ANNUAL MEETING OF THE COUNCIL

26 MAY 2015

REFERENCE FROM OVERVIEW AND SCRUTINY COMMITTEES

A.5 OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2015/2016 AND REVIEW OF WORK UNDERTAKEN FROM MAY 2014 TO APRIL 2015

(Report prepared by Democratic Services Section)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To seek the Council's approval to a proposed work programme for the four overview and scrutiny committees and to note the work undertaken by these Committees from May 2014 to April 2015.

EXECUTIVE SUMMARY
Under the Rules of Procedure for overview and scrutiny, the Constitution states, in relation to the Work Programme, that: *"Each Overview and Scrutiny 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 Overview and Scrutiny Committee will take into account:* • *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;* • *Requests from the Cabinet to carry out reviews; and* • *Requests from Group Leaders in accordance with Rule 8"* The following four overview and scrutiny committees each considered their proposed work programme for 2015/16 as follows: Corporate Management Committee – 25 March 2015 (Minute 57 refers); Community Leadership and Partnerships Committee – 30 March 2015 (Minute 63 refers); Education and Skills Committee – 11 February 2015 (Minute 18 refers); Service Development and Delivery Committee – 13 April 2015 (Minute 46 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.5A" and "A.5B" respectively to this report for the Council's approval.

RECOMMENDATION
That Council approves the proposed work programmes for the four named overview and scrutiny committees for the 2014/15 Municipal Year and notes the work carried out by these four Committees in the last municipal year, as set out in Appendices "A.5A" and "A.5B" 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.5A Proposed Work Programmes, along with the schedule to consider the items during the year. A.5B Review of the work carried out by the four overview and scrutiny committees from May 2014 to April 2015

A.5 - APPENDIX A

OVERVIEW AND SCRUTINY COMMITTEES

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

CORPORATE MANAGEMENT COMMITTEE

Meeting Date	*Topic*
13 July 2015	♦ Civic Hub Project Update and Review ♦ Financial Outturn 2014/2015 ♦ Performance Report 2014/15 Fourth Quarter and Outturn ♦ Financial Baseline and Budget Input
28 September 2015	♦ Performance Report 2015/16 First Quarter ♦ Corporate Budget Monitoring 2015/16 First Quarter ♦ Financial Baseline and Budget Input
14 December 2015	♦ Performance Report 2015/16 Second Quarter ♦ Corporate Budget Monitoring 2015/16 Second Quarter
4 January 2016	♦ Financial Baseline and Budget Scrutiny Detailed Review (including Special Expenses)
15 February 2016	♦ Annual Treasury Strategy Scrutiny ♦ Performance Report 2015/16 Third Quarter
21 March 2016	♦ Corporate Budget Monitoring 2015/16 Third Quarter ♦ Review of the Year and Work Programme for 2016/17

COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE

Meeting Dates	*Topic*
8 June 2015	♦ *The Role of Overview and Scrutiny*
20 July 2015	♦ *Review of Regeneration and the LEP/SELEP* ♦ *Annual Review of Policing Structure and its impact on the community – PCC Nick Alston in attendance* ♦ *Review of achievements of other emergency services* ♦ *Annual Review of Community Safety Partnership's work*
26 October 2015	♦ *Review of Ambulance Service Provision and weekend working* ♦ *Review of Fire and Rescue Service*
18 January 2016	♦ *Update on provision of a new GP Surgery in Holland-on-Sea* ♦ *Update on plans for providing health services in Tendring that meet the community's needs*
22 February 2016	♦ *Annual review of the Tendring Locality Board's work*
6 April 2016	♦ *Review of Public Transport (Rail and Bus)* ♦ *Review of outcomes of meetings held with the Leader of the Council and the Chairmen of the Council's Audit and overview and scrutiny committees*

TBA	♦ *Review of highway issues (including congestion) concerning A120 and other roads in the District* ♦ *Review Council's support for Older Persons and the Council's Older Persons' strategy* ♦ *Review how the Council's Revenues and Benefits Section handled/managed information received from Department for Work and Pensions*

EDUCATION AND SKILLS SCRUTINY COMMITTEE

Meeting Date	*Topic*
22 June 2015	♦ Supporting recruitment and retention of teachers in Tendring. ♦ Review of Secondary Schools. ♦ Review of how partners work together to provide access to careers information to young people.
21 September 2015	♦ Review of work undertaken to address entrenched worklessness and improve skills of those living in the District. ♦ Review of recruitment and training of school governors. ♦ Review of Colleges. ♦ Review of Tendring Children and Young People's Strategy.
30 November 2015	♦ Review of support given to families in Tendring to ensure School Readiness of children. ♦ Review of attainment figures. ♦ School attendance, the impact on attainment and what partners can do to support schools.
18 April 2016	♦ Review of the Year and Work Programme for 2016/17

SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

Meeting Date	*Topic*
15 June 2015	♦ Clacton Air Show 2015 – Costings and Business Plan – discussion
27 July 2015	♦ Dog-fouling Enforcement
2 November 2015	♦ Update on the Coast Protection Scheme for Clacton-on-Sea and Holland-on-Sea
25 January 2016	♦ Update of Digitalisation of Council Services including mailroom functions
29 February 2016	♦ Review of Licensing including Taxi and Premises and Personal Licences
11 April 2016	♦ Review of the Year and Work Programme for 2016/17
TBA	♦ Review of how the Council's Revenue and Benefits' Section handled and managed the information received from the Department for Work and Pensions

APPENDIX A.5B

OVERVIEW AND SCRUTINY COMMITTEES

REVIEW OF WORK CARRIED OUT BY THE CORPORATE MANAGEMENT COMMITTEE: MAY 2014 – APRIL 2015

FORWARD PLAN

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

7 MAY 2014

1. PERFORMANCE REPORT – QUARTER 4 2013-14 (JANUARY-MARCH 2014)

There was submitted a report by the Corporate Director (Corporate Services) which highlighted the performance of the Council for Quarter Four of the reporting year 2013/2014.

The Council's Business Manager explained that a new dashboard had been developed for future performance reports and said it would be more robust and linked to departmental plans. He said that targets were being set which were challenging and as a consequence some targets may not be met. This, he said, was a more effective way to manage corporate performance where setting stretching targets may mean on occasions they are not met.

In presenting the report, the Council's Business Manager focussed on areas that were behind target and explained the reasons for that. In regards to office rationalisation and shared use, he stated that there was a high volume of work involved and that the timeline targets originally set were ambitious but that effort was being made to catch up.

He further informed Members that although recycling rates and waste tonnage figures were behind target, this was both an Essex and national issue but stressed that work was underway to assess the impact of a recession on recycling rates. He said the recycling performance had been, and continued to be, a focus for the Locality Board which would next meet in June 2014.
With regards to fly-tipping, the Council's Business Manager said that it was behind target due to a challenging response target of 48 hours from report to removal. Weekends and Bank Holidays, he said, posed particular challenges in meeting this target and explained that contractors delivered this function and therefore a target had to be set that was realistic and therefore the future target had been amended to 72 hours.

He then explained the reasoning behind complaints being behind target and said that with regards to complaints for Planning, some of it was due to them requiring legal advice but that for future complaints holding replies and letters of acknowledgement would be sent to avoid a delayed response. The Council's Business Manager felt this was a good example of how applying robust performance management showed how the Council could better work with its residents.

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

(a) the Committee thanked the Officers for the excellent quality of the presentation and report and their grasp of the information provided; and

(b) the Committee looked forward to receiving the 'new style' performance report at future meetings.

2. FINANCIAL BASELINE AND BUDGET INPUT

Following the Committee's decision at its budget scrutiny meeting in January 2014, the Committee was invited to give consideration as to how it wished to make its input into the Council's financial baseline and budget for 2015/16.

The Council's Finance and Procurement Manager explained to the Committee that although the Financial Baseline was due to be presented to Cabinet in May 2014, this was now likely to be in June instead and said that the budget gap for 2015/16 remained in excess of £2,000,000. The Committee discussed working with the LGA to support the Council where possible and to maximise the benefit of the Council's annual LGA subscription.

The Committee then looked at various ways it could influence the future budget and discussed items including under-utilised Council-owned sheltered housing in Brightlingsea (which was being looked at by the Chairman and Councillor Chapman), asset management, joint partnerships, the Right to Buy Scheme and ways of taking the Council's housing stock out of the scheme (which was being looked at by Councillor Aldis), the work of the Rural Projects Panel and utilising renewable energy.

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

(a) the Finance and Procurement Manager, on behalf of the Committee, invited a representative of the Local Government Association to attend the next meeting of the Committee in order to assist it in deciding how it could have a positive input into the formulation of the Council's budget for 2015/2016; and

(b) the Democratic Services Manager, on behalf of the Committee, invited the Leader of the Council to attend the next meeting of the Committee in order to help inform the Committee's deliberations.

16 JUNE 2014

1. WORKING WITH THE LOCAL GOVERNMENT ASSOCIATION

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with the benefits of Local Government Association (LGA) membership to the Council and to invite discussion from Members on how, through working better with the LGA, it could have a more effective impact on the Council's budget-setting for 2015/2016.

The Council's Chief Executive explained that he wanted the Council to be proactive and look at how it could make best use of its facilities and opportunities in times of austerity. He said that the Council benefited from the LGA in a variety of ways, including representing the Council when lobbying the Government and hosting events and conferences. Furthermore, he said that the District Councils Network (DCN) had been useful in providing an opportunity to share practices and learn from other District and Borough Councils and that the East of England Local Government Association (EELGA) had also been helpful in providing an independent view of the Council's procurement process in respect of the Clacton-on-Sea to Holland Haven Coastal Protection Project as well as providing valuable support in respect of the review of the Council's recycling work.

Gary Hughes, Programme Manager for the LGA, provided the Committee with a summary of what the LGA could provide for the Council. He explained that the main work of the LGA was to lobby on behalf of and defend the reputation of local government, provide a range of support and resources to not only Councils but Councillors and Officers as well and to help improve by sharing best practices across Local Government. He further commented that the LGA worked closely with the EELGA and that they aimed to complement the work undertaken by both.

Mr Hughes then provided the Committee with examples of where the LGA had successfully lobbied on behalf of Local Government, explained how the LGA could provide communication

support, citing social media use as a good example, and how they could provide practical support with the use of on-the-day briefings which covered all major Government announcements. He then showed how the LGA could help improve local government, making particular reference to corporate peer challenges, a productivity expert programme, the one public estate programme and providing support to all Councillors and those who had a desire to become a Councillor. He concluded the presentation by sharing with the Committee 'LG Inform', a benchmarking tool that allowed the Council to better scrutinise what it did and how it could be improved.

During discussions, numerous questions were put to Mr Hughes and the Council's Chief Executive to which they responded. The questions covered issues including:

- How much lobbying was being worked on for rural areas as it was felt there was a discrepancy between that and urban areas;
- A request for additional information on the 'Turning the Tide' report;
- What programme the LGA had for energy sharing;
- Information on how Councillors could deal with every day issues;
- How the LGA could help with regards to social media guidance;
- The LGA's role in lobbying for health services; and
- Possible ways in which the LGA could work with the Council to make savings, using examples of where other Councils had made savings.

Following further discussions the Committee **RECOMMENDED TO CABINET** that:

(a) A summary of the LGA Members support offer, which encapsulated what opportunities were available, be developed and circulated;

(b) A link to the LGA website be circulated;

(c) A topic be identified for an All Member briefing session; and

(d) The Council continued to use the LGA and the DCN as professional support networks.

2. RURAL PROJECTS PANEL – SOLAR FARMS

The Committee had before it, an extract from the notes of the meeting of the Rural Projects Panel held on 13 May 2014, at which, the Panel had discussed solar farms in the context of the emerging Tendring District Local Plan. The Panel had decided to request this Committee comment to Cabinet and the Local Plan Committee that this Council should be taking a robust and comprehensive approach to renewable energy within the emerging Local Plan.

Following discussion, it was **AGREED** that this Committee **RECOMMENDED** to **CABINET** and the **LOCAL PLAN COMMITTEE** that this Council took a robust and comprehensive approach to renewable energy within the emerging Local Plan and, in particular, in pursuit of the following principles in relation to solar farms:

(1) That solar farms always be preferred on 'brownfield' or poor quality land and only be permitted on 'best value' (i.e. Grade 1, 2 or 3a) land if the Applicant had clearly demonstrated that a sequential test had been followed;

(2) That the Council and Essex County Council encouraged applications for solar farms on their own estates, on industrial areas and on public utility owned land; and

(3) That there be guidance on preventing 'clustering' of solar farms in rural parishes or in close proximity to private property not part of the application and that such developments be at least a minimum of 250m from any dwelling or property.

3. SHARED SERVICES AND WORKING WITH TOWN AND PARISH COUNCILS

The Chairman addressed the Committee on his wish for Committee Members to consider how the Council could work better with its Town and Parish Councils in delivering shared services and stated that this would be a standing item on the agenda for regular updates.

The Chairman made reference to grass-cutting responsibilities within Brightlingsea and where this appeared to be carried out by the Town Council, Tendring District Council and Essex County Council and that, perhaps, this could be one area which would be addressed to streamline the process and avoid any unnecessary sub-contractor costs.

10 SEPTEMBER 2014

1. PERFORMANCE REPORT: QUARTER 1 OF 2014/2015 (APRIL TO JUNE 2014)

There was submitted a report by the Corporate Director (Corporate Services), which informed the Committee of the performance of the Council during the period April to June 2014.

The Council's Human Resources and Business Manager (Anastasia Simpson) informed the Committee that of the 29 indicators and projects reported, 22 (76%) were on or above their respective target, whilst seven (24%), were not currently in line with expected performance. She then gave an explanation and update on each of the seven under-performing indicators and targets.

In respect of the under-performance in the recycling rate, it was suggested that this could be down to a combination of the recession (whereby people were only buying what they needed by way of food and other goods and that therefore there was less to put out for recycling) and public confusion over what plastics could be recycled.

The Council's Chief Executive (Ian Davidson) highlighted areas of positive performance such as financial self-sufficiency (Leisure Services), missed bins collections and the decline in staff sickness rates.

Following discussion it was **RESOLVED** that the contents of the report be noted.

2. OVERVIEW OF FINANCIAL POSITION AND NEW WAY OF PLANNING BUDGETS – CORPORATE BUDGET MONITORING REPORT 2014/15 FIRST QUARTER AND FINANCIAL STRATEGY: INITIAL FINANCIAL BASELINE 2015/16

The Committee had before it items A.2 and A.3, being the reports of 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 June 2014 and which informed the Committee of the Cabinet's decisions in respect of the Initial Financial Baseline for 2015/16.

The Chief Executive informed Members that the Council was already working on identifying savings to meet the target of £2million in 2015/16 and that the Council was embarking on a different way of planning its budgets by directly linking the current year financial position with the forecast for the following year. The Chief Executive stated that the outcomes of the first quarter's budget monitoring were being linked in to the budget-planning process to early identify savings and cost pressures, ongoing revenue incomes and to help produce build in capacity and safeguards to cope with any 'nasty shocks' that might arise from the Chancellor of the Exchequer's Autumn Statement. In addition, he stated that mapping in those outcomes, with the help of cross-party input through the Corporate Management Committee, would help the Council produce a financial strategy that would help Members make the difficult decisions that would be needed in agreeing the Council's budget.

In response to a Member's question in relation to the Council being run more like a business than a traditional local authority, the Chief Executive stated that he would like the Council to reach a position where it was much less reliant on Government grants and could rely much more on its own generated income, including treasury management returns and targeted use of one-off funding such as the New Homes Bonus.

Following discussion it was **RESOLVED** that:

(a) the contents of items A.2 and A.3 of the report of the Corporate Director (Corporate Services) be noted; and

(b) the next formal meeting of the Corporate Management Committee, due to be held on 20 October 2014, be cancelled and that instead, the Committee held an informal, facilitated workshop on this day to which all non-executive Members of the Council were invited to attend in order to generate efficiency savings and income generated ideas and to relook at the budget in a different, pragmatic way to ensure an early Member input into the budget setting process for 2015/16.

3. RURAL PROJECTS PANEL – VERBAL UPDATE

Councillor Nicholls, the Chairman of the Rural Projects Panel, informed the Committee that the Panel, at its meeting held on 16 July 2014, and in light of a press statement issued by the Leader of the Council, had discussed the subject of 'Chinese Sky Lanterns' and their impact on rural communities, especially farmers' crops and had decided to make recommendations to Cabinet, the text of which is set out below:

That:

(i) As a matter of urgency, the Council takes all necessary steps, including the making of by-laws, to ban the use or release of lighted Chinese sky lanterns (or similar) on all land owned by Tendring District Council and promotes the responsible use of such lanterns in general across the District;

(ii) Parish and Town Councils in the District be requested to follow the example of Great Bentley Parish Council and prohibit the use or release of lighted Chinese sky lanterns on land in their respective ownerships; and

(iii) The Licensing Committee be requested to consider the prohibition of the use or release of lighted Chinese sky lanterns at events licensed under the Licensing Act 2003, in pursuance of the Licensing Objectives for the Prevention of Public Nuisance and the Promotion of Public Safety.

Councillor Nicholls reported that, at the further request of the Panel, the Chairman of this Committee (Councillor Steady) had been consulted and requested, as a matter of urgency and on behalf of this Committee, to endorse the Panel's recommendations to Cabinet. Councillor Steady confirmed that he had given that endorsement.

Members were informed that the Cabinet, at its meeting held on 1 August 2014, had considered the Panel's recommendation and had decided that:

(1) the Cabinet as a whole recognises the potential threats to crops and property posed by falling debris from Chinese Sky Lanterns; and

(2) the Cabinet was committed to reducing those risks wherever it reasonably could and therefore determined that:

(a) the use or release of Chinese Sky Lanterns from Council land be prohibited with immediate effect;

(b) *a condition be included in all future leases, licences and consents regarding events on Council land which prohibits the use or release of Chinese Sky Lanterns;*

(c) *all Town and Parish Councils be encouraged to take similar steps on their land to prohibit the use or release of Chinese Sky Lanterns to reduce the risk of damage to crops and property;*

(d) *the Licensing Committee be requested to identify and take any opportunities to use the licensing legislation in pursuance of the Licensing Objectives for the Prevention of Public Nuisance and the Promotion of Public Safety to extend the prohibition of the use or release of Chinese Sky Lanterns.*

(e) *Officers investigate the potential for implementing an appropriate by-law (or by-laws) to embed the Council's approach; and*

(f) *The Council publicises its approach and promotes the responsible use of such lanterns across all parts of the Tendring District.*

Councillor Nicholls also informed the Committee that the Rural Projects Panel, for its meeting to be held on 23 September 2014 had invited Sharon Alexander (CEO of CVS Tendring) and Christopher Wetton (CEO of Essex Carers Support) to attend to outline the services CVS Tendring provided for the elderly and carers in the Tendring District and to explore ways to promote those services more widely, particularly in rural areas. In addition, the Panel had invited Connie Kerbst (Senior Programme Manager, Essex County Council) and Michelle Gordon (this Council's Enterprise and Innovation Officer) to attend to discuss the projected timeline for the roll out of rural superfast broadband.

Finally, Councillor Nicholls stated his intention to invite Acting Chief Inspector Russell Cole to attend a meeting of the Panel to discuss Rural Policing.

In response to a Member's question, Councillor Nicholls confirmed that 'rural isolation' fell within the remit of the Panel and could be considered at a future meeting.

4. SHARED SERVICES AND WORKING WITH TOWN AND PARISH COUNCILS

The Chairman informed the Committee that how the Council could work better with its Town and Parish Councils in delivering shared services would be considered at the informal workshop to be held on 20 October 2014.

4 NOVEMBER 2014

1. THE LOCAL COUNCIL TAX SUPPORT SCHEME FOR TENDRING 2015/2016, COUNCIL TAX EXEMPTIONS/DISCOUNTS FOR 2015/2016 AND ANNUAL MINIMUM REVENUE PROVISION POLICY STATEMENT 2015/2016

The Committee considered and made comments and recommendations, as it deemed appropriate, on a report of the Housing, Benefits and Revenues Portfolio Holder, which was due to be considered by Cabinet at its meeting on 7 November 2014, in respect of the new Local Council Tax Support Scheme (LCTSS) for Tendring, for implementation for the year 2015/2016, the proposed Council Tax Exemptions and Discounts for 2015/2016 and the proposed Annual Minimum Revenue Provision Policy Statement (MRP) for 2015/2016.

The Revenues and Benefits Manager (Harry Bates) informed the Committee that there were two changes to the LCTSS proposed for 2015/2016 compared to the current Scheme operating for 2014/2015. The first was the removal of the residency criteria (which had already been suspended since 4 August 2014) following a High Court judgement that had declared Sandwell Metropolitan Borough Council's LCTSS residency policy ultra vires in that it was incompatible with the power which provided for the LCTSS under the Local Government Finance Act 1992, as amended by the Localism Act 2011, which only permitted a scheme of benefits based solely on a resident's financial need and ability to pay. The second change was the reduction of the starting point of the LCTSS calculation by 5% to give maximum eligible council tax at 80% which would mean an average increase in weekly Council Tax to a claimant of an additional £1.26 per week and give the Council an annual saving of approximately £540,000.

By way of an impact assessment of the introduction of the LCTSS the Revenues and Benefits Manager advised Members that there had been 17,722 households receiving Council Tax Benefit in September 2012 compared to 15,448 household receiving LCTS currently. The value of Council Tax Benefit awarded had been £15.3m whereas the value of LCTS currently awarded was approximately £12.4m.The shift in support between Pensioners and Working age had changed from 53% to 47% respectively to 54% to 46% in terms of the value of awards being granted. The Revenues and Benefits Manager stated that, as at 30 September 2014, the percentage of LCTS affected Council Tax collected was 44.16% compared to 59.15% for non LCTS affected Council Tax. He further stated that there had been a significant increase in the number of reminders, final notices and summonses being issued to support the collection of Council Tax with a consequent increase in the amount of Officer time and effort being devoted to this task.

The Finance and Procurement Manager (Richard Barrett) and Revenues and Benefits Manager informed the Committee that there had been no changes made this year in respect of the proposed Council Tax exemptions and discounts, the proposed Annual MRP and the approval mechanism for the NNDR tax base.

Those Officers responded to Members' questions in respect of: (1) the potential legal, financial and administrative implications for this Council following the suspension/removal of the residency criteria particularly in view of its "suppressing effect" on the number of claims received by the Council from residents moving into the District; (2) whether War Widows pension would continue to be disregarded in calculating entitlement to Council Tax support; and (3) the eligibility of Housing Enterprise Trusts in relation to Council Tax exemptions.

It was subsequently moved by Councillor Coley, seconded by Councillor R Callender and:

RESOLVED that, in regard to the proposed Local Council Tax Support Scheme for Tendring 2015/2016, the Council Tax Exemptions/Discounts for 2015/2016 and Annual Minimum Revenue Provision Policy Statement for 2015/2016, this Committee recommended that Cabinet looks at the cost and feasibility of enabling Housing Enterprise Trusts, that were working in co-operation with the Council's housing department, to be able to claim Council Tax exemption Class B for up to six months when their properties had become empty, as was currently enjoyed by Housing Associations that were registered as a charity.

2 DECEMBER 2014

1. PERFORMANCE REPORT – QUARTER TWO 2014 (JULY 2014 – SEPTEMBER 2014)

There was submitted a report by the Corporate Director (Corporate Services), which informed the Committee of the performance of the Council during the period July to September 2014.

The Council's Human Resources and Business Manager (Anastasia Simpson) informed the Committee that of the 28 indicators and projects reported, 24 (86%) were on or above their respective target, whilst four (14%), were not currently in line with expected performance. She explained that since the quarter one report a number of targets which had previously been behind target were now on target, including improvements to the Weeley Crematorium, non-domestic rates collection, fly tipping and major planning applications. She then gave an explanation and update on each of the four under-performing indicators and targets.

With regards to Financial Self-Sufficiency, she explained that it was largely behind target because of ongoing refurbishment work to Dovercourt Swimming Pool but that now it had reopened, it was expected to be on target by the end of the performance period.

She further informed Members that, with regards to recycling rates the figures were still a reflection of a countywide and national issue and that the pilot garden waste collection service that had started in May 2014 was proving very popular with 2,300 customers. It was then agreed

that a Recycling Officer would be invited to attend a future meeting of the Committee to provide further information.

The Council's Human Resources and Business Manager then explained that, although the Waste Tonnage Collected figure was behind target, Tendring had the lowest waste per household in Essex and said that the increase in overall waste tonnage could be linked to an upturn in the economy and consumer spending.

She then explained that New Homes Completions being behind target reflected a national issue with the housing market. A Member asked if the new Blenheim Gate development in Clacton-on-Sea had been accounted for in those figures and the Human Resources and Business Manager said that she would ask the Planning Department for further information.

It was drawn to Members attention that in future, Quarterly Performance Reports may be presented to Cabinet prior to presentation at the Corporate Management Committee to enable benchmarking to take place across Essex and nationally. Members requested that if information was to be presented to Cabinet first, Members of the Corporate Management Committee should receive a copy of the information at the same time as Cabinet.

During discussion the Committee requested further information on complaints made to the Council and asked for an update on the Credit Union Review.

Following further discussion, it was **RESOLVED** that the contents of the report be noted.

2. CORPORATE BUDGET MONITORING 2014/15 SECOND QUARTER

There was submitted 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 2014.

The Council's Finance and Procurement Manager explained the report in more detail and said that it was a similar story to the previous quarter. He explained that there was a number of income budgets behind profile, including recycling credits but activities to increase recycling continued within the service such as promotional work, which may help achieve budgeted income levels in 2015. He did also acknowledge that there were income budgets ahead of profile, including planning fee income which had continued to increase ahead of budget and he also talked about the Council's treasury activity and its context within the wider economy.

During discussions the Committee sought clarification on why the Council was borrowing money for housing development if it was still required to make savings. The Council's Finance and Procurement Manager said that associated business cases would need to demonstrate the affordability of such schemes without adding pressure to existing budgets.

Following discussion it was **RESOLVED** that the contents of the report be noted.

3. CORPORATE MANAGEMENT COMMITTEE – INFORMAL WORKSHOP OF 20 OCTOBER 2014: FEEDBACK ON OUTCOMES

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with details of the outcomes that had arisen from the informal workshop held on 20 October 2014 and the proposals of how to progress those as part of the Council's future budget-setting process.

The Council's Democratic Services Manager explained that the session had focussed on four key questions in order to maximise input to the workshop and that there were plans to hold a further session in January 2015 to take the initiative forward.

During discussions the Committee considered ideas including the potential savings of all Members having a tablet device in order to reduce on-going postage costs and a Festival within Tendring that could raise valuable income.

5 JANUARY 2015

1. INTRODUCTION TO THE BUDGET

The Council's Chief Executive and the Finance and Transformation Portfolio Holder provided the Committee with the background to how the budget figures had been reached and explained it had been a difficult process that had required a lot of hard work from staff. They informed the Committee that, in total, £7.4 million had been saved in recent years and that the aim was to eventually become a self-sustainable Council.

2. UPDATED FINANCIAL BASELINE 2015/16 AND DETAILED BUDGET PROPOSALS FOR A REVISED BUDGET 2014/15 AND ORIGINAL BUDGET FOR 2015/16

The Committee's comments were sought on the updated Financial Baseline 2015/16 and proposals for a revised budget for 2014/15 and original budget for 2015/16, which had been approved at the meeting of the Cabinet held on 12 December 2014 (minute 102/2014 referred).

The Committee had before it a summary of changes to budgets and estimates for 2014/15 (revised) and 2015/16 (original) that had been made since the Cabinet meeting on 12 December 2014.

The Council's Finance and Procurement Manager set out the background and context to the budget, including the updated financial baseline 2015/16.

The Council's Finance and Procurement Manager then outlined the proposed Capital Programme 2015/16, the proposed contribution from Reserves for capital projects and he identified the approach to the financial strategy for 2016/17 and beyond. Questions were raised to specific fees and charges applied to the Princes Theatre.

It was **RECOMMENDED TO CABINET** that the Council's community leadership role continued to be highlighted despite the ongoing reduction in budgets and that community leadership key initiatives to assist residents should continue wherever possible.

It was **COMMENTED TO CABINET** that:

(1) the Committee commended the Council's Finance and Procurement Service for their good work and in recognising that this would become increasingly difficult as future budgets became more challenging, the Committee would continue to take a more proactive approach in supporting the Council in balancing its budget each year.

(2) the Council explored different opportunities to work with other Local Authorities in delivering services (e.g. Careline).

3. SPECIAL EXPENSES 2015/16

The Committee gave consideration to the Executive's proposals in respect of Special Expenses for the 2015/16 financial year.

It was **RECOMMENDED TO CABINET** that consideration be given to merge Special Expenses into the overall budget-setting proposals in future years.

16 FEBRUARY 2015

1. CREDIT UNION REVIEW

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with an update since the opening of the Credit Union access points and subsequent six-month review.

At the meeting, a briefing note was provided for Members, which outlined further work carried out since the Credit Union Review had been undertaken in December 2014, including an Officer presentation to Harwich Town Council; meetings with Jobcentre Plus; and the Director of the Colchester Credit Union (CCU) to raise awareness in Harwich; scope for development of a third access point in Frinton (with support from CVS Tendring); and that an Officer would deliver a presentation to a local community group to introduce the CCU and the benefits of being a member.

Members of the Committee questioned the level of take-up from Tendring residents (only 25); whether those that ran the Credit Union had a financial background and whether there was a guarantee that the scheme would not be discontinued at a later date. Members also felt that the 2% interest rate per month, although cheaper than a loan acquired elsewhere, was still expensive and asked for details of the initial consultation process which took place prior to the scheme being introduced.

Following discussion, it was **AGREED** that this matter be included on the agenda for the next meeting of the Corporate Management Committee, to be held on 25 March 2015, along with a note providing answers to those questions raised.

2. PERFORMANCE REPORT – QUARTER 3 2014-15 (OCTOBER-DECEMBER 2014)

There was submitted a report by the Corporate Director (Corporate Services), which informed the Committee of the performance of the Council during the period October to December 2014.

The Council's Human Resources and Business Manager (Anastasia Simpson) informed the Committee that, of the 28 indicators and projects reported, 24 (86%) were on, or above, their respective target whilst four (14%), were not currently in line with expected performance. She said that, in comparison with quarter one (April to June 2014), the Council was in a stronger position, as then it had had only 76% of the indicators and projects on, or above, the expected targets. Since then, four items that had been behind target were now on, or above, target. Those were; Weeley Crematorium; non-domestic rates collection; fly-tipping and Planning Applications. She then gave an explanation and update on each of the four remaining under-performing indicators and projects.

With regards to Financial Self-Sufficiency, she explained that this was behind target because of the refurbishment at the Dovercourt Sports Centre. However, the sports centre was now operational and income had increased, so it was expected to be on target by the following quarter.

She further informed Members that with regards to recycling rates, the figures, nationally, were down for the first time in 30 years and that a project commissioned jointly between Essex County Council and Suffolk County Council was currently being undertaken to find out the reasons for this. She hoped to have more information following that review, to bring to a future meeting of the Committee and, in the meantime, confirmed that one of the Council's Officers responsible for Waste Management had been invited to attend the June meeting to provide further information for Members, with special focus on the recycling of plastic, following previous Member concerns in this regard.

The Council's Human Resources and Business Manager then explained that, although the Waste Tonnage Collected figure was behind target, there had been an overall increase throughout Essex and that this could be linked to an upturn in the economy and consumer spending. She also informed Members that the Council's Waste Management Team and Veolia were currently

investigating the potential of collecting more plastic and that there were issues to be considered as to how much extra cost this could potentially bring to the Council.

She then explained that having spoken with the Council's Head of Planning, the New Homes Completions was behind target due to a difficulty in identifying sites that would meet the requirement.

The Committee sought clarity on the Council's plans with regards to the purchase of land for development of new homes in Jaywick, following a recently published Officer Decision. The Council's Finance and Procurement Manager said he would ensure the report which accompanied that Decision was sent to Members of the Committee.

During discussions, the Committee requested additional information on the current rent arrears figure, details of all stage-three complaints and suggested revisiting the potential for establishing a leisure trust.

It was **AGREED** that:

(a) The attendance by one of the Council's Waste Management Officers, at the June meeting, be noted;

(b) The potential for establishing a leisure trust be revisited; and

(c) The purchase of land for development of new homes in Jaywick be discussed at a future meeting of the Committee following a report on this matter which was to be considered by the Audit Committee at its meeting due to be held in June 2015.

3. ANNUAL TREASURY STRATEGY FOR 2015/16 (INCLUDING PRUDENTIAL AND TREASURY INDICATORS)

There was submitted a reference report by the Cabinet, which enabled the Committee to review the Annual Treasury Strategy for 2015/16 (including the Prudential and Treasury Indicators).

The Council's Finance and Procurement Manager informed the Committee that it had been a routine year, with little change and that the Code and Guidance it was based on had not changed. He added that the Council had no plans to borrow at this time.

The Committee thanked the Council's Finance and Procurement Manager, and his team, for their continued hard work

It was **AGREED** that the Committee **COMMENTED TO CABINET** that it noted the comprehensive report and endorsed its progress onto Cabinet.

25 MARCH 2015

1. CORPORATE BUDGET MONITORING 2014/15 – THIRD QUARTER

There was submitted 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 2014.

The report highlighted that, at its meeting held on 27 February 2015 (Minute No.121 referred), Cabinet had considered the Corporate Budget Monitoring Report for the third quarter of 2014/15, following which, it was resolved that:

(a) The financial position as at the end of December 2014 be noted.

(b) The 2014/15 Budget be amended to reflect favourable variances emerging so far to date as follows:

- *£0.100m reduction in salary budgets*
- *£0.100m increase to the planning fee income budgets*
- *£0.027m increase to the parking services income budgets*
- *£0.227m – Contribution to Reserves (being the total of the above transferred to the Austerity Reserve)*

(c) Following the Leader's budget speech on 10 February 2015, the following budget adjustments are approved:

i) That £0.030m be included within 2015/16 employee budgets to meet the cost of introducing the living wage for Council Officers from 1 April 2015.

ii) That £0.062m be allocated in the 2015/16 Budget to meet the cost of hosting a stage of the 2015 Women's Cycle Tour.

iii) That £0.005m be included in the 2014/15 Budget to meet the cost of TDC's contribution to the work being undertaken across Essex Authorities in respect of the ongoing devolution debate.

iv) That £0.097m be allocated from the Fit for Purpose budget in 2014/15 to meet the cost of i) to iii) above.

v) That, in respect of the 2014/15 Fit for Purpose Budget, £0.160m be set aside within this budget until such time as a final decision in respect of supporting the cost of street lighting across the district was determined by this Council.

vi) That £0.500m be allocated to establish an SME Growth Fund in 2014/15.

vii) That £0.500m be allocated to establish a Development Growth Fund in 2014/15.

viii) That £1.000m be allocated from the New Homes Bonus in 2014/15 to meet the cost of vi) to vii) above.

ix) That £0.030m be allocated in 2014/15 from within Regeneration revenue budgets to support the establishment of new apprenticeships across the Tendring district.

x) That £0.010m be allocated in 2014/15 to meet the cost of undertaking the necessary study to assess the works required at Brightlingsea Paddling Pool.

xi) That a virement of £0.010m in 2014/15 from the Brightlingsea Swimming Pool Budget be agreed to meet the cost of x) above.

xii) That £0.128m be allocated in 2014/15 to meet the cost of two Community Street Wardens for a period of two years.

xiii) That a virement of £0.128m in 2014/15 from the Community Safety Budget be agreed to meet the cost of xii) above.

(d) Delegation is given to the Corporate Director (Public Experience) and Corporate Director (Corporate Services) to undertake the necessary negotiations with the Kiosk Holders affected by the Clacton to Holland Coast works and to agree the final terms of the associated agreements in consultation with the Portfolio Holder for Regeneration, Inward Investment and Asset Management.

(e) In respect of the Essex Family Tendring project, Cabinet supported the continued partnership working with the Tendring Family Solutions Team and approved the extension of the Tendring Family Support Worker post for a further three years (from October 2015

when the current arrangement expired) using the grant funding previously allocated by ECC and NEEPCT.

The Cabinet report referred to above was attached as **Appendix A** to the report for the Committee's consideration.

Following a number of questions raised by Members to the Finance and Procurement Manager with regard to the budgetary position as at the end of December 2014, it was **RESOLVED** that the contents of the report be noted.

2. WORK PROGRAMME 2015/2016

There was submitted 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 2015/2016 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 2014 to 2015 be noted;

(b) The draft 2015/16 Work Programme be approved and submitted to the Annual Meeting of the Council for approval.

REVIEW OF WORK CARRIED OUT BY THE COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE: MAY 2014 – APRIL 2015

FORWARD PLAN

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

12 MAY 2014

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

   The Chairman introduced Leanne Thornton, the Council's Community Safety Manager who gave a verbal presentation on the work of the Tending Community Safety Partnership.

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

   The Committee received a presentation from Mr Nick Alston, the Police and Crime Commissioner for Essex, who outlined the work he had undertaken in his first year in office. Mr Alston outlined his four pledges to the Committee, which were: policing to reflect policies; making the Police better in Essex; making a real impact on crime through partnership working; and 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 received 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 to be sent to the Police and Crime Commissioner.

23 JUNE 2014

Regeneration and the Local Enterprise Partnership (LEP)

The Council's Regeneration Manager (Tom Gardiner) gave a presentation on regeneration and the Local Enterprise Partnership (LEP), with emphasis on the South East Local Enterprise Partnership (SELEP).

Mr Gardiner explained how the LEP's had been set up after 2010's General Election with the SELEP being established to determine strategic economic priorities in South East England and their main remit had been to drive growth and create local jobs.

After discussion it was **RECOMMENDED TO CABINET** that:

(a) Cabinet looks at having a representative from the Tendring District on the SELEP Board;

(b) Tendring required targets to be developed in line with what it wanted from SELEP; and

(c) As the Council needed a team to put the projects together to be ready to present to SELEP, Cabinet consider whether resources were sufficient to carry this out.

3 SEPTEMBER 2014

South East Local Enterprise Partnership

David Godfrey, the Director of the South-East Local Enterprise Partnership (SELEP) advised the Committee that LRPs had been formed by Central Government and were non-political and the SELEP comprised of Essex, Kent and East Sussex, which equated in size to a country the size of Belgium. He said its purpose was "to provide clear vision and strategic leadership to drive sustainable private sector-led growth and job creation" with job creation and housing as key objectives. There was a question and answer session with Members and the Chief Executive of TDC (Ian Davidson) added comments concerning growth and A.120 being a key growth corridor.

Regeneration and the Local Enterprise Partnership

The Council's Regeneration Manager (Tom Gardiner) referred to his attendance at the meeting of the Committee held on 23 June 2014 and provided an update at to progress since that time and he made reference to the SELEP Board membership being reduced from 44 members to 27 as part of a streamlining process.

Mr Gardiner advised Members that the Council's interests were represented by Councillor Kevin Bentley from Essex County Council (ECC Councillor), Councillor Graham Butland from Braintree District Council and George Kieffer, Chairman of the Haven Gateway Partnership and Vice-Chairman of the SELEP.

There were a number of questions and comments from Members and both the Leader of the Council (Councillor M Page) and the Chief Executive answered questions. Further discussions highlighted the need for the appropriate infrastructure opportunities, with 70% of funding being spent on transport improvement, and there was a need to look at different schemes and how to access LEP money.

Accordingly, it was **RECOMMENDED TO CABINET** that:

1. In terms of how the Council measured growth, key performance indicators that needed to be in place (both qualitative and quantitative) be identified and what measurements would be used to show what growth had occurred;

2. The SELEP be invited back to the CLAP Committee in 12 months' time to report on the progress, both planned and achieved by Tendring District Council in terms of the regeneration and growth, including LEP funding;

3. Cabinet inform the Committee of its short-listed priorities for seeking funding from European budgets, what these priorities were and details of any consultations, which had occurred with partners and Ward Councillors; and

4. Cabinet advises the Committee of any shovel-ready projects in waiting and what these were.

15 SEPTEMBER 2014

Citizens Advice Bureau, Tendring – A Review of the Outcomes rom CAB Grant Funding

The Chairman of the Citizens Advice Bureau – Tendring (CAB) Mr Alex Stanmore and the Chief Executive Officer – Tendring, Linda Isaacs informed the Committee of the services provided by the CAB to the public and gave details of the funding from the Council and how this was used on various projects. Some of the projects included 'Winter Warmers', which had supported residents in need with donated items of warm winter clothing and bedding; a Food Drive in partnership with Sainsburys'; Behind Closed Doors, which assisted people in bad relationships and Workwise, which was able to assist in the breaking down of barriers to employment.

Mr Stanmore also advised the Committee that partnership funding was important, that the core grant was absolutely essential and that most of the funding was ring-fenced to keep the CAB running.

After a number of questions from Members, it was: **RECOMMENDED TO CABINET** that it noted that:

(a) the Community Leadership and Partnerships Committee applauded the work of the CAB and it was fully supportive of what the CAB was achieving;

(b) the Committee was concerned about the forthcoming Universal Credit and would like to discuss further and make a recommendation to Cabinet on this issue at its next meeting; and

(c) the Committee would endorse future funding of the CAB.

17 NOVEMBER 2014

Health and Well-being Board – Health Inequalities and Impact on Homelessness

The Head of Public Health and Well-being Commissioning – Essex County Council, Mr Chris French, spoke on the Homeless Health – Joint Strategic Needs Assessment 2014 and gave a breakdown of the categories of 3,000 or so homeless people in Essex.

He informed the Committee that stress, anxiety and depression were the most common mental health symptoms experienced and spoke on the levels of drugs and alcohol use and misuse. He also informed the Committee that only 10% of homeless persons in Essex were currently in training or education and gave further statistics on the difficulties of obtaining work or training.

The Committee also received a presentation from Mr Peter Russell, the Council's Housing Needs and Strategic Policy Manager, who gave a breakdown of the number of homelessness applications, the figures for homeless preventions and the number of those that had been assisted to rent privately. Mr Russell also spoke on the figures for those who were single and homeless and added that this Council operated a Deposit Guarantee Scheme, which many other Local Authorities did not offer.

After discussions and questions from Members it was:

RECOMMENDED TO CABINET that the Council give consideration on how it could better assist in addressing problems that were facing the homeless of the District, with particular consideration to seeing what resources were available to support this.

Provision of New GP Surgery within Holland-on-Sea

The Director of Commissioning – NHS England – Essex Area Team – Mr Ian Stidson said he was aware of how long the issue of a new GP Surgery for Holland-on-Sea had been discussed, particularly by the Committee, but was now confident it was moving forward. He said that this was on the back of the reorganisation of NHS England and that it had maintained its commitment to the development of a new surgery by identifying funds over a five-year plan ensuring that the scheme was very much alive. He also mentioned the original option of the Ipswich Road site and the development at Kennedy Way, which was already more advanced, and that both sites were being considered to determine which would be the most suitable for residents. He said that a full financial analysis appraisal of both sites would be completed by the end of December and residents would then be advised of which of the two sites would be the best option for a GP Surgery.

Both Mr Stidson and Ms Speller – Contracts Manager NHS England – Essex Area Team, answered questions from Members concerning recruiting Doctors to the area and the long delay in resolving this matter.

Cabinet was asked to note that Councillor McWilliams, the Portfolio Holder for Well-being and Partnerships was already monitoring the situation and that she continued to work with health colleagues to work towards a successful conclusion.

Use of Locum Doctors within Surgeries in Tendring

Ms Speller spoke about 'Attain', who was commissioned by the NHSE to work with Tendring GP practices to look at workforce issues and that Attain had identified that, whilst some practices were having recruitment difficulties, others were not. Once Attain's report had been finalised within the next month or so, an action plan would be agreed for Tendring. She gave the Committee details of other actions that were being taken forward, including recruitment and retention initiatives, along with a 'Golden Hello' scheme, that were being progressed.

Ms Speller answered a number of questions from Members and said that a full report and recommendations for surgeries in Essex would be published within a few weeks and made available in the New Year. The Chairman said she would like to invite Ms Speller back to the Committee at its February 2015 meeting when the Committee was scheduled to consider health-related matters.

8 DECEMBER 2014

Public Transport Provisions within Tendring

1. Abellio Greater Anglia

Abellio Greater Anglia's Stake Holder Manager – Mr Paul Oxley provided an update on Abellio's performance – Abellio had been going through a difficult period which had been mainly due to infrastructure failures, engineering overruns, severe weather and fatalities. He informed the Committee that Abellio had taken on a new short-term franchise in July 2014 which would run until October 2016 and this would entail improvements in a number of areas over the next two years, including an additional £10 million investment with refreshed and refurbished trains and new seat covers for others. Along with additional cleaners, customer service staff, maintenance staff and catering staff being recruited, standby buses were being made available at Norwich, Ipswich and Witham which would mean that Abellio would not need to rely on other carriers. He also spoke about the launch of 'Bike and Go' which allowed customer to hire a bicycle for a small fee and at Clacton Station there was now provision for 'CyclePark+' which provided a more secure cycle parking facility with a gated area that could only be accessed by a key fob.

Mr Oxley also spoke about the franchise re-letting process with a consultation process on the franchise specification already started and this was due to finish in mid-March 2015.

Members raised a great number of questions about the number of problems at Manningtree rail station along with poor rolling stock, not enough comfortable seats, fares and no late trains for theatre goers and Mr Oxley responded to all of the above. It was also suggested by a Member that a meeting with all interested parties could take place at Manningtree Station.

It was **RECOMMENDED TO CABINET** that:

1. With regard to the contribution made by Abellio Greater Anglia, its Stakeholder Manager arrange to meet with Essex County Council to address traffic and congestion-related concerns at Manningtree Station and that the local Ward Members and Parish Council be invited to take part in that meeting;

2. Cabinet participates in both the franchise and Network Rail consultations; and

3. Given that planning permission and associated funding had already been approved, Cabinet urge that disability provision works at Manningtree Station

be carried out and that the Council be notified as to when such works would commence.

2. First Group

The Manager of the First Group Company – Clacton Depot – Mr Lee Bailey spoke about the provision of buses in the Tendring area and explained about subsidised fares, commercial routes and fares and how they varied depending on routes and which days they were operated.

Mr Bailey also answered questions about school children being kept waiting when buses broken down, albeit infrequently, bus routes and contracted services, bus stops and shelters. He also spoke about how the Traffic Commissioners regulated First Group with regular timing checks and how there was a six minute window, with buses not allowed to leave more than one minute early and run not more than five minutes late at any stop. He gave further explanations about how different routes were registered, how they were decided upon, frequency of buses, fares and competitors.

It was **RECOMMENDED TO CABINET** that, with regard to the contribution made by First Group, Cabinet looks at the Transport Plan for Tendring in terms of strategic planning and that this Council actively involves itself in its input and how the outcomes were to be achieved.

Health: Meeting of the Committee to be Held on 23 February 2015

Councillor Howard had produced a set of questions to be considered as the basis for discussion at the Committee's health-related meeting to be held on 23 February 2015 where senior NHS officials had been invited. The Members were invited to take the questions away with them and contact the Democratic Services Manager with any comments before these were finalised and presented for discussion and approval at the next meeting of the Committee.

19 JANUARY 2015

Report on Essex Child Poverty Strategy

The Corporate Director (Corporate Services) Martyn Knappett reminded the Committee that this item had been brought to them because of a question Councillor D R Mayzes had put to the Leader of the Council concerning his Rush Green Ward, as it had been reported as having the highest percentage of child poverty across the Tendring District.

The Executive Projects Officer (Keri Lawrence) informed the Committee that the Essex Child Poverty Strategy, which had been attached as an Appendix to the Report of the Corporate Director (Corporate Services), was a refresh of the previous 2011 to 2014 Strategy and that the new Strategy had followed on from the National Child Poverty Strategy.

She gave details of how child poverty was defined by family income and gave supporting figures. She gave further details of high child poverty levels across Tendring as well as Basildon and Harlow and Rush Green and Golf Green Wards.

Mrs Lawrence further informed Members that there was not one particular cause of child poverty in Essex and gave further details of the other issues, these indicated that there was not one solution to solving the issue.

Members raised a number of issues on Child Poverty and raised their concern that the Council did not have a Child Poverty Strategy, whilst also commenting that the Council already did a great deal to combat Child Poverty.

Members requested that the appropriate member of the Cabinet be requested to attend a future meeting of this Committee, along with a member of the NE Essex Children's Partnership and the appropriate Senior Officer of this Council.

The Committee **AGREED** that a further report be brought forward to a (special if necessary) meeting of the Committee to explore this matter further and that, at that meeting, the appropriate Portfolio Holder, Senior Officer and ECC representative be invited to attend on a date to be advised to all members in due course by the Democratic Services Manager.

Health: Meeting of the Committee to be held on 23 February 2015

The Chairman reminded Members that Councillor Howard had been asked to prepare a list of suggested questions that could be put to the invited Health Services when they attended the Committee on 23 February 2015.

It was confirmed by the Democratic Services Manager that Colchester Hospital University Foundation Trust (CHUFT) and the Clinical Commissioning Group (CCG) would be sending senior Officers to the February meeting and therefore it was agreed that the questions should be focussed to address issues which included:

- Performance Targets for the CCG and CHUFT plus General Practitioners and their current performances;
- Provision within the Community and the challenges this brought;
- How were older persons needs being met;
- Staff recruitment and retention – what was being done to attract people to work and live in the District and was there anything this Council could do to assist; and
- Where do the CCG and CHUFT see themselves in terms of performance in 12 months' time.

Mr Sweeney said he would be happy to share Councillor Howard's questions with the CCG and CHUFT and ask them to respond to the questions and circulate responses to Members or to make them aware of questions that could be put to them at the meeting.

The Chairman and Members thanked Councillor Howard for all of the hard work and effort he had put into preparing his impressive document.

Statement by the Vice-Chairman

Councillor Patten advised the Committee that he had met at Manningtree Train Station that morning with Councillor G V Guglielmi, Paul Oxley, Abellio Greater Anglia, Martin Raynes, Chairman of Mistley Parish Council, Wendy St James, Clerk Manningtree Town Council, Jayne Sumner – Essex County Council and Colin Sweeney, Democratic Services Manager to discuss overspill carparks, the access and exit to the Station and the future regeneration of Manningtree Station and its immediate surrounds.

It was agreed that a report on the findings of the meeting was to be drafted and presented at the next meeting of the Committee for approval and referral to the Council.

23 FEBRUARY 2015

Health Related Matters within Tendring

1. **Provision of GP Surgeries within Essex**

Ms Speller was invited to advise the Committee as to when the report with recommendations and an action plan for surgeries in Essex (meeting of 17 November 2014 refers) would be publicly available. Ms Speller informed the Committee the report was still being finalised but would be made available shortly.

2. **CHUFT**

Dr Lucy Moore Chief Executive Officer of the Colchester Hospital University Foundation Trust (CHUFT) and Chairman gave a presentation to the Committee of the progress made by CHUFT since recent adverse comments had been made concerning Colchester Hospital in the media.

Dr Moore gave detailed information to the Committee about what CHUFT was hoping to achieve in the short-term but the immediate focus was on dealing with a significant number of issues, which included dealing with improvement of cancer care; putting in place leadership and management capacity at all levels.

Issues that were covered during this item included recruitment of nurses and other staff, recent inspections and actions that needed to be addressed, reduction of the bed base by 60 beds, delays in discharging patients and the under-use of both the Clacton and Harwich hospitals.

3. **CCG**

The Chief Operating Officer and Deputy Chief Officer of NE Essex NHS England CCG, Ms Sam Hepplewhite and Dr Sweeney, Executive Chairman of the NE Essex CCG talked about the importance of health and social care and care at home working with the community itself rather than buildings and that partnership working was essential. The Director of Nursing Lisa Llewellyn stated that while nursing staff were important, community nursing was equally important, she added that the recruitment and retention of nursing staff was a continuing national problem. On being asked about end-of-life issues and bed-blocking, Ms Llewellyn said that work was being done with hospices and hospitals working together to ensure that patients' wishes were being met.

Further discussions highlighted the need to retain nurses and manage performance with partnerships to improve standards, also the issue of General Practitioners' (GPs) hours being cut which had increased pressure on Accident and Emergency (A & E) departments. The use of the 111 telephone number was being encouraged to try and relieve pressure on A & E.

4. **Report of the Vice-Chairman – Infrastructure, Parking and Regeneration of Manningtree Train Station**

The Vice-Chairman of the Committee, Councillor Patten submitted a report which sought the Committee's approval to formally submit its findings to the Local Plan Committee, recommending that the proposals, which related to improvements to the infrastructure, parking provision and the future regeneration of Manningtree Railway Station, as contained within the report, be included within and considered as part of Tendring District Council's (TDC) emerging Local Plan, and the equivalent document commissioned by Essex County Council (ECC).

The report provided details of the meeting between various parties at Manningtree Station on 19 January 2015 and informed the Committee of the areas of concern relating to Manningtree Train Station and its neighbouring surrounds.

It was **RECOMMENDED TO CABINET** that:

(a) The Committee, having considered the Abellio Franchise Specification consultation, as set out in the report, did not have any comments to make to Cabinet for consideration within its formal response to this; and

(b) The report be referred to the Local Plan Committee for deliberation when considering its emerging Local Plan.

9 MARCH 2015 (Special Meeting)

Child Poverty Strategy

Lee Bailey – Lead for Partnerships Delivery, Family Operations – Essex County Council and Benjamin Mann – Senior Policy and Strategy Advisor – Essex County Council delivered a presentation on the Essex Child Poverty Strategy which touched upon the Government's commitment to eliminating poverty by 2020. They both gave details of what were the causes of Child Poverty and explained that it was a complex issue and spoke on issues as they affected Tendring. They identified four key priorities which were:

- **Priority 1**
  Stay Safe – Protecting children and young people from harm and neglect;

- **Priority 2**
  Early Help – Developing resilience in families to help reduce dependency on public services by enhancing their capacity to resolve their own problems;

- **Priority 3**
  Starting Well – Enabling children to get the best start in life; and

- **Priority 4**
  Developing Well – Promoting good health for children and young people and reducing health inequalities.

A discussion covered many areas of Child Poverty including the living wage, employment, and numbers of children in a family. Queries were also raised on the difficulty of finding details of minutes of the meetings with the Partnership and how the Partnership was working with Tendring.

After a summing up by the Democratic Services Manager (Colin Sweeney), it was:

RECOMMENDED TO CABINET that:

(a) The Council takes up the offer of Essex County Council's Officers to assist this Council's Officers in drafting its Child Poverty Strategy; and

(b) The draft Strategy was brought back to the Community Leadership and Partnerships Committee for scrutiny before being finalised.

30 MARCH 2015

1. Presentation by the Chairman of the Tendring Locality Board

The Council's Executive Projects Manager (Keri Lawrence) delivered a presentation on the role of the Tendring Locality Board (TLB), and said that it was a model of good leadership, which provided a democratically accountable hub for partnership activity and also served to provide support, influence and bring about constructive challenge.

Ms Lawrence said that the Tendring Locality Board had held 17 meetings since it was established in September 2011. She added that the meetings were now open to the public in order to allow for the opportunity to raise questions and participate in the meetings.

She added that some of the key focus areas of the Locality Board was to:

- Improve skills and educational attainment with TLB being one of three Locality Boards, which had focused specifically on education;
- Support better infrastructure and roads, especially the A.120, which was a crucial corridor between Stanstead Airport and Harwich Port; and
- Improve health outcomes

Ms Lawrence said that other issues, which had been discussed, included the work of Family Solutions and that feedback showed examples of how the profile of the Tendring area had been raised.

Councillor Bentley, Deputy Leader of Essex County Council (ECC) said that since the TLB had been set up, it had led from the beginning and that it was a pacesetter for other Boards to follow. He said that he regularly travelled around the 12 Locality Boards in Essex to talk about economic growth and that he also liked to invite Parish Councils to attend Board meetings so that they could ask questions about what was going on in their particular district. He said that the TLB was becoming an influencer on issues, with transport being a major concern along with crime, and that both of these issues had been raised in a recent public meeting held in the Princes Theatre, Clacton. Councillor Bentley confirmed that he would be meeting with Abellio Greater Anglia and Network Rail shortly to raise the issue of infrastructure at stations around the Tendring district.

Councillors raised concerns around the difficulty of finding TLB-related information on the internet but despite this, had found the Board's public presentation in the Princes Theatre to be excellent. Councillor Bentley, when asked about the Essex County Council's poor reputation, responded by saying that local issues could end up as being election issues with, for example, part-night street lighting and cracked pavements, which were sometimes not repaired as quickly as these had been in the past. Councillor Bentley also confirmed that all Agendas and Minutes are sent to all 60 Tendring District Councillors as well as being published on the Tendring District Council website.

The Chairman said that she had attended the last Locality Board meeting, which had focussed upon the A.120; roads (especially potholes); Education; and also provided an update on the changes to the Care Act.

In response to a concern raised that the Board might, in due course, become political, Councillor Bentley said that, as Chairman, he had always tried to make the meetings non-political and it was intended to bring up issues that needed to be discussed. He further added, when asked about devolution, that the Locality Board would have a major part to play in devolution but that work needed to be done in strengthening Councils before looking at combined Authorities.

In response to a concern raised by a Member, Councillor Bentley agreed to look into the level of litter along the A.12 and A.120 and, if necessary, would raise the issue at a future meeting of the Board.

The Chairman thanked Councillor Bentley, the Council's Executive Projects Officer and its Deputy Management and Members' Support Manager for attending the meeting.

It was **RECOMMENDED TO CABINET** that:

(a) It considers the membership of TLB and whether it would wish to review this; and

(b) In order to raise awareness of TLB, its function and business, a session be included within Member Induction and Training and, in particular, new Member training.

2. **Review of the Year and Work Programme for 2015/2016**

There was submitted 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 2015/2016 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 26 May 2015.

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 Members of the Committee felt were required.

In response to a question by the Chairman with regard to the frequency of meetings, it was confirmed that, constitutionally, there would usually be at least six ordinary meetings of the Committee in each year and that, in addition, special meetings could be called from time-to-time as and when appropriate.

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

(a) The report on the review of the year 2014 to 2015 be noted;

(b) The matter of how the Council's Revenue and Benefits' Section handled and managed the information received from the Department for Work and Pensions, be added to the Committee's 2015/2016 Work Programme;

(c) The Committee propose that the following matters be considered for inclusion within its Work Programme:

(i) The Committee consider, in conjunction with the annual review of the policing structure and its impact on the community, a review of the achievements of the other emergency services;

(ii) Issues concerning the A120 and other highway matters, including the levels of congestion on some of the District's roads;

(iii) An Older Person's Strategy since the Council already supported an Older Person's Forum and what more could be done for this particular age group; and

(c) The draft 2015/16 Work Programme be agreed and submitted, subject to the inclusion of (b) above, to the Annual Meeting of the Council for approval.
Councillor Patten praised the Democratic Services Manager and his team in recognition of the hard work that had undertaken throughout the year.

The Chairman said thank you for all of the Committee's hard work and said that interest and participation of all Members had kept her motivated and thanked the Officers for their hard work.

REVIEW OF WORK CARRIED OUT BY THE EDUCATION AND SKILLS COMMITTEE: MAY 2014 – APRIL 2015

9 JUNE 2014

1. Terms of Reference

Members received a presentation from the Council's then Business Manager (Jon Barber) on the Committee's terms of reference and how it linked with other reporting lines within the Council. The presentation included a reporting flow chart, including the roles of Essex County Council, Tendring District Council, the Tendring Locality Board and the Education Improvement Board.

Jon Barber reminded the Committee that Tendring District Council did not have a statutory role in education provision, but that other Essex District Councils, for example, Uttlesford District Council, were following this Council's lead in pursuing a community leadership role and setting up a body to take an overview of education. Such bodies would form an important conduit to bring the County Council and District Councils together for the betterment of their respective Districts. Jon Barber stated that after a challenging beginning, the setting-up of a Tendring Education Improvement Group (TEIG) had already had a positive impact on the working relationship between the County Council, local schools and this Council.

Jon Barber reported that, in this District, the TEIG would feed its work into this Committee, which had the facility to co-opt up to two non-voting members to provide expert advice and add value to the Committee's efforts to help resolve some of the difficulties that schools were facing such as school readiness, inward migration of families with complex needs and the significant shortage of school governors.

2. The Skills Agenda and addressing the Skills Gap

The Committee received a presentation from the Council's Enterprise and Innovation Officer (Michelle Gordon) on the skills agenda and addressing the skills 'gap'. The presentation had focussed specifically on:

- Worklessness in its statistical context;
- Total Unemployment in the Tendring District 1994 to 2014;
- Job Seekers' Allowance Claimant Rates by age group and duration of claim;
- Ward Profiles Best and Worst by percentage of working population claiming benefits;
- NEETS in Tendring – Known and Unknown;
- Types of Businesses in the District;
- Types of Job Vacancies in the District (November 2013); and
- Partners, Activities and available tools for businesses and the unemployed.

3. Focusing on Education

The Committee received a presentation from the Council's then Business Manager (Jon Barber) that had focused on education issues, including:

(i) Actions and developments of the TEIG;
(ii) Current levels of attainment in the Tendring District; and
(iii) Improving educational attainment in the Tendring District.

The presentation had specifically covered:

- Latest Attainment Figures – 2013 Revised Key Stage 4 Results for the Tendring District;
- Historical Statistics 2004/2005 to 2012/2013;
- Academies;
- Ofsted Reports – Latest Ratings: Primary Schools and Secondary Schools;
- Tendring Education Improvement Group – Mission Statement; Membership and Agreed Objectives;
- School Readiness in Tendring;
- Shortage of School Governors; and
- Careers Information and Advice.

In addition, the Committee received a joint presentation from the Chairman and Director of the Tendring Education Trust (TET) (John Clay and Poobie Naidoo), that gave a broad overview of the work of the TET, the mix of state and private educational provision and support and delivery groups.

26 NOVEMBER 2014

1. Essex Youth Services

The Committee had received and discussed the results of a recent Tendring Youth Strategy Group (YSG) Community Action Panel (CAP) survey, including a report prepared by Phoebe Elam and Dan Harrison, young persons and members of the YSG.

Jo Adams (Senior Youth Worker: North East Non-Centre Based Youth Service – Essex County Council) gave a verbal update to the Committee. From 1 April 2015 the Essex Youth Service is moving from being a direct service provider to one of commissioning and of support and advice to volunteers and community organisations to set up youth provision in their own areas. It is currently proving easier to recruit volunteers in Colchester than in Tendring though some of that discrepancy could be down to the availability and willingness to volunteer of students at the University of Essex. Five key points coming out of the YSG CAP Survey are:

(a) Increasing the availability of affordable clubs and activities;
(b) Increasing access to affordable transport;
(c) Decreasing the levels of crime, especially crimes involving the use of knives;
(d) Decreasing the levels of drug and alcohol abuse; and
(e) Supporting young people to care about their local communities.

Ms Adams answered Members' and Officers' questions on a range of subjects including:

(1) The reduction after April 2015 in the establishment of the NE Essex Youth Service from 7 to 4 professional youth workers and the level of service that could continue to be provided;
(2) The uncertainties surrounding the size of the budget post April 2015 available for commissioning and how that would be allocated;
(3) The difficulties surrounding linking the Youth Service into local Schools;
(4) The potential role the Council and individual Councillors could play in putting forward various community organisations and individuals to the Youth Service;
(5) The current and future use of the 'Youth Buses';
(6) The availability of Essex County Council owned buildings for use by voluntary/community groups; and
(7) The training available for volunteers.

The Chairman (Councillor Watling) thanked Ms Adams for her attendance and her informative presentation and it was AGREED that:

(a) Ms Adams would keep the Committee informed as matters progressed including providing details of those groups who are commissioned by the Youth Service in due course;
(b) That Members and Officers provide Ms Adams with details of those groups and individuals that could be potentially involved in youth service provision; and
(c) That the Council publicises the work of the Essex Youth Service on its website.

2. Informative Report

The Committee had received papers, updating Members on the following matters:

(i) School Readiness
(ii) Careers Information, Advice and Guidance
(iii) School Governor Recruitment; and
(iv) School Level Data

In respect of item (i) above School Readiness, Diane Rideout (Mid & NE Essex Quality Improvement: Early Years Foundation Stage – Essex County Council) attended the meeting and submitted a written and verbal update on the progress of the Tendring School Readiness Project. That update had covered:

(a) The background to the Project; and
(b) The delivery of key strands of work such as:
    (i) Supporting parents to develop the home learning environment;
    (ii) Communication and language;
    (iii) Physical development;
    (iv) The transition between early years settings and schools;
    (v) Developing best practice for the under 3's;
    (vi) Boys – addressing underachievement and
    (vii) Partnership working with health visitors and Barnardo's who deliver the children's centres.

Ms Rideout then answered Members' and Officers' questions on a range of subjects including:

(1) Involving parents who are reluctant to be engaged or to teach their children the basics;
(2) The importance of involving social care in some cases;
(3) Concerns that multi-agency working is being forgotten; and
(4) The level of interest and engagement being shown by Schools.

The Chairman requested that the Committee be kept informed of developments.

In respect of School Level Data, the Executive Projects Officer (Keri Lawrence) gave a verbal update on the work of the Tendring Education Improvement Group (TEIG) including details of an emerging Strategy to raise pupil attainment levels. Ms Lawrence informed the Committee that Graham Lancaster, a Standards and Excellence Commissioner and an OfSTED Inspector would be attending its next meeting to talk to Members about this emerging strategy.

The Vice-Chairman of the Committee (Councillor Miles) had stated that it was important that the Committee drilled down into the data and its implications and outcomes for Tendring and she also raised her concerns about the lack of careers information and advice in schools.

The Executive Projects Officer (Keri Lawrence) then informed the Committee that Benedick Ashmore-Short (Headmaster of Hamford Primary Academy and recipient of the Pearson Teaching Awards 2014 for Head Teacher of the Year in a Primary School) had been invited to attend a future meeting of the Committee.

The Committee discussed its focus for future work and it was suggested that the Committee should concentrate on a few areas such as:

1. Careers Information and Advice in Secondary Schools;
2. Teacher Recruitment; and
3. School Readiness

11 FEBRUARY 2015

1. Discussion – Tendring Education Group's Emerging Strategy to raise Pupil Attainment Levels

Graham Lancaster, Standards & Excellence Commissioner and OfSTED Inspector, attended the meeting and gave a presentation to the Committee on OfSTED inspections and the Tendring Education Improvement Group's (TEIG) emerging strategy to raise pupil attainment levels. The presentation was submitted under the following main headings:

(1) OFSTED – The Broad Picture;
(2) OFSTED – Keys to Success in relation to Inspections;
(3) OFSTED – In Essex and Tendring;
(4) OFSTED – In Tendring: Schools on track to move to Good;
(5) Essex LA Strategy for School Improvement in Tendring and Beyond; and
(6) The Tendring Education Improvement Group.

Mr Lancaster then answered Members' questions on a range of subjects including:

(a) Pressures on Head Teachers and Teachers and how they could be alleviated;
(b) The 'peripheral' location of Tendring and its negative impact on the recruitment and retention of Teachers;
(c) The qualitative merits of schools sharing Head Teachers;
(d) The difficulties within the system of reviewing and, if necessary, removing under-performing Head Teachers;
(e) The merits and demerits of using trainee teachers;
(f) The appropriateness of OfSTED inspectors in their questioning of pupils in the light of recent media reports;
(g) The potential draw-backs of numerous overlapping educational bodies; and
(h) The relationships between Academy status and non-academy status schools and the monitoring of Academy status schools.

2. Review of the Year and Work Programme for 2015/2016

There was submitted 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 2015/2016 Municipal Year.

Members had before them a revised Work Programme (Appendix B) which had been omitted from the published report in error.

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

(d) The report on the review of the year 2014 to 2015 be noted;

(e) The draft 2015/16 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

(f) The following items be added to the 2015/16 Work Programme:

(i) Review of School Attainment figures;
(ii) Review of Secondary Schools (including Tendring Enterprise Studio School) League Tables;
(iii) Review of Colleges.

REVIEW OF WORK CARRIED OUT BY THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE: MAY 2014 – APRIL 2015

FORWARD PLAN

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

19 MAY 2014

1. Clacton Air Show – Costings and Business Plan

   The Chairman announced that the Corporate Director (Life Opportunities) had been unable to attend the meeting, however having spoken to him prior to the meeting, she confirmed that hopes were high that the Air Show costs could be held in line with the Air Show of 2013. She also informed Members that the Clacton Air Show 2014 would be the only free Air Show on the East Coast as both Lowestoft and Southend had confirmed they would not stage their Air Shows in 2014.

   The Chairman also invited Members to submit any questions they would like to put to Mr Price at the Committee meeting in July 2014.

   Members acknowledged the achievement to run the Air Show without a lot of cost to the Council.

2. Potential Topics for Examination by a Member Working Party - Learning from Complaints

   Councillor D Mayzes had been unable to attend the meeting to present his report, however this had been emailed to the members of the Committee. The Committee noted the contents, thanked Councillor D Mayzes for preparing it and reserved any questions on it until the next meeting of the Committee.

3. Work Programme – 2014-15

   The Committee **AGREED** to some amendments to its Work Programme, as proposed by the Chairman.

2 JULY 2014

1. Clacton Air Show – Costings and Business Plan

   The Operations Manager said this was the third year that a Business Plan had been designed for the Clacton Air Show, which was to help prevent the Air Show from stagnating. He highlighted the various costings and spoke about operational challenges, particularly with transport, and confirmed the Park and Ride service would again be in operation. The Committee discussed various issues raised by Mr Carran's presentation and it was **RESOLVED** that the Committee congratulate the Council's Operation Manager, his team and the current and past Portfolio Holders for all of their hard work in ensuring the Air Show's continued success.

2. Review of Leisure Services

The Vice-Chairman (Councillor D Mayzes) shared with the Committee his wish to scrutinise Leisure Services and outlined potential areas that he felt worthy of the Committee's consideration. It was:

RESOLVED that:

(a) the relevant Officer be invited to a future meeting to discuss issues in respect of maintenance agreements across the Council's Leisure Facilities; and

(b) Councillor Griffiths be invited to attend this meeting.

3. Potential Topics for Examination by a Member Working Party

Learning from Complaints

The Committee discussed the report prepared by Councillor D Mayzes. It was agreed that the Committee would receive updates of complaints received by the Council (excluding complaints against Members) and at what stage they were at in accordance with the Council's complaints procedure.

How can the private sector help meet local housing needs?

In response to a concern raised by Councillor Aldis with regard to the setting up of a Working Party, the Chairman advised that this would be considered when the Committee was to scrutinise new Council Housing at its 26 January 2015 meeting.

Inward Investment and Growth

Councillor D Mayzes had submitted a report on Inward Investment and Growth and Members were invited to comment upon it at the next meeting of the Committee.

22 SEPTEMBER 2014

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

The Committee received an update from the Council's Coast and Engineering Services Manager on work undertaken so far on the Coast Protection Scheme, which had commenced in July 2014. He showed photographs of the different works and explained how the works had attracted a lot of interest from the public, which led to the opening of a business centre there. There was also a live webcam feed on the Council's website.

The Committee **COMMENTED** to **CABINET** that the Committee having received a progress report and presentation on the progress of the Coastal Defence Scheme Project expressed its extreme satisfaction as to the progress made and the manner by which the operation until now had been managed.

2. Enforcement of Dog-Fouling and Litter-Dropping Offences within Tendring

The Committee received a joint report from the Council's Democratic Services Manager and Street Scene Manager on enforcement practices as these related to the above. The Democratic Services Manager had written to all Local Authorities in Essex, to ascertain the level of Fixed Penalty Notices (FPNs) that had been issued by them in relation to the enforcement of dog-fouling and litter-dropping offences. Four Local Authorities had

responded (Basildon, Braintree, Castle Point and Epping Forest) and had provided figures which had been attached as an Appendix to the report.

Mr Clarke informed the Committee of the difficulty in apprehending offenders unless such incidents were reported by a member of the public, which meant only comparatively few FPNs had been issued in 2013. He stressed the importance of the public in reporting such incidences and he said that notice of a vehicle registration number would allow the Council to pursue the offender and issue the appropriate FPN.

After a number of questions and discussions it was suggested that more publicity was needed to advise the public that the Council would prosecute dog-fouling and litter-dropping offenders. It was therefore:

RECOMMENDED TO CABINET that:

(a) The Committee had noted there were constraints in staffing levels, which made enforcement of littering and dog fouling difficult;

(b) The Council be asked to use any means possible to encourage the public to report littering and dog fouling immediately so it could be dealt with promptly; and

(c) The Committee would like the idea of spraying dog mess with highly visible, fluorescent paint as a potential deterrent, to be investigated.

3. Potential Topics for Examination by a Member Working Party

Councillor Colbourne reported to the Committee that ramps for users with disabilities had been put into one or two shops in the Dovercourt area but that the issue of dropped kerbs for wheelchair users was still a problem. He informed the Committee that the Highways Authority had asked him to provide a list as to where the dropped kerbs were required in order that officers there could address this.

Councillor R Callender, who had undertaken to look into a number of aspects around Tourism, advised the Committee that this was a work in progress and that he intended to report his findings to the Committee at a later meeting.

4. Future Work Programme

Councillor D Mayzes asked when the Leisure Services maintenance review would come to Committee and the Democratic Services Manager informed him that he would be discussing the issue with the Council's Operations Manager.

Councillor R Callender suggested contacting the Parish and Town Councils to enquire as to whether they had any concerns as to the provision of Council services.

Councillor Talbot agreed that printing and postage of papers to Members was an area where potential savings could be identified and that this be addressed by the Committee at a meeting following the May 2015 elections.

3 NOVEMBER 2014

1. Potential Topics for Examination by a Member Working Party – Report by the Vice-Chairman, Councillor DR Mayzes

The Chairman invited Members to ask questions of Councillor D R Mayzes, who had written a report to look at inward investment and growth with a view to updating Members of the Committee on the activity of the Council, the Cabinet and the Leader and Portfolio Holder around this area of work. This topic had been part of the Committee Members' remit to research a working topic which had related to the Committee's Terms of Reference.

2. Portfolio Holder for Culture, Tourism, Leisure Services and Events

Councillor Platt, Portfolio Holder for Culture, Tourism, Leisure Services and Events addressed the Committee on the challenges he had faced during his comparatively short time in office and provided Members with an overview of his Portfolio.

Councillor Platt and the Council's Operations Manager advised Members that customers of the Dovercourt Swimming Pool were extremely happy with the refurbishment works that had been carried out and it was hoped that this would bring an upsurge in business to the Dovercourt and Frinton and Walton Swimming Pools once refurbishment works here had also been completed.

Councillor Platt said that, with regard to whether more money would be made from outsourcing Leisure Services, this was unlikely since the Council's in-house teams were doing a fantastic job and the Brightlingsea Lido could not be run as successfully in the private sector.

Concern was raised by Members as to the provision of vending machines for refreshments within Clacton Leisure Centre and whether the Council would consider reopening facilities within the Leisure Centre, which previously provided a wider range of hot and cold food and drinks. In response, Councillor Platt said that the café area in the Clacton Leisure Centre was being considered for refurbishment as a treatment site with a possible small refreshment area.

In response to a Member's question as to the potential for having a museum based in Clacton-on-Sea, Councillor Platt said that it was planned to keep the Martello Tower as an arts facility with some specialised displays in the Town Hall foyer. He added that if the arts displays at the Martello Tower continued to be successful, then there was the possibility that art and other displays could be expanded into the nearby Tower.

With regard to promoting Tendring and, in particular, from a cultural and leisure-focussed perspective, Councillor Platt said that a DVD portraying the attractions of Clacton-on-Sea as a family holiday resort was an idea worth investigating.

3. Maintenance Agreements across the Council's Leisure Facilities

The Council's Operations Manager delivered a presentation on the Council's Sports Facilities' Maintenance Arrangements, which included repairs, and the budget set aside for this; maintenance contracts and some examples of these; maintenance standards and how the Council's staff made users aware of defective equipment; the procedure used to get repairs done and larger scale projects.

Mr Carran gave details of how maintenance contracts were scrutinised by the Council's Legal Department and said that the maintenance budget across all of the Council's leisure centres was £170,000 per annum, which covered everything from replacing light bulbs to major swimming pool plant repair. He also informed the Committee that many of

the contracts were awarded to local companies rather than larger national companies as they tended to respond more quickly to call-outs, especially in the evenings.

Mr Carran also gave details of some of the larger-scale projects, which included the refurbishment of the Dovercourt and Frinton and Walton Swimming Pools, plus improvements to the Harwich Sports Centre's changing rooms, Clacton Leisure Centre's Tennis Courts, interior painting at some centres and the installation of solar panels for use at Manningtree Sports Centre.

15 DECEMBER 2014

1. Post Event Review of the Clacton Air Show

The Council's Corporate Director (Life Opportunities) informed the Committee that the 2014 Clacton Air Show had been the biggest and best ever. He gave further details of the costings and income, which had been largely generated by bucket collections on the day and programme sales.

He gave further details of the success of the Park and Ride scheme, Titan the Robot appearing in the event arena and how the sponsors' area had exceeded all expectations, with an extension tent being supplied to accommodate additional sponsors.

Councillors asked which attractions could be expected to be seen at future Air Shows and whether the inclusion of water activities was a viable proposition.

2. Local Land Charges

The Council's Support and Development Manager delivered a presentation on Local Land Charges and advised Members of the process that a buyer's solicitor would need to go through to obtain a history of the site and property and whether or not there were any restrictions or outstanding planning matters associated with it.

She explained that the information held on the Local Land Charges Register (Form LLCI) was legally binding on all successive owners of the property, or land, was made up of 12 parts and she gave details of these. She added that information held on the LLCI and CON29 made up a search and would give information possibly dated back to the 1930's and 1940's, which would enable a solicitor to know if there were any issues that needed to be addressed before the conveyance could be completed.

Miss Harwood-Bee gave the history of Land Charges and how Personal Searches being introduced had affected income and how new legislation being brought in had meant Councils could only operate on a 'cost recovery' basis.

2 MARCH 2015

1. Compulsory Licensing of Private Landlords

The Council's Environmental Health Team Leader delivered a presentation which focused on his area of licensing within environment health. He gave details of the District's housing stock, including Houses of Multiple Occupation (HMOs) and that 36 properties were licensed as part of the mandatory licensing scheme.

He expanded further, giving comprehensive details of Mandatory Licensing which met certain criteria, additional Licensing of HMO's and Selective Licensing. Mr Fenton-Jones

also gave further details of the various opinions on Selective Licensing and said Landlords felt there was too much regulation, which was forcing them out of the private renting sector. He also informed the Committee of some of the known UK Local Authorities, which had adopted Selective Licensing. In this Council's area, he said, Jaywick was the only area this could apply to, but Jaywick would be unrealistic as some of the properties were of poor construction and had inadequate room sizes. He said also that Banks were being unwilling to give buy-to-let mortgages in areas where Selective Licensing had been adopted.

Following discussion, the Committee **COMMENTED** to **CABINET** that the Committee:

(a) Expressed its satisfaction with the work that was being done, particularly with regard to meeting with landlords to encourage improvements to their properties where such improvement was required; and

(b) Urged Cabinet to give its full support to this work, in order that the excellent work being carried out could continue.

13 APRIL 2015

1. Review of the Year and Work Programme for 2015/2016

There was submitted 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 2015/2016 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 26 May 2015.

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 Members of the Committee felt were required.

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

(a) The report on the review of the year 2014 to 2015 be noted;

(b) The matter of how the Council's Revenue and Benefits' Section handled and managed the information received from the Department for Work and Pensions, be added to the Committee's 2015/2016 Work Programme; and

(c) The draft 2015/16 Work Programme be agreed and submitted, subject to the inclusion of (b) above, to the Annual Meeting of the Council for approval.