporate Director for Public Experience and the Council's Street Scene Manager to update the Committee as to the success, so far, of the Council's waste and recycling contract.

During the presentation, Councillor Turner explained the savings that had been made as a result of the current contract, how recycling levels nationally were an issue and that the Council had received a Government grant of £624,500, which had been used to fund the hiring of additional staff and recycling vehicles.

It was **AGREED** that the Committee make a comment to Cabinet to (a) welcome Councillor Turner considering the introduction of the green waste collection (pilot) initiative and (b) urge the introduction of the garden waste disposal in terms of income per tonnage and reduced traffic flow to civic amenity sites.

2. Corporate Management Committee Working Party – Efficiency Savings and Income Generation

The Chairman invited Councillor Honeywood (Portfolio Holder for Housing, Benefits and Revenues and Sports Facilities) and the Council's Sports Facilities Business Manager to update the Committee on Leisure Services' fees and charges.

The Sports Facilities' Business Manager said that she had been looking at key areas of growth, including swimming and memberships and reported that it would not make sense to raise pricing as income levels had been increasing.

Following discussion by the Committee, it was **AGREED** that it comment to Cabinet to (a) ensure that refurbishment of Walton Pool went ahead, and on time; (b) urge talks, or consultations with Town and Parish Councils to alleviate any shortfalls; (c) applaud the work of the Council's Sports Facilities' Business Manager in marketing initiatives and welcomed the new commercial approach to advertising public services; (d) register the Council's concerns about academies pulling out of swimming and urge the Council to talk to the academies about what prices they were willing to pay and look to work with local academies to encourage continuing with swimming lessons/use; and (e) recommend that contact be made with Essex boys clubs via Gill Burden and her team.

3. Local Council Tax Support Scheme

The Chairman invited Councillor Honeywood (Portfolio Holder for Housing, Benefits and Revenues and Sports Facilities), the Council's Corporate Finance Manager and the



Council's Corporate Director (Life Opportunities) to update the Committee on the proposed revisions to the Local Council Tax Support Scheme (LCTSS) for Tendring, for implementation in 2014/15.

The Corporate Director (Life Opportunities) said that, currently, targets were being met in terms of the Council's finance, based on the projected estimates, and that a consultation exercise had been undertaken with the results shown in an attached appendix. He explained that although there was a poor level of response, those that did respond favoured a decrease in Local Council Tax Support from the current 90% to 80% and that he felt the Council should adopt a more prudent approach due to fears that a higher rate of Council Tax could lead to significant increases in Council Tax non-collection, which could mean the Council would need to raise the price of Council Tax.

Following discussion the Committee shared concerns that the consultation survey was confusing and **AGREED** that the Committee **RECOMMENDS** to Cabinet that it give consideration to reducing the 100% discount to 95%, or the break-even figure, in respect of Class D properties.

## **2 DECEMBER 2013**

### 1. Performance Report - Second Quarter 2013-14 (September 2013)

The Committee had before it a report by the Corporate Director (Corporate Services), which highlighted the performance of the Council for Quarter Two of the reporting year 2013/2014.

The Council's Business Manager provided the Committee with an overview of the report and explained that he wanted it to be more focussed whilst being a flexible report that could develop over time. He stated that all projects were on target except for Coast Protection, which had been achieved ahead of target.

The Business Manager then explained that targets that had not been met, namely Recycling and Waste Tonnage, were in line with national trends rather than a local issue. With regards to being behind target in the handling of minor planning applications, he said that, having spoken with the Planning Department, this was mainly due to the Council delaying some applications in order to receive unilateral undertakings attached to the applications.

The issue of customer satisfaction was discussed, including that for planning service customers. The Business Manager stated that it was difficult to get reliable satisfaction data but agreed that he would look at what information was collected by Departments. It was agreed that further consideration be given to determining levels of customer satisfaction, particularly in determining planning applications.

The Council's Business Manager then explained the figures relating to sickness amongst the Council's staff, which was behind target. He said that although the figures were higher than the target, the underlying trend showed the figure was reducing month-by-month. Following discussion by the Committee, it was **AGREED** that the Council's Business Manager speak with the Human Resources Department and report back on the sickness-related issues at the Council.

2. Corporate Budget Monitoring Report for the Second Quarter of 2013/14

The Committee had before it a report by the Corporate Director (Corporate Services), which provided the Committee with an overview of the Council's actual financial position against the Budget, as at the end of September 2013.

The Council's Finance and Procurement Manager provided an overview of the report and, following discussion, the Committee **AGREED** that officers report back on where capital receipts had been received and where these had been spent.

3. Special Expenses – Alternative Options

The Committee had before it a report by the Corporate Director (Corporate Services), which sought to provide the Committee with a report that would examine special expenses, including alternative options for recommending to Cabinet.

The Council's Finance and Procurement Manager detailed the current position with regard to special expenses and advised the Committee of four alternatives to the current approach to special expenses. He explained each of these in detail and outlined the advantages and disadvantages in each case.

Following discussion by the Committee, it was **RECOMMENDED TO CABINET** that the Committee recommends that Alternative One (pass a contrary resolution for all special expenses) be adopted.

4. Terms of Reference and Roles and Responsibilities of the Committee

The Committee had before it a report by the Corporate Director (Corporate Services), which set out to review, refresh and reaffirm the roles and responsibilities of the Committee and its terms of reference following a request to do so by the Council's Service, Development and Delivery Committee. Following discussion by the Committee it was **AGREED** that the report be noted.

5. Outcomes of Meetings held with the Leader of the Council and the Chairmen of the Council's Audit and Overview and Scrutiny Committees

The Committee had before it a report by the Corporate Director (Corporate Services), which provided Members with the outcomes on matters of commonality discussed at a meeting held with the Leader of the Council and the Chairmen of the Council's Audit Committee and Overview and Scrutiny Committees, held on 11 October 2013. Following discussion by the Committee, it was **AGREED** that the report be noted.

**2 JANUARY 2014**

1. Updated Financial Baseline 2014/15 and Detailed Budget Proposals for a Revised Budget 2013/14 and Original Budget for 2014/15

The Committee's comments were sought on the updated Financial Baseline 2014/15 and proposals for a revised budget for 2013/14 and original budget for 2014/15, which had been approved at the meeting of the Cabinet, held on 13 December 2013.

The Council's Finance and Procurement Manager set out the background and context to the budget, including the updated financial baseline 2014/15 and the Cabinet's initial

Council Tax proposals. He then outlined the proposed Capital Programme 2014/15, the Council's Reserves position, fees and charges and the identified Cost Pressures 2014/15 and beyond.

The Head of Planning and the Corporate Directors for Life Opportunities, Public Experience and Corporate Services attended the meeting in turn and answered Members' questions on the respective budgets under their control.

It was **RESOLVED** that:

- (a) The contents of the Updated Financial Baseline 2014/15 and Detailed Budget Proposals for a Revised Budget 2013/14 and Original Budget for 2014/15 be noted.
- (b) The Cabinet be informed that, in the opinion of this Committee:
  - (1) Cabinet look again at Council Tax with the concept of freezing it rather than reducing it;
  - (2) There be no requirement for a further meeting with Portfolio Holders to enable the Committee to format at an earlier stage for the 2015/16 Budget;
- (c) In order to adhere to (2), Portfolio Holders be invited to meetings of the Corporate Management Committee; and
- (d) In particular, the Committee:
  - I. Acknowledged the potential for significant increased income through regeneration and welcomed the income that had been generated to date (approximately £15,000) following the introduction of charges in respect of pre-planning application advice and was particularly pleased since this had been as a direct result of a recommendation by the Committee at its meeting held on 18 February 2013.
  - II. Welcomed the increased use of the Council's Legal Services in relation to planning-related matters.
  - III. Congratulated the business-focus approach to running the Council's affairs and, in particular the well-attended productions in the Princes Theatre and substantial income generated through bar sales since the Council took over its running.
  - IV. Was mindful that welfare reform would have an impact on the Council but that, from a financial perspective, this was not significant at this time.
  - V. Encouraged officers to explore any Council-owned sites which may be suitable for residential development and, if necessary, to relocate occupiers to other sites and accommodation.
  - VI. Looked forward to the Women's Tour 2014 and hoped that its extensive exposure would generate additional income for the District.
  - VII. Recognised the extensive regeneration opportunities that the coastal defence scheme would bring to the District.

- VIII. Understood that the Council's Free Parking Scheme for residents was about giving something much bigger back, financially, to residents than the agreed 0.5% reduction in Council Tax.
- IX. Asked about the review of essential car user allowances and mileage allowances for Members.
- X. Whilst the Committee acknowledged that its' objective in relation to the 2014/15 Budget was to review it, Members wished to gain a better understanding of how each department operated, therefore allowing the Committee to focus on the 2015/16, and beyond, budgets and to become involved in that process at an earlier stage.

2. Special Expenses 2014/15

The Committee gave consideration to the Executive's proposals in respect of Special Expenses for the 2014/15 financial year and it was **RESOLVED** that Cabinet be informed that the Committee had noted the proposed Special Expenses 2014/15 and thanked the Council's Finance and Procurement Manager for his hard work.

**12 FEBRUARY 2014**

1. Sickness Update

The Committee had before it a report by the Council's Human Resources Manager, which provided the Committee with an update on sickness absence trends within the Council.

It was reported that the average sickness absence per employee had reduced in the last quarter (from 8.98 days per employee, to 8.77) and further stated that, since the report had been published, the figure had fallen to 8.38 days per employee, which was lower than the national average of 8.7 days. The Committee was also informed that there were currently no employees on long-term sickness (over 28 days) or on sick leave with depression as the cause of absence, whilst viral complaints had increased in the last quarter, as expected, due to the winter viruses.

2. Performance Report Quarter 3 2013-14 (October-December 2013)

The Committee had before it a report by the Council's Business Manager, which highlighted the performance of the Council for Quarter Three of the reporting year 2013/2014. The Business Manager explained that the new performance dashboard approach was an improvement on the previous method but stressed that it was evolving and would become more refined as new business plans were developed for 2014/15.

He then presented the projects' targets, focussing primarily on those that were behind schedule and explained the reasoning for that.

He then announced that having spoken with the Leader of the Council; a Rural Projects Working Party would be set up, chaired by Councillor Nicholls, to reinvigorate the Council's approach to the Rural Infrastructure Project.

Following discussion, it was **AGREED** by the Committee that a Rural Projects Working Party be set up, with Councillor Nicholls as the Chairman, to consider the Council's approach to the Rural Infrastructure Project.

3. Annual Treasury Strategy 2014/15 (Including Prudential and Treasury Indicators)

The Committee had before it a report by the Council's Finance and Procurement Manager, which enabled the Committee to review the Annual Treasury Strategy for 2014/15 (including the Prudential and Treasury Indicators). The Council's Finance and Procurement Manager then informed the Committee that it had been a routine year, with little change. He added that the Council had no plans to borrow prior to 2015 and that a risk adverse approach to investments remained.

It was **AGREED** that the Committee recognised the comprehensive report and endorsed its progress onto Cabinet.

**26 MARCH 2014**

1. Summary of Rural Projects Panel's First Meeting

Councillor Nicholls provided the Committee with a summary, as Chairman, of the Rural Projects Panel's first meeting, held on 10 March 2014, and said the Panel had discussed the topics it would like to examine in more detail, which included gas and electricity supplies, rural transport, rural amenities and mains sewerage. It was also noted that the Panel would monitor broadband speeds in rural areas within the District.

Councillor Nicholls then informed the Committee that earlier in the day, on 10 March 2014, a meeting had also taken place regarding inland flooding issues with attendees from a number of organisations.

Following discussion by the Committee, it was **RECOMMENDED TO CABINET** that it inform and encourage town and parish councils within Tendring to ask its residents to consider the "Essex Energy Switch", a scheme run by Essex County Council designed to save consumers money when purchasing gas and/or electric energy supplies, and encourages the establishment of oil-buying groups to bulk purchase domestic heating oil.

2. Budget Monitoring Report Third Quarter

The Committee considered a report by the Corporate Director (Corporate Services), which provided the Committee with an overview of the Council's actual financial position against the Budget, as at the end of December 2013.

The Council's Finance and Procurement Manager explained to the Committee that, based on the second quarter, there were no unexpected outcomes. He stated that salaries were currently £230,000 behind the profile budget whilst warning that insurance premiums were slightly ahead of the profile budget and that there could be further increases in the future. He then informed the Committee that a number of income budgets were currently ahead of profile, namely car park income and planning fees.

Following discussion and questions by the Committee, it was **AGREED** to **COMMENT TO CABINET** that:

- (a) It continue with the excellent work and look at how the Council's robust position could be enhanced by seeking a more joined-up approach with Town and Parish Councils with regard to providing shared services and associated costs.
- (b) In taking the "Right to Buy Scheme" into consideration, Cabinet look into the possibility of building homes outside of the Housing Revenue Account.

- (c) It closely monitors the level of recycling and the promotion of such to ensure the increase needed to recover the recycling position was achieved.

3. Work Programme 2014/15

The Committee considered a report by the Corporate Director (Corporate Services), which provided the Committee with a review of the work it had carried out in the current municipal year and sought Members' approval to a draft Work Programme for the coming 2014/2015 Municipal Year.

The Council's Democratic Services Manager explained that Appendix A to the report was a summary of what had been discussed and agreed by the Committee in the municipal year thus far. He stated that Appendix B was a suggested work programme for the Committee and he was happy for the Committee to add any items it felt were required.

Following discussion by the Committee it was **RESOLVED** that:

- (a) The report on the review of the year 2013 to 2014 be noted;
- (b) The draft 2014/15 Work Programme be approved and submitted to the Annual Meeting of the Council for approval, subject to the inclusion of the additional items set out in (c) below; and
- (c) The following items be added to the 2014/15 Work Programme:
- To meet more often with Portfolio Holders to understand their aims and aspirations;
  - To receive updates from the Rural Projects Panel;
  - In light of comments at Council on 25 March 2014, to review Tendring Regeneration Limited and its performance now and in the future;

To encourage Members to take on specific tasks (e.g. The Local Government Association and how it could benefit this Council)

# REVIEW OF WORK CARRIED OUT BY THE COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE: MAY 2013 – APRIL 2014

## FORWARD PLAN

The Committee, in accordance with the Constitution, reviewed the Forward Plan on a regular basis.

### 22 MAY 2013

#### 1. Annual Review of the Community Safety Partnership

The Council's Community Safety Officer delivered a presentation, which detailed the approach in the Tendring District of delivering the Community Safety function through the Tendring Community Safety Partnership, the Responsible Authorities Group's (RAG) Task and Co-ordinating Group, with the strategic Community Safety Partnership (CSP) Group of RAG having within its membership: Members of this Council, Essex Police, Essex Probation, Essex County Fire and Rescue Service and the new Clinical Commissioning Group. Questions from Members, who had expressed their concern about the reduced funding, were answered.

The Committee was informed that funding had been drastically reduced over the last six years and there was uncertainty as to how funding would be applied from 2014 onwards. Chief Inspector Barrie and Sgt Bailey from Essex Police talked about crime in the Tendring District and were questioned by Members.

#### 2. Review of the New Policing Structure and its Impact on the Community

The Committee received a presentation from Mr Nick Alston, the new Police and Crime Commissioner (PCC) for Essex who outlined the work he had undertaken in the six months since he had taken on his new role. Mr Alston outlined his four pledges to the Committee which were: (a) policing to reflect policies; (b) making the Police better in Essex; (c) making a real impact on crime through partnership working; and (d) to provide active daytime leadership meeting groups and being there for all members of society. Mr Alston answered a number of questions from Members and he agreed he would return to the Committee to discuss how successful his aims and priorities had been over the first year of his tenure as PCC.

The Committee also welcomed Mr Carl Pullen of the Essex Fire and Rescue Service who talked about the Firebreak Scheme and the Young Firefighters' Scheme.

The Committee **RECOMMENDED** to **CABINET** that it consider and put forward targets and areas where it would like to see improvements and that these be sent to the PCC.

### 8 JULY 2013

#### 1. The Role of Scrutiny

The Chairman talked about the importance of the scrutiny role to local authorities and how she wanted the Committee to work in a more proactive manner and working closer with the Cabinet in influencing policies. The Council's Democratic Services Manager confirmed that overview and scrutiny was specifically for Members to be able to scrutinise, work closely with Cabinet to influence policy and to hold Cabinet to account.

He reminded Members that Scrutiny Committees had more powers in whom they could invite to attend meetings. He said Members should actively embrace new ways of carrying out scrutiny work such as the establishment of time-limited and focussed sub-groups or task and finish groups to look at certain pieces of work and report findings back to the Committee in order that these could be taken forward and reported to Cabinet on a more frequent basis.

## 2. EssexFamily Tending Prototype – Review of Progress

The Council's Business Manager provided an update of the EssexFamily Tending Prototype, which was one of only four Community Budget pilots in the country. He outlined of achievements to date and informed Members of how other Councils had been contacting Tending to learn from its good practice. After questions from Members, the Committee made a **COMMENT** to **CABINET** that it was very impressed with the work undertaken so far by Officers who should be congratulated and also **RECOMMENDED** to **CABINET** that Cabinet work closer with partners to fully support an approach which would lead to community budgets as a means to improve services to communities and realise savings for the public purse.

## Review of the Community Asset Rental Offsetting Scheme (CAROS) – Setting the Framework

The Council's Asset Manager delivered a presentation on CAROS, which outlined the purpose and how it worked in assisting local communities. The Committee was given various figures outlining the turnover and membership numbers of the organisations in the scheme before giving various options available to the Council for supporting local community organisations that rented land or buildings from it. The Committee responded by saying it felt it was important that the Council contribute to the community and gave examples of how this could be achieved. It was concerned about the number of organisations who had not responded to a recent survey sent to them or who had not provided accounts when requested. The Committee, after discussion, **RECOMMENDED** to **CABINET** a number of options should be undertaken with respect to CAROS.

## **21 OCTOBER 2013**

### Tending District Local Plan: Pre-Submission Focussed Changes

Councillors Scott and Challinor had asked the Chairman if they could have permission to speak at the meeting on behalf of their residents and Councillor Miles agreed they would be able to speak on issues that affected their Wards.

After discussion by members of the Committee and a review of the Local Plan the Committee made a number of **RECOMMENDATIONS** to **CABINET** that it would like to be considered.

## **9 DECEMBER 2014**

### 1. Future Plans for GP Surgery, Holland-on-Sea Update

Jenni Speller, Contracts Manager for NHS England, Essex Area Team, provided the Committee with an update on the proposed GP Surgery in Holland-on-Sea. It was explained that her team had inherited the scheme from the former NE Essex PCT and was supportive with money having been allocated for the funding of the surgery. It was confirmed that due to slippage of the project, the new surgery would not realistically open



before 2015. The Committee asked if it could be informed of any other additional surgeries in the District and the Chairman thanked Ms Speller for her update.

2. Proposed Scheme for Dealing with Petitions

The Council's Democratic Services Manager gave an overview of the background behind the scheme and explained how the Localism Act 2011 had removed the statutory requirement for Local Authorities to have a Petitions scheme in place. It was felt it would be good practice for the Council to have a scheme in place to encourage meaningful debate or outcomes for those signing a petition.

During a discussion on the scheme clarification was given on a number of items and that subject to the Committee's comments the scheme be **RECOMMENDED** to **CABINET** for consideration and **Recommendation** to **Council**.

3. Outcomes of Meetings held with the Leader of the Council and the Chairmen of the Council's Audit and Overview and Scrutiny Committees

After a report from the Corporate Director (Corporate Services) the Committee sought clarification on wording of Cabinet Member attendance at overview and scrutiny meetings.

4. Terms of Reference and Roles and Responsibilities of the Committee

After a discussion on this issue the Committee agreed the report of the Corporate Director (Corporate Services) be noted.

5. Forward Work Programme

The Democratic Services Manager agreed to address points the Committee had raised on Virtual Ward; Health and Well-being Board to speak on issues of health inequalities on homelessness; Practice Managers to be invited to attend a future meeting to provide an update on the use of locums at surgeries in Frinton and Walton; and an update to be given on education and the Council's role in what was the responsibility of Essex County Council.

## **24 FEBRUARY 2014**

1. Verbal Report of the Chairman of the Tendring Locality Board

Councillor Bentley delivered a presentation, which explained the make-up of the Board, its frequency of meetings and its membership which, from this year, included the Chairmen of Tendring's Parish Councils, which had therefore brought together the three tiers of local government for the first time.

Councillor Bentley said that the Board did not make decisions but provided strategic public service co-ordination and served to provide support, influence and constructive challenge as well as a strategic link across partnerships.

Councillor Page confirmed that a new overview and scrutiny committee for Education and Skills would be discussed at the next Cabinet meeting, for approval at the next full Council and added that, at the last Corporate Management Committee meeting, rural infrastructure had been discussed with a Rural Projects Panel being set up to be chaired by Councillor Nicholls.

The Chairman thanked Councillors Bentley and Page for their informative and thorough presentation and welcomed the update on the work of the Locality Board. She added that she was pleased that there was going to be a new scrutiny committee for education and skills rather than this being assigned as a Cabinet Portfolio.

## **7 APRIL 2014**

### **Review of The Year and Work Programme For 2014/2015**

The Council's Democratic Services Manager gave a verbal update on the items that had been discussed by the Committee during the current municipal year.

He reminded Members that Mr Nick Alston, the Police and Crime Commissioner (PCC) for Essex, had confirmed that he would be attending the meeting of the Committee to be held on 12 May 2014 and would give an update on his first year in post as the PCC for Essex.

On reading through the items that had been covered during the year, the issue of the new GP Surgery at Holland-on-Sea was still outstanding with updates being needed from the Clinical Commissioning Group.

Since the Draft Local Plan had been discussed by the Committee at its meeting in October 2013, a new Committee - the Local Plan Committee - had been established at full Council on 21 March 2014 and the first meeting of that Committee would be taking place in due course.

The Petition Scheme was now in place and the first Petition, on The Naze, Walton, had been debated at full Council on 21 March 2013 and was due to be considered by Cabinet on 11 April 2014.

On looking at Appendix B, which was attached to the A.1 report of the Corporate Director, it was noted that the items on the draft Work Programme had been suggested by Committee members at their meeting held on 9 December 2013.

The Chairman informed the Committee that she had been appointed as the Vice-Chairman to the new Overview and Scrutiny Committee for Education and Skills. However, she was concerned that education was being dealt with as a separate issue from the Community Leaderships and Partnerships Committee as education was also a community issue and she did not want to see the Community Leadership and Partnerships Committee become more scrutiny-focused than community-based.

After the Committee considered the items it had been asked to focus on, Members discussed the following additional items they felt were important to be dealt with during the forthcoming municipal year:

- PCC and the issue of fly-tipping – The Chairman had discussed fly-tipping with the Environment and Coast Protection Portfolio Holder (Councillor Turner) who had informed her that his department was looking at the issues of both fly-tipping and litter;
- Local Enterprise Partnership (LEP) – the Chairman of the LEP to be invited to a meeting of the Committee as it was considered that a meeting with key partners of the LEP would be valuable;

- Regeneration - the Haven Gateway was not in the draft Work Programme and it was agreed that this be merged with the LEP;
- Regeneration – Broadband, whilst being rolled-out across the District, it appeared there were large rural areas which appeared to be left out from the programme;
- Transport – disabled access at Manningtree Railway Station – the Partnerships Manager for Greater Anglia (Geraint Hughes) had intimated that he would be happy to return to the Committee to give an update on this and other outstanding rail infrastructure issues;
- Transport – bus services in the District being withdrawn;
- Health – the sudden closure of the maternity hospitals at Harwich and Clacton, concern over health services being located outside of the District, some even being transferred out of Essex altogether;
- Health – lack of residential doctors with too much reliance on locum doctors appeared to be a particular problem for this District;
- Health – lack of communication between various partners, ambulance service, hospitals etc;
- Health – Doctors surgeries, late night opening and also weekend surgery opening; and
- Wellbeing Board – what was its role? Issues were being dealt with by that Board and not Tendring District Council, therefore there was a necessity to scrutinise it;

The Vice-Chairman said there appeared to be three main areas of concern to the Committee which were Transport, the NHS and the Local Enterprise Partnership and that whole meetings could be dedicated to thoroughly scrutinise those items with the relevant guests being invited to attend the appropriate meeting.

After further discussion, it was **RESOLVED** that:

- (a) The report on the review of the municipal year 2013 to 2014, as detailed in Appendix A to item A.1 of the Report of the Corporate Director (Corporate Services) be noted;
- (b) The draft 2014/15 Work Programme be approved and be submitted to the Annual Meeting of the Council for approval;
- (c) The Democratic Services Manager write to the Police and Crime Commissioner for Essex (Nick Alston) informing him of the items the Committee wished to raise when he attended its meeting on 12 May 2014; and
- (d) Where gaps had been identified in the Work Programme for the Municipal Year 2014/2015 the Committee intended to concentrate on Regeneration, the Local Enterprise Partnership, NHS and Transport.

# REVIEW OF WORK CARRIED OUT BY THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE: MAY 2013 – APRIL 2014

## FORWARD PLAN

The Committee, in accordance with the Constitution, reviewed the Forward Plan on a regular basis.

### 4 JUNE 2013

#### Call-in of the Clacton and Holland Coastal Defence Work (Executive Decision 2292)

The Committee considered a report to enable it to scrutinise Executive Decision 2292 taken on 17 May 2013 by the Cabinet.

The then Leader of the Council (Councillor Halliday) gave the history of the reason why the Cabinet had gone for the option it had chosen at its meeting and expressed his concern that the call-in had occurred before he had had been able to be in a position to answer a question that had been raised on this issue. The Callers-in, Councillors P J Oxley, Shearing and Winfield were happy with Councillor Halliday's detailed explanation and they agreed to withdraw their Call-in after Councillor P J Oxley read out a prepared statement.

The Committee then **RESOLVED** that it did not object to the decision which came into force immediately.

### 7 OCTOBER 2013

#### 1. Overview – Verbal Presentation by the Leader

The then Leader of the Council (Councillor Halliday) gave a presentation which informed what the Committee had been doing to date, the balanced budget and how the restructuring had been completed during difficult times. He also spoke about the successful Air Show, which would be going ahead in 2014 and free parking for Tendring's residents, which was being continued for a further year. He also highlighted the importance of scrutiny being a critical friend to Cabinet. The Committee discussed various items which were of importance to it and the Chairman thanked Councillor Halliday for indicating where the Committee could be of greater help to the Cabinet.

#### 2. Overview – Verbal Presentation by the Chairman

The Chairman gave his views on how he wanted the Scrutiny Committee to work and particularly on the issue of call-ins and how mediation and informal meetings could be a possibility before a formal call-in meeting was required to be convened. Councillor Halliday said that the Constitution Working Party had been looking at the issue of Call-in rules.

The Committee discussed the matter and was generally in support of the change to hold informal meetings to try and do away with a formal Call-in Committee meeting but were more cautious over the number of Callers-in being reduced to one instead of three for Ward matters. The Committee **AGREED** that **CABINET** be asked to note that Officers be asked to prepare a draft informal Call-in process in line with its discussions and that this be brought back to Committee for a recommendation to Cabinet.

### 3. Scrutiny – Topics for Consideration by a Working Party

The Chairman introduced a list of 16 potential items for the Committee to consider setting-up working parties to look into these further and report back and asked if any Members wished to undertake initial work on these. Any initial research results would be brought back to the next meeting of the Committee in November with any proposals to take the scrutiny work forward.

Members of the Committee came up with various suggestions and the Committee agreed to ask the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder (Councillor P B Honeywood) to attend a future meeting of the committee to discuss housing issues.

It was **AGREED** that Members bring their research results back to the Committee at the November meeting.

#### **24 OCTOBER 2013**

##### Call-in of Office Sites at Clay Hall, Waddesdon Road, Triangle Centre and Westleigh House: Next Steps

The Committee scrutinised the Executive Decision , taken by Cabinet on 4 October over the initiation of the disposal of three sites, namely, Clay Hall, Waddesdon Road and Triangle Centre, which had been Called-in by Councillors Shearing, Calver and Hawkins as they were concerned over the decision to demolish Westleigh House.

Councillors Halliday and P Honeywood each made statements about the reasons leading to the Cabinet's decision to demolish Westleigh House and the Corporate Director (Corporate Services) also gave extra information on Westleigh House and the disposal of the other three sites. After the Committee had asked questions of the decision-maker, the Callers-in and the Corporate Director, the Committee **RESOLVED** that it did not disagree with the original decision of the Cabinet and that it noted and welcomed the positive way in which the Callers-in had approached Councillor Halliday as the relevant Portfolio Holder before the decision was taken, and although unsuccessful in their Call-in, they hoped other Councillors would follow this example in the future.

#### **11 NOVEMBER 2013**

### 1. Scrutiny – Environment and Coast Protection Portfolio

Councillor Turner, as Portfolio Holder for Environment and Coast Protection, had been invited to give an overview of his Portfolio, his vision for its future and how he felt the Committee could assist him in that role.

Councillor Turner gave a brief overview of the different sections for which he was responsible and explained that the current main priority was the Sea Defence Scheme from Clacton to Holland Haven due to its importance to the District. Another major initiative was the improvements to the Weeley Crematorium with two replacement cremators being installed. The Corporate Director for Public Experience added her overview of the service, although despite staff cutbacks and reducing resources, there had been numerous successes which included the extension of the residents' free parking scheme, new beach huts, improvements to changing facilities on the seafront for the disabled and the £36 million funded coast defence scheme and the new waste and

recycling arrangements which had saved the Council almost half a million pounds per year.

Following discussion, the Committee **RECOMMENDED to CABINET** that after consideration of a report concerning drunken behaviour in Clacton town centre, the Cabinet consider a new bylaw be agreed to deal with the nuisance being caused there and also commented to Cabinet that Councillor Turner and the Corporate Director for Public Experience, and her staff, be thanked for delivering their services on behalf of the Council despite financial cutbacks.

2. Member Development – Scrutiny Topics for Consideration by a Working Party – Updates from Members

Councillor Talbot gave details of his research which had included an advertisement in a local paper asking for residents' input; however results had been disappointing with mixed views. He concluded that the Committee would not be able to recommend to Cabinet to undertake the introduction of either Eco-Burials or Pet Cemeteries in Tendring as a way of generating income but this could be looked at in the future.

Councillor Colbourne provided an update on accessibility of Council Services for those with disabilities and on speaking with several disabled people he said they felt there was a lack of bus shelter access for them. Many shops in Dovercourt did not have disabled access but this was currently being looked at and that there were not enough dropped kerbs in Dovercourt. Other issues concerned the hospital but, due to constant restructuring of the NHS, this was proving difficult to resolve issues.

Councillor R Callender reported that he had made contact with the Portfolio Holder for Tourism (Councillor Goggin) but had not as yet received a response. It was agreed that the Democratic Services Manager would contact Councillor Goggin with a view to setting up a meeting with Councillor Callender.

Councillor Wood agreed that he would look into the Out of Hours service provision by the Council and report back to the next meeting of the Committee.

Following discussion with the Committee, the Democratic Services Manager agreed to contact the Councillors who had not attended the meeting to see if they could provide interim reports on the items they had been tasked with, which would be circulated to the Committee.

3. Proposed Minor Review of Call-in Procedures

The Committee considered a report, which sought a potential change to the Council's Call-in procedures as had been requested by the Chairman of the Committee.

The Chairman informed the Committee that Cabinet had agreed with the proposals, in principle, and the Council's Monitoring Officer had been asked to take account of this when reviewing the Council's Overview and Scrutiny procedure.

The Committee **RECOMMENDED to CABINET** that the wording of the report be put forward for inclusion within the Council's Constitution as part of its ongoing review.

## 16 DECEMBER 2014

### 1. Post Event Debrief for the 2013 Clacton Air Show

The Corporate Director for Life Experience presented a post-event debrief report on the 2013 Clacton Air Show, which mentioned that the cost of the whole event had been only £4,140 which was over £16,000 less than the 2012 event. He gave further information on the hard work that had been put into the event to make it a success and that work was already underway for the Air Show in 2014.

The Committee expressed its appreciation for the hard work and determination of staff that had helped make the event the success it was.

### 2. Housing, Benefits and Revenues and Sports Facilities Update

The Corporate Director for Life Experience gave an overview of the portfolio and stated that it was a wide-ranging portfolio covering a number of different areas. His department had 300 members of staff and was responsible for £125 million income per annum. He provided information on Housing, Careline and the Princes Theatre and answered questions on matters including potential future risks for welfare reform, future flooding and escalating costs to the Air Show.

The Committee thanked The Corporate Director for Life Experience and asked that its gratitude be passed on to all staff involved.

### 3. Terms of Reference and Roles and Responsibilities of the Committee

The Committee considered a report, which set out to review, refresh and reaffirm the roles and responsibilities of the committee and its terms of reference. The Committee **AGREED** that the report be noted.

### 4. Outcomes of Meetings held with the Leader of the Council and the Chairmen of the Council's Audit and and Overview and Scrutiny Committees

The Committee agreed to note a report that provided it with the outcomes of matters of commonality discussed at a meeting with the then Leader and the Chairmen of the Council's Audit and Overview and Scrutiny Committees.

### 5. Potential Topics for Examination by a Member Working Party

Councillor R Callender informed the Committee that he had attended a meeting with the Tourism Team and the Corporate Director for Life Experience and was assured that he would be kept informed of any developments which he hoped to report back to the Committee at its next meeting.

Councillor Aldis said she had spoken to Officers regarding private sector housing needs with particular focus on universal credit. She also spoke about the idea of a Foyer especially with the increase of 16-25 year olds seeking shelter in recent years. It was agreed that Councillor Aldis and the Corporate Director for Life Experience meet to consider arranging the formation of a Sub-Committee to consider and report back to Committee, matters in relation to e.g. selective licensing.

Councillor Wood reported on the Council's out-of-hours service and said that the range of services was incredible. Once the Town Hall was closed, services were relocated to

Careline and asked that the Committee consider receive a presentation from the Control Centre Service Development Manager to provide an insight into Careline's work.

Councillor Simons said he would be attending a meeting with the Planning and Corporate Services Portfolio Holder to see how planning could facilitate business growth and would report back at the next meeting.

Councillor Platt, although not a member of the Committee, agreed to take on a topic for examination and would liaise with the Democratic Services Manager to see what topic he would undertake.

### **3 MARCH 2014**

#### 1. Update on the Coast Protection Scheme for Clacton-on-Sea and Holland-on-Sea

Councillor Turner attended the meeting along with the Council's Corporate Director (Public Experience) and Coastal Protection Manager and gave a thorough and up-to-date appraisal of progress in respect of the scheme. Councillor Turner advised the Committee as to the Tender process in respect of the scheme and that the tenders would shortly be opened for appraisal.

The Committee asked questions about the scheme and the agreed criteria for the tenders. The Committee expressed its thanks to Officers and all those involved for their hard work in bringing the scheme to fruition.

#### 2. Careline

The Committee received a presentation on the work of the Council's Careline and out-of-office service by Clare Ellington (Service Development Manager), Roberta Scotney (Senior Administrator) and Alan Woods (Mobile Lifting Officer). Members were advised that Careline was involved in many areas, which included Emergency Planning, Closed Circuit Television and Tenbac and also managed the Council's responsibilities between 5.00 p.m. and 9.00 a.m. every day.

The Falls Team gave a demonstration on the use of its lifting equipment in assisting a person who had fallen on the floor and needed help in getting back on their feet or into a chair.

#### 3. Potential Topics for Examination by a Member Working Party

Councillor R Callender advised the Committee that he had recently met with the new Portfolio Holder for Tourism, Events and Leisure Services (Councillor Platt) and would report back to a future meeting of the Committee.

Councillor Aldis reported on her research into private sector housing and how it might help the Council in meeting local housing needs. She reported on how the recent changes in housing benefit had an impact on private renting and how Colne Housing would be interested in working on the issue of social housing with the Council.

#### 4. Out-of-Hours Service Provision by the Council

Councillor Wood advised the Committee that he had visited Barnes House and said he had learned a lot from his visit. Councillor Wood was not a member of the Committee but had attended as a substitute at previous meetings.



5. Learning from Complaints

Councillor D R Mayzes agreed to consider this matter and would report back to a future meeting of the Committee.

**14 APRIL 2014**

1. Review of the Year and Work Programme for 2014/2015

The Council's Democratic Services Manager gave a verbal update on the items that had been discussed by the Committee during the current municipal year.

He reminded Members that the Committee had been better focussed since agendas had been split into headings of Scrutiny and Member Development. He added that items discussed had included the Sea Defence Scheme between Clacton and Holland Haven, a presentation from the Council's Careline Service and how Committee Members had undertaken to research potential topics to be examined by a Working Party.

On looking at the draft Work Programme for 2014/2015, the Democratic Services Manager said that the hugely successful Clacton Air Show was a matter which Members were keen to see remain on the programme and he added that the Work Programme could be added to and changed throughout the municipal year, especially if Members had any specific issues they wished to be discussed.

Following discussions, the Committee agreed that the following areas of scrutiny be considered as part of its Work Programme for 2014/15:

- Inward Investment – to be discussed towards the end of the 2014/15 Municipal Year, which would include updates on how inward investment had worked for the District;
- Development of new income streams;
- Clacton Air Show – expansion into other areas of tourism – how it could include other leisure activities in other areas of the District other than Clacton, i.e. Harwich, Frinton, Walton, Brightlingsea, Manningtree etc;
- Council's IT system – updates on service provision and equipment, especially since Microsoft were ceasing support of the Windows XP operating system, which was installed on many of the Council's laptops;
- Digitalisation of Council services i.e. emailing notice of events rather than sending by mail as well as the digitalisation of incoming and outgoing post;
- Working as one Council - how the Council's departments interlinked, crossed-over and worked together;
- New Council Houses – need to look at whole process from building, to renting, to Right to Buy Scheme to ensure Council was delivering value for money;
- Council Housing – look at partnership working, what the community needed and wanted and see if it could be fitted in with the Council's plans;
- Dog Fouling and Litter – public perception;
- Review of Leisure Services across the District – tour of leisure facilities – how often services are used and by whom; and
- Invitation to Portfolio Holders to discuss any contentious decisions they make to inform Committee why a particular decision was taken.

After further discussion, it was **RESOLVED** that:

- (e) The report on the review of the municipal year 2013 to 2014, as detailed in Appendix A to item A.1 of the Report of the Corporate Director (Corporate Services) be noted;
- (f) The draft 2014/15 Work Programme be approved and be submitted to the Annual Meeting of the Council for approval; and
- (g) Where gaps had been identified in the Work Programme for the Municipal Year 2014/2015 the Committee intended to concentrate on the Council's IT system, Dog Fouling and Litter, Inward Investment and income streams and Leisure facilities.

## 2. Potential Topics For Examination By A Member Working Party

The Chairman invited Members to update the Committee on those areas of work they had chosen to look into and pursue.

### 1. Tourism – Maximising our Potential

Councillor R Callender reported that he had had several meetings with Officers on this issue. He considered that there was much more to tourism than just the Clacton Air Show as there were many other events taking place throughout the District which would be of interest to tourists. Members recalled that 'Tendring was open for business' and it was important to remember to promote smaller events as well as the larger attractions. A Member suggested that souvenir items of popular events could be sold to tourists to increase the Council's income.

During discussion on this item the name of 'Tendring' for the area was considered to be unhelpful in promoting the District as it would not mean anything to anyone outside of the District. It was considered that the Council's website could be used more to promote the District and give links to the various events taking place. It was suggested that a promotional DVD could be made of the District's attractions which could be posted on the website for visitors to download and watch.

### 2. How can Planning Facilitate Business Growth?

Councillor Simons reported that he had met with the Planning and Corporate Services Portfolio Holder (Councillor G V Guglielmi) in December and that planning was working well in encouraging businesses into the Tendring District.

### 3. Accessibility of Council Services for those with Disabilities

Councillor Colbourne reported that there was an imminent meeting due to discuss the issue of bus services being axed in the District which was having an effect on elderly residents who relied on bus services. It was also commented that there was a problem with bus drivers not knowing their routes properly and abandoning passengers at the wrong bus stops leaving them stranded. Councillor Colbourne said also that wheelchair access was a problem in many shops in the District where shops had not made proper provision for wheelchair users.