

Public Document Pack

TENDRING DISTRICT COUNCIL

AGENDA

For the meeting to be held on Tuesday, 24 April 2018

Prayers

1 Summons to Council (Pages 1 - 2)

2 Apologies for Absence

The Council is asked to note any apologies for absence received from Members.

3 Retiring Chairman's Announcements

The Council is asked to note any announcements made by the retiring Chairman of the Council.

4 Election of the Chairman of the Council for the 2018/2019 Municipal Year

The Council will elect its Chairman for the 2018/19 Municipal Year.

5 Election of the Vice-Chairman of the Council for the 2018/2019 Municipal Year

The Council will elect its Vice-Chairman for the 2018/19 Municipal Year.

6 Announcements by the Chairman of the Council

The Council is asked to note any announcements made by the Chairman of the Council.

7 Announcements by the Chief Executive

The Council is asked to note any announcements made by the Chief Executive.

8 Report of the Management and Members' Support Manager - A.1 - Annual Review of the Scheme of Members' Allowances by the Independent Remuneration Panel (Pages 3 - 14)

The Council will consider the outcome of the annual review of the Scheme of Members' Allowances undertaken by the Independent Remuneration Panel.

9 Appointment of Membership of Committees etc.

(a) (i) To appoint the following Committees and Sub-Committees for the 2018/2019 Municipal Year:

<u>Committee/Sub-Committee</u>	<u>No. of Members</u>
Audit	(7)
Community Leadership Overview & Scrutiny	(11)
Human Resources & Council Tax	(11)
Licensing and Registration	(11)
Local Plan	(15)
Planning	(11)
Resources and Services Overview & Scrutiny	(11)
Standards	(7)
Miscellaneous Licensing Sub-Committee	(8)

Note: The membership of the above Committees and Sub-Committee is subject to the Rules of Political Proportionality (Section 15 of the Local Government and Housing Act 1989)

And,

(ii) To appoint the Town and Parish Councils Standards Sub-Committee (three members)

Note: The Town and Parish Councils Standards Sub-Committee is not subject to the Rules of Political Proportionality and its membership must be chosen from the membership of the Standards Committee.

(b) To Elect a Chairman of each of the above Committees and Sub-Committees (except the Town and Parish Councils Standards Committee) and Appoint a Vice-Chairman of each of the above Committees and the Miscellaneous Licensing Sub-Committee

10 Report of the Monitoring Officer - A.2 - The Council's Constitution

Members are reminded that, in accordance with Council Procedure Rule 1.1 (viii), it is normal practice at the annual meeting of the Council to formally reaffirm the Council's current Constitution.

The full text of the Council's Constitution can be found on the Council's website and Members have previously been provided with a booklet containing those sections of the Constitution most relevant to the work of Councillors. That booklet will shortly be reprinted and reissued to Members to reflect the recent changes that have been made to the Constitution.

RECOMMENDED – That the Council's Constitution be reaffirmed.

11 Reference from Cabinet - A.3 - Programme of Meetings: 2018/2019 Municipal Year (Pages 15 - 20)

The Council will consider the proposed programme of meetings for the 2018/19 Municipal Year.

12 Reports Submitted to the Council by an Overview and Scrutiny Committee - A.4 - Overview and Scrutiny Committees: Proposed Work Programmes for 2018/2019 and a review of the work carried out during the period May 2017 to April 2018 (Pages 21 - 46)

The Council will consider the proposed work programmes for the two new overview and scrutiny committees (i.e. the Community Leadership Overview and Scrutiny Committee and the Resources and Services Overview and Scrutiny Committee) for the 2018/19 Municipal Year and will note the work carried out by the former overview and scrutiny committees (i.e. the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee) during the 2017/18 Municipal Year.

INFORMATION FOR VISITORS

PRINCES THEATRE FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the four fire exits in the auditorium and follow the exit signs out of the building.

Please follow the instructions given by any member of staff and they will assist in leaving the building.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

The assembly point for the Princes Theatre is in the car park to the left of the front of the building as you are facing it. Your calmness and assistance is greatly appreciated.

PUBLIC ATTENDANCE AT TENDRING DISTRICT COUNCIL MEETINGS

Welcome to this evening's meeting of Tendring District Council.

This is an open meeting which members of the public can attend to see Councillors debating and transacting the business of the Council. However, please be aware that, unless you are included on the agenda to ask a public question, members of the public are not entitled to make any comment or take part in the meeting. You are also asked to behave in a respectful manner at all times during these meetings.

Members of the public do have the right to film or record council meetings subject to the provisions set out below:-

Rights of members of the public to film and record meetings

Under The Openness of Local Government Bodies Regulations 2014, which came into effect on 6 August 2014, any person is permitted to film or record any meeting of the Council, a Committee, Sub-Committee or the Cabinet, unless the public have been excluded from the meeting for the consideration of exempt or confidential business.

Members of the public also have the right to report meetings using social media (including blogging or tweeting).

The Council will provide reasonable facilities to facilitate reporting.

Public Behaviour

Any person exercising the rights set out above must not disrupt proceedings. Examples of what will be regarded as disruptive, include, but are not limited to:

- (1) Moving outside the area designated for the public;
- (2) Making excessive noise;
- (3) Intrusive lighting/flash; or
- (4) Asking a Councillor to repeat a statement.

In addition, members of the public or the public gallery should **not** be filmed as this could infringe on an individual's right to privacy, if their prior permission had not been obtained.

Any person considered being disruptive or filming the public will be requested to cease doing so by the Chairman of the meeting and may be asked to leave the meeting. A refusal by the member of the public concerned will lead to the Police being called to intervene.

Agenda Item 1

TENDRING DISTRICT COUNCIL

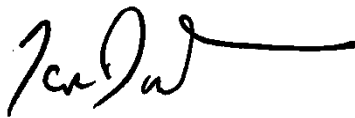
Committee Services
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

16 April 2018

Dear Councillor

I HEREBY SUMMON YOU to attend the Annual Meeting of the Tendring District Council to be held in the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea at 7.30 p.m. on Tuesday 24 April 2018 when the business specified in the accompanying Agenda is proposed to be transacted.

Yours faithfully



Ian Davidson
Chief Executive

To: All members of the
Tendring District Council

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ANNUAL MEETING OF THE COUNCIL

24 APRIL 2018

REPORT OF HEAD OF LEADERSHIP SUPPORT AND COMMUNITY

A.1 ANNUAL REVIEW OF THE SCHEME OF MEMBERS' ALLOWANCES BY THE INDEPENDENT REMUNERATION PANEL (IRP)

(Report prepared by Karen Neath)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To agree a Scheme of Members' Allowances for 2018/19.

EXECUTIVE SUMMARY

Scheme of Members' Allowances 2018/19

- The Independent Remuneration Panel has undertaken a review to propose recommendations to the Council for the Scheme of Allowances to apply with effect from 1st May 2018. The IRP's report is attached at Appendix A to this report.
- The IRP's recommendations have been advertised in the local press in accordance with the Regulations.
- Council must now have regard to the recommendations of the IRP in determining a Scheme of Allowances for 2018/19. The Council may depart from the IRP recommendations provided it can demonstrate good reasons for doing so, having taken all relevant matters into account.
- Council last agreed a Scheme of Allowances at Council on 25th April 2017 with effect from 1st May 2017.
- The latest review proposes no changes to the 2017 scheme.

RECOMMENDATION(S)

It is recommended that:-

- (a) Council approves the allowances recommended by the IRP as set out in its report attached at Appendix A or proposes alternative allowances to be approved;
- (b) in the event that Council adopts alternative allowances to those recommended in the IRP's report, reasons for the variations be given and minuted;
- (c) the IRP undertakes a further review for 2019/20 and makes recommendations to Annual Council in May 2019.
- (d) subject to a) and b) above, the Scheme of Members' Allowances in Part 7 of the Constitution be amended to reflect the agreed allowances and expenses.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The adoption of a published Scheme of Members' Allowances, having regard to the

recommendations of an Independent Remuneration Panel, is consistent with the Council's core values of integrity and openness.

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The budget for 2018/19 for Members' Basic and Special Responsibility Allowances and for the Chairman and Vice Chairman Allowances totals £462,890. The cost of the proposed scheme is within budget as shown in Appendix B based on the current council, committee structure and group membership. However, members should be aware that this could change.

Risk

The crucial feature of the Panel is that it is composed of people unconnected with the local authority. This degree of independence is designed to secure that the Council is directly accountable to the electorate in respect of the payments made to the Members and that the risk of any lack of transparency is mitigated.

LEGAL

The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the arrangements to be followed in relation to Members' allowances and expenses. The Regulations set out that regard must be had to the recommendations of an IRP before determining or amending the Scheme of Allowances. Consideration of this report and its appendix will enable the Council to meet those statutory requirements.

The Local Government Act 1972 (sections 3 and 5) allows the payment of an allowance to the Chairman and Vice Chairman.

OTHER IMPLICATIONS

Members' Responsibility For Reporting Receipt of Allowances

Members are advised to declare the receipt of a members allowance if **any form** of benefit such as income support or housing benefit is being claimed. The rules on how members' allowances are treated may vary depending on the benefit claimed and advice should be sought from the relevant administrating body. For example the rules for those in receipt of Housing Benefit and Council Tax Support state that "basic members allowance, special responsibility allowance and conference attendance allowance are treated as earnings except for any expenses which have been wholly, exclusively and necessarily incurred in the performance of their duties". Members are therefore advised that in order to claim expenses in these circumstances receipts and records to justify the expenses incurred must be kept.

Wards Affected

All.

PART 3 – SUPPORTING INFORMATION

BACKGROUND PAPERS FOR THE DECISION

There are no background papers.

APPENDICES

Appendix A –Report of the Independent Remuneration Panel

Appendix B – Financial Summary

Tendring
District Council



INDEPENDENT REMUNERATION PANEL

REPORT TO

TENDRING DISTRICT COUNCIL

April 2018

Recommendations on the Level of Members'

Allowances to Be Paid in the Municipal Year 2018/2019

1. INTRODUCTION

i. Legislation

The requirement for an Independent Remuneration Panel (IRP), how it operates, and regulations governing the payment of Members' Allowances are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.

Part 4 regulation 19(1) states that "*Before an authority.....makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel*"

ii. Independent Remuneration Panel

At Council on 25th November 2014 the following were appointed to the Independent Remuneration Panel:-

- ∇ **Clarissa Gosling (Chair)** – Farmer's wife with extensive experience of serving as an Independent member / chair on many public sectors board and committees including Ipswich Borough Council Standards Committee, Suffolk Family Health Service Authority, NHS Independent Review Panels, Panel of Misconduct Hearing Eastern Region Police Authority and Orwell Housing Association.
- ∇ **John Wolton** –Worked in the building industry from 1948 as an apprentice and from 1957 onwards in the Clacton area as a plumber and heating engineer. He formed his own company in 1962, and worked on Frinton Homelands estate and Great Clacton Estates. He has served on a number of community groups in Tendring.
- ∇ **Reverend Doctor William Lock** – Career was in railway station management including auditing, finance and dealing with complaints. He was Treasurer and Trustee of the Albert Edwards Hall Committee. He was previously Chair of the local residents association and served on Guildford Town Council.

iii. Existing Scheme

The existing scheme was agreed at the meeting of Full Council on 25 April 2017.

iv. The Council and Committee Structure

The structure of the Council and the roles of its members currently in place are:-

- **Full Council** consisting of 60 elected Members with the following Groups – Conservative (33 Members), Tendring Independents (4 Members), Independent (5 Members), UKIP (4 Members), Labour (4 Members), Holland Residents Association (3 Members), Non Aligned (3 Members), Tendring First / Liberal Democrat (2 Members). 2 Members are not in a political group.
- **A Cabinet** of 8 Members including the Leader of the Council. It has responsibility for Community Leadership in Tendring and takes a lead on the preparation of policies and strategies and recommends and implements the budget;
- **Overview and Scrutiny** functions will, from May 2018, be provided by 2 committees: Community Leadership Overview and Scrutiny Committee and Resources and Services Overview and Scrutiny Committee both comprising of 11 members and each committee having separate and defined responsibilities;

- **Audit Committee** comprising 7 members whose duties include provision of independent assurance on the adequacy of the risk management framework, independent scrutiny of the Council's financial and non-financial performance and overseeing the financial reporting process;
- **Standards Committee** that consists of 7 members whose role is to promote and maintain high standards of conduct by Members and Co-opted members of the authority. It operates a Town and Parish Council' Standards Sub Committee;
- **Planning Committee** comprising 11 members. This committee meets monthly to handle the significant volume of planning applications that officers cannot determine under delegated authority;
- **Local Plan Committee** has 15 members and oversees the preparation of the Local Plan;
- **Licensing and Registration Committee** that undertakes the quasi-judicial determination of personal licensing matters including Hackney Carriage, Private Hire, Public Entertainment, Liquor and Gaming licences. At the Full Council meeting on 24th March 2015 it was agreed to transfer the responsibilities of the Regulatory Committee to the Licensing Committee (subsequently renamed the Licensing and Registration Committee). It has 11 members and operates 2 licensing sub-committees;
- **Human Resources and Council Tax Committee** that deals with general staffing matters and agrees annually the overall council tax for the District. It has 11 members.

v. **Review 2018**

The Panel recognises the dedication and public spirit of all Councillors and their enthusiasm for the work they do and their determination that public service should come above personal gain. The first review of Members' Allowances under the current regulations, undertaken in 2001, established the principle that an important part of being a Councillor is the desire to serve the public and, therefore, not all of what a Councillor does should be remunerated; a portion of a Councillor's time should be given voluntarily. It is therefore the case that the members' Allowances Scheme has, since then, included a 40% Public Service Discount.

The Panel have considered whether they wish to recommend any changes to the Scheme for 2018. The Panel have carefully considered whether to propose an inflationary increase for 2018. Taking account of the financial position of the Council, the Panel have determined not to recommend an increase in 2018.

The Panel has looked again at the arrangements introduced in 2016 whereby Group Leader SRA is only paid where there are 4 or more members in a group but have not been presented with any argument whereby they are minded to change this arrangement and have therefore decided to leave this unchanged.

No other changes are proposed.

The Panel are mindful of the changes to some Committees from 1 May 2018. At this stage no changes are proposed in light of this but the Panel recommend that this be reviewed following the first year's operation of the new Committees when an assessment of workload can be made.

The Panel's recommendations will be considered at the Annual Council meeting on 24 April 2018, to commence from 1 May 2018, the start of the 2018/19 Municipal Year.

2. RECOMMENDATIONS

The Panel make the following recommendations in respect of Members basic allowance, special responsibility allowances (SRAs) and expenses.

i. Chairman and Vice Chairman Allowances

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman's allowance - £6,329

Vice Chairman's allowance - £2,231

ii. Basic Allowance

No change, giving a recommended amount payable from 1 May 2018 of:-

Basic allowance - £5,173

iii. Leader of the Council SRA

No change, giving a recommended amount payable from 1 May 2018 of:-

Leader of the Council - £18,622

iv. Cabinet Members SRA

No change, giving a recommended amount payable from 1 May 2018 of:-

Cabinet Member - £8,939

v. Chairman of Audit Committee SRA

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Audit Committee - £4,343

vi. Chairman of Community Leadership Overview and Scrutiny Committee

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Community Leadership Overview and Scrutiny Committee - £4,343

vii. Chairman of Resources and Services Overview and Scrutiny Committee

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Resources and Services Overview and Scrutiny Committee - £4,343

viii. Chairman of Human Resources and Council Tax Committee

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Human Resources and Council Tax Committee - £3,838

ix. Chairman of Licensing and Registration Committee

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Licensing and Registration Committee - £4,343

x. Chairman of Planning Committee SRA

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Planning Committee - £6,331

xi. Vice Chairman of Planning Committee SRA

No change, giving a recommended amount payable from 1 May 2018 of:-

Vice Chairman of Planning Committee - £2,049

xii. Member of Planning Committee

No change, giving a recommended amount payable from 1 May 2018 of:-

Member of Planning Committee - £505

xiii. Chairman of Licensing and Registration Sub Committees

No change, giving a recommended amount payable from 1 May 2018 of:-

Chairman of Premises / Personal Licences Sub Committee - £657

Chairman of Miscellaneous Licensing Sub Committee - £657

xiv. Opposition Group Leader(s)

No change, giving a recommended amount, for groups of four or more, payable from 1 May 2018 of:-

Amount for being a Group Leader £1,010

For each Member of the Group £91

xv. Childcare Allowance

The Panel recommends a rate of the voluntary living wage (currently £ 8.75 per hour) for a maximum of 15 hours per week.

xvi. Dependent Carer Allowance

The Panel recommends a rate of the voluntary living wage (currently £ 8.75 per hour) for a maximum of 15 hours per week.

xvii. Conference Allowance

The Panel recommends that the existing rate should continue to be paid.

xviii. Maximum Subsistence Allowances

The Panel recommends that the existing rates should continue to be paid.

xix. Mileage Allowance

The Panel **recommends continuation of the HMRC non-profit rate.**

3. REVIEW OF ALLOWANCES FOR 2019/2020

The Panel strongly recommends a further review of allowances be undertaken in respect of the municipal year 2019/2020.

SUMMARY OF PROPOSED ALLOWANCES 2018/19

Allowances	£
Basic Allowance	5,173
Leader of the Council	18,622
Cabinet Member	8,939
Opposition Group Leaders (for groups of 4 or more)	
– Amount for being a Group Leader	1,010
- Amount per Group Member	91
Chairman – Planning Committee	6,331
Vice Chairman – Planning Committee	2,049
Members – Planning Committee	505
Chairman – Licensing and Registration Committee	4,343
Chairmen – Licensing and Registration Sub Committees	657
Chairman - Audit Committee	4,343
Chairman – Community Leadership Overview and Scrutiny Committee	4,343
Chairman – Resources and Services Overview and Scrutiny Committee	4,343
Chairman - Human Resources and Council Tax Committee	3,838
Chairman of the Council	6,329
Vice Chairman of the Council	2,231
 Expenses	
Childcare allowance	Voluntary Living Wage (currently £8.75) per hour
Dependent Carer allowance	Voluntary Living Wage (currently £8.75) per hour
Conferences – outside London	£120 maximum per day
Conferences – within London	£140 maximum per day
Use of a motor car – first 10,000 miles	HMRC rate (currently 0.45p per mile)
Use of a motor car – over 10,000 miles	HMRC rate (currently 0.25p per mile)
Use of a motor cycle	HMRC rate (currently 0.24p per mile)
Use of a bicycle	HMRC rate (currently 0.20p per mile)
Subsistence – breakfast	£6.00
Subsistence – lunch	£7.50
Subsistence - dinner	£12.00

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APPENDIX B

MEMBERS ALLOWANCES 2018/19

Allowance	2018/19		
	Amount £	No.	Total £
Leader	18,622	1	18,622
Portfolio Holder	8,939	7	62,573
Group Leader (Labour)	1,374	1	1,374
Group Leader (Tendring Independents)	1,374	1	1,374
Group Leader (UKIP)	1,374	1	1,374
Group Leader (Independent)	1,465	1	1,465
Chair Planning	6,331	1	6,331
Vice Chair Planning	2,049	1	2,049
Planning Committee Members	505	9	4,545
Chair Licensing and Registration	4,343	1	4,343
Chair Audit	4,343	1	4,343
Chair Resources and Services	4,343	1	4,343
Chair Community Leadership	4,343	1	4,343
Chair Human Resources and Council Tax	3,838	1	3,838
Chair Miscellaneous Licensing sub	657	1	657
Chair Premises / Personal sub	657	1	657
Chairman	6,329	1	6,329
Vice Chairman	2,231	1	2,231
TOTAL			130,790
Basic	5,173	60	310,392
TOTAL			441,182
BUDGET			462,890
Difference			-21,708
<i>There may be further savings depending on the appointment to Committees agreed at Annual Council as Councillors are only entitled to one SRA</i>			

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ANNUAL MEETING OF THE COUNCIL

24 APRIL 2018

REFERENCE FROM CABINET

A.3 PROGRAMME OF MEETINGS: 2018/2019 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Council to give consideration to the programme of meetings for the 2018/2019 municipal year.

EXECUTIVE SUMMARY

This report will enable Council to, as required by the Constitution, agree a programme of meetings for the 2018/2019 Municipal Year.

RECOMMENDATION(S)

- (a) That the draft programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved; and**
- (b) That the proposed dates for Members' training on planning etc. matters be noted.**

PART 2 – SUPPORTING INFORMATION

BACKGROUND

Further to minute 167 (A.1) of the meeting of the Cabinet held on 23 March 2018 a draft programme of meetings is set out as an Appendix to this report.

Council will also be aware that a review of the Council's committee structure has recently been completed (Minute 146 – 27.3.18 refers).

Consequently, a draft programme of meetings has been prepared and approved and is set out as an Appendix to this report. The meetings of the Community Leadership Overview and Scrutiny Committee, and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m. Meetings of the Planning Committee will normally commence at 6.00 p.m. Those Committees will normally meet at the Council Offices, Weeley.

Meetings of the Audit Committee, the Human Resources and Council Tax Committee, the Licensing and Registration Committee and the Standards Committee will be held on a quarterly basis at the Council Offices, Weeley and will normally commence at 7.30 p.m. (with the exception of the Standards Committee which will meet at 10.00 a.m.). Local Plan Committee meetings will be held normally at 6.00 p.m. in the Princes Theatre in the Town Hall, Clacton-on-Sea or in the Council Chamber, at the Council Offices, Weeley. However, the dates of the programmed Local Plan Committee meetings will be subject to change

and/or additional meetings may need to be arranged to reflect the Local Plan decision making process which is outside the Council's control.

Meetings of the full Council will commence at 7.30 p.m. and are scheduled to be held in the Princes Theatre at the Town Hall.

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 Cabinet Procedures Rule sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed are scheduled to commence at 10.30 a.m. in the Essex Hall, at the Town Hall, Clacton-on-Sea.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

A new feature this year is the inclusion of dates for Members' training on matters relating to planning and development control in order to assist Members in keeping their diaries up-to-date.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Programme of meetings for the 2018/2019 Municipal Year.

TIMETABLE OF MEETINGS – 2018/2019 MUNICIPAL YEAR

2018

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	24 April	
Planning Committee	6.00 p.m.	Tuesday	1 May	
COUNCIL	7.30 p.m.	Tuesday	15 May	
Cabinet	10.30 a.m.	Friday	18 May	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	21 May	
Planning Committee	6.00 p.m.	Wednesday	30 May	Note 2
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	4 June	
Planning Training for Members	6.00 p.m.	Tuesday	5 June	
Cabinet	10.30 a.m.	Friday	15 June	
Local Plan Committee	6.00 p.m.	Monday	18 June	
Standards Committee	10.00 a.m.	Wednesday	20 June	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	25 June	
Planning Committee	6.00 p.m.	Tuesday	26 June	
COUNCIL	7.30 p.m.	Tuesday	3 July	
Planning Training for Members	2.00 p.m.	Tuesday	10 July	
Human Resources & Council Tax Committee	7.30 p.m.	Wednesday	11 July	
Cabinet	10.30 a.m.	Friday	13 July	
Licensing & Registration Committee	7.30 p.m.	Wednesday	18 July	
Audit Committee	7.30 p.m.	Thursday	19 July	Note 8
Planning Committee	6.00 p.m.	Tuesday	24 July	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	30 July	
Cabinet	10.30 a.m.	Friday	10 August	
Planning Committee	6.00 p.m.	Tuesday	21 August	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	3 September	
COUNCIL	7.30 p.m.	Tuesday	11 September	
Cabinet	10.30 a.m.	Friday	14 September	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	17 September	
Planning Committee	6.00 p.m.	Tuesday	18 September	
Planning Training for Members	6.00 p.m.	Tuesday	25 September	
Audit Committee	7.30 p.m.	Thursday	27 September	
Standards Committee	10.00 a.m.	Wednesday	3 October	
Licensing & Registration Committee	7.30 p.m.	Wednesday	10 October	
Cabinet	10.30 a.m.	Friday	12 October	
Planning Committee	6.00 p.m.	Tuesday	16 October	
Human Resources & Council Tax Committee	7.30 p.m.	Wednesday	24 October	
Local Plan Committee	6.00 p.m.	Tuesday	30 October	
Cabinet	10.30 a.m.	Friday	9 November	
Planning Training for Members	6.00 p.m.	Tuesday	6 November	
Planning Committee	6.00 p.m.	Tuesday	13 November	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	19 November	
COUNCIL	7.30 p.m.	Tuesday	27 November	

Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	3 December	
Local Plan Committee	6.00 p.m.	Monday	10 December	
Planning Committee	6.00 p.m.	Tuesday	11 December	
Cabinet	10.30 a.m.	Friday	14 December	
Resources and Services Overview & Scrutiny Committee	9.30 a.m.	Monday	17 December	Note 3

2019

Resources and Services Overview & Scrutiny Committee (PROVISIONAL)	9.30 a.m.	Thursday	3 January	Note 3
Planning Training for Members	6.00 p.m.	Tuesday	8 January	
Planning Committee	6.00 p.m.	Tuesday	15 January	
Standards Committee	10.00 a.m.	Wednesday	16 January	
Cabinet	10.30 a.m.	Friday	18 January	
COUNCIL	7.30 p.m.	Tuesday	22 January	

Audit Committee	7.30 p.m.	Thursday	24 January	
Licensing & Registration Committee	7.30 p.m.	Wednesday	30 January	
COUNCIL	7.30 p.m.	Tuesday	5 February	Note 4
Local Plan Committee	6.00 p.m.	Thursday	7 February	
CABINET (PROVISIONAL)	10.30 a.m.	Friday	8 February	Note 5
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	11 February	
Planning Committee	6.00 p.m.	Tuesday	12 February	
COUNCIL (PROVISIONAL)	7.30 p.m.	Thursday	14 February	Note 6
Cabinet	10.30 a.m.	Friday	15 February	
Human Resources & Council Tax Committee	7.30 p.m.	Wednesday	20 February	Note 7
Planning Training for Members	6.00 p.m.	Tuesday	26 February	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	4 March	
Planning Committee	6.00 p.m.	Tuesday	12 March	
Cabinet	10.30 a.m.	Friday	15 March	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	18 March	
Standards Committee	10.00 a.m.	Wednesday	20 March	
Local Plan Committee	6.00 p.m.	Monday	25 March	
COUNCIL	7.30 p.m.	Tuesday	26 March	

Audit Committee	7.30 p.m.	Thursday	28 March	
Human Resources & Council Tax Committee	7.30 p.m.	Wednesday	3 April	
Planning Committee	6.00 p.m.	Tuesday	9 April	
Licensing & Registration Committee	7.30 p.m.	Wednesday	10 April	
Cabinet	10.30 a.m.	Friday	12 April	
ANNUAL MEETING OF THE COUNCIL	7.30 p.m.	Tuesday	21 May	Note 1

2019/2020 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2019/2020 – for information only, subject to change)

Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	3 June	
Planning Committee	6.00 p.m.	Tuesday	4 June	
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	10 June	
Cabinet	10.30 a.m.	Friday	14 June	
Standards Committee	10.00 a.m.	Wednesday	19 June	
Audit Committee	7.30 p.m.	Thursday	27 June	

Planning Committee	6.00 p.m.	Tuesday	2 July	
COUNCIL	7.30 p.m.	Tuesday	9 July	

Cabinet	10.30 a.m.	Friday	12 July	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	29 July	
Planning Committee	6.00 p.m.	Tuesday	30 July	
Cabinet	10.30 a.m.	Friday	9 August	
Planning Committee	6.00 p.m.	Wednesday	28 August	Note 2
Community Leadership Overview & Scrutiny Committee	7.30 p.m.	Monday	2 September	
COUNCIL	7.30 p.m.	Tuesday	10 September	

Cabinet	10.30 a.m.	Friday	13 September	
Resources and Services Overview & Scrutiny Committee	7.30 p.m.	Monday	16 September	
Planning Committee	6.00 p.m.	Tuesday	24 September	
Audit Committee	7.30 p.m.	Thursday	26 September	
Standards Committee	10.00 a.m.	Wednesday	2 October	
Cabinet	10.30 a.m.	Friday	11 October	
Planning Committee	6.00 p.m.	Tuesday	22 October	

Notes

1. Annual Meeting of the Council later than usual as a result of the District Council Elections being held on Thursday 2 May 2019.
2. Meeting scheduled to be held on the Wednesday as the Monday of that week is a Bank Holiday.
3. Meeting arranged on 17 December 2018 to allow the Resources and Services Committee to consider and then formally comment on the Cabinet's Financial Forecast and initial budget and special expenses proposals. Thursday 3 January 2019 meeting provisionally arranged to allow the Committee to discuss those proposals with Portfolio Holders (if so desired).
4. Meeting of the Council to approve the Cabinet's budget proposals and set the Council Tax but excluding County, Fire and Police Council Tax calculations.
5. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider any objections the Council has to the Cabinet's budget proposals (which may have been made at the Council meeting on 5 February 2019).
6. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Cabinet's revised budget proposals or the Cabinet's disagreement with the Council's budget objections (which may arise from the Cabinet meeting referred to in note 5 above.)
7. Meeting to formally confirm the implications of the County, Fire and Police precepts on the Council's Collection Fund and for each Council Tax band in the parished and unparished areas of the District.
8. Meeting of the Audit Committee that would normally be held in June has been moved to July at the request of the Head of Finance, Revenues and Benefits. The reason for this change is to enable the annual Statement of Accounts and Annual Governance Statement to be presented to the Committee for approval following the new legal requirement to publish the Accounts two months earlier than previously from this year (i.e. by the end of July rather than the end of September).

ANNUAL MEETING OF THE COUNCIL

24 APRIL 2018

REFERENCE FROM OVERVIEW AND SCRUTINY COMMITTEES

- A.4 OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2018/2019 AND REVIEW OF WORK UNDERTAKEN FROM MAY 2017 TO APRIL 2018** (Report prepared by Karen Neath, Anastasia Simpson, Mark Westall, Katie Sullivan and Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek the Council's approval to proposed work programmes for the Community Leadership Overview and Scrutiny Committee and the Resources and Services Overview and Scrutiny Committee for 2018/19 and to note the work undertaken by the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee in the period May 2017 to April 2018.

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”*

Members will recall that it has been agreed by Council that the Council will appoint, at this annual meeting, two Overview and Scrutiny Committees for the 2018/19 Municipal Year 2018/19.

The work of the former Corporate Management Committee and the former Service Development and Delivery Committee will now be part of the Resources and Services Overview and Scrutiny Committee. The Resources and Services Scrutiny Committee will have a number of “routine” items that appear on an annual basis, which are vital to ensure the Council, as a whole, is performing efficiently and effectively, managing its resources in the very best interest of the community it serves, and complying with the appropriate legislation and guidelines. This includes financial strategy, budget setting and performance.

The Resources and Services Scrutiny Committee shall undertake evidenced reviews of the effectiveness of :

- Financial Strategy
- Budget Setting (including the General Fund and the Housing Revenue Account)
- Service Delivery and Performance
- Procurement and Contract Management
- Transformation and Digital Strategies
- Customer Service and Standards

Meetings of task and finish groups can be called as required following the terms of reference being agreed by the Committee.

The new Community Leadership Overview and Scrutiny Committee essentially replaces the former Community Leadership and Partnerships Committee and will have fewer ordinary meetings but its work will be supplemented by Task and Finish Groups. The key areas of focus for this committee will be:-

- To hold scheduled quarterly meetings but with the Chairman able to call additional formal meetings. Meetings of Task and Finish Groups can be called as required, following the terms of reference being agreed by the Committee.
- To perform the role of Overview and Scrutiny and its functions in relation to
 - Community Leadership developing the external focus of overview and scrutiny on 'district-wide issues' (and where appropriate sub regional, regional and national issues), in particular through collaborative work with local partner authorities, providers, stakeholders and members of the public.
 - Approval of discrete researched and evidenced reviews on the effectiveness of partnership operating in the area with particular focus on:
 - Community Safety
 - Health and Well-being
 - Economy, Skills and Educational Attainment
 - Community engagement, development and empowerment
 - Emergency Planning

The former overview and scrutiny committees each reviewed the work carried out during 2017/2018 and considered items for inclusion in the proposed work programmes for 2018/19 for the new overview and scrutiny committees as follows:

Corporate Management Committee – 12 March 2018 (Minute 58 refers);

Community Leadership and Partnerships Committee – 19 March 2018 (Minute 46 refers);
and

Service Development and Delivery Committee – 4 April 2018 (Minute 24 refers).

A copy of the proposed work programmes for the new overview and scrutiny committees and a summary of the main issues addressed by the former overview and scrutiny committees during the last municipal year are attached as Appendices "A.4A" and "A.4B" respectively to this report for the Council's approval.

RECOMMENDATIONS

- (a) That Council approves the proposed work programmes for the Community Leadership Overview and Scrutiny Committee and the Resources and**

Services Overview and Scrutiny Committee for the 2018/19 Municipal Year, as set out in Appendix “A.4A”; and

(b) notes the work carried out by the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee in the last municipal year, as set out in Appendix “A.4B”.

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, Education and Skills, Equality and Diversity and Health Inequalities.

PART 3 – SUPPORTING INFORMATION

BACKGROUND PAPERS FOR THE DECISION

There are none.

APPENDICES

A.4A Proposed Work Programmes, along with the schedule to consider the items during the year.

A.4B Review of the work carried out by the former overview and scrutiny committees in the period May 2017 to April 2018.

A.4 - APPENDIX A

OVERVIEW AND SCRUTINY COMMITTEES

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

COMMUNITY LEADERSHIP OVERVIEW & SCRUTINY COMMITTEE

<i>Meeting Dates</i>	<i>Topic</i>
4 June 2018	<ul style="list-style-type: none">◆ Opportunity for the new Committee members to refine the Work Programme and agree on the Task and Finish Group topics, scope and membership◆ Consideration of aims and purpose of next meeting
3 September 2018	<ul style="list-style-type: none">◆ Speaker(s) with focus on Health and Well Being◆ Feedback on Task and Finish Group work◆ Committee discussion and consideration of aims and purpose of next meeting◆ Performance management
3 December 2018	<ul style="list-style-type: none">◆ Speaker(s) with focus on Community Safety◆ Final reports on Task and Finish Group work◆ Committee discussion and consideration of aims and purpose of next meeting
4 March 2019	<ul style="list-style-type: none">◆ Speaker(s) with focus on Economy, Skills and Educational Attainment◆ Performance Management◆ Committee discussion on Work Programme for 2019/2020

RESOURCES AND SERVICES OVERVIEW & SCRUTINY COMMITTEE

Meeting Date	Topic
21 May 2018	<ul style="list-style-type: none"> ◆ Performance Report 2017/18 Fourth Quarter and Outturn ◆ Deciding the items that will be considered by the Resources and Services Overview and Scrutiny Committee; those should be looked at by a Task and Finish Working Group; and those that should be the subject of an All Member Briefing ◆ Deciding the terms of reference etc. for the Task and Finish Working Groups
25 June 2018	<ul style="list-style-type: none"> ◆ Final Budget Position/Finance Update ◆ Update on Careline and Lifting Service ◆ Review of Environmental issues in light of the Waste Contract changes
30 July 2018	<ul style="list-style-type: none"> ◆ Review of Tendring Closed Road Rally 2018 ◆ Homelessness Provision
17 September 2018	<ul style="list-style-type: none"> ◆ Performance Report 2018/19 First Quarter ◆ Corporate Budget Monitoring 2018/19 ◆ Initial Financial Baseline Scrutiny
19 November 2018	<ul style="list-style-type: none"> ◆ Performance Report 2018/19 Second Quarter ◆ Corporate Budget Monitoring 2018/19 Second Quarter ◆ Review of Clacton Air Show 2018
17 December 2018	<ul style="list-style-type: none"> ◆ Initial Budget and Financial Baseline Scrutiny Detailed Review
3 January 2019	<ul style="list-style-type: none"> ◆ TBC Initial Budget and Financial Baseline Scrutiny Detailed Review
11 February 2019	<ul style="list-style-type: none"> ◆ Annual Treasury Strategy Scrutiny ◆ Performance Report 2018/19 Third Quarter ◆ Review of Beside the Seaside Festivals 2018
18 March 2019	<ul style="list-style-type: none"> ◆ Corporate Budget Monitoring 2018/19 Third Quarter ◆ Review the impact of the Public Convenience Strategy and future plans for a charging model. ◆ Review of the year and Work programme

OVERVIEW AND SCRUTINY COMMITTEES

CORPORATE MANAGEMENT COMMITTEE

REVIEW OF WORK CARRIED OUT 2017 – 2018 MUNICIPAL YEAR

FORWARD PLAN

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

CORPORATE BUDGET MONITORING

- ◆ The Committee, at its meetings held on 25 September and 4 December 2016 and 12 March 2018, reviewed the Council's budgetary position on a quarterly basis and made comments and recommendations to Cabinet, as appropriate.

PERFORMANCE MANAGEMENT

- ◆ On 15 May, 25 September, 4 December 2017, 29 January and 12 March 2018 the Committee reviewed the Council's performance management position on a quarterly basis and made comments and recommendations to Cabinet, as appropriate.

FINANCIAL BASELINE AND BUDGET PROPOSALS

- ◆ The Committee at its meetings on 25 September, 18 December 2017 and 26 February 2018, reviewed the Cabinet's financial baseline and budget proposals and made comments and recommendations to Cabinet as appropriate.

15 MAY 2017

1. CareLine Update

The Committee received an update from officers about the Careline lifting service.

2. Performance Report Outturn 2016/17

After discussion of the report it was **AGREED** that the Committee recommended to Cabinet that the introduction of any local development vehicle for the Jaywick Sands Community Development should be subject to scrutiny by the appropriate overview and Scrutiny committee and approval at full Council.

26 JUNE 2017

1. Final Budget Position Outturn 2016/17

Following a presentation to the Committee by Officers, It was **AGREED** that the Committee recommended to Cabinet that –

- (a) the Committee supports the 20% in planning fees;
- (b) the Committee looks forward to receiving an update in due course on how this additional income will be used to improve the Planning service; and
- (c) the insurance claim monies from the Cloes Lane, Clacton-on-Sea rebuild should be ring-fenced and used (with Section 106 monies) to 'buy back' a former Council dwelling lost under the 'right to buy' legislation.

2. Details of Statutory and Non Statutory Budgets

The Committee received a presentation from Officers about statutory and non- statutory budgets.

3. Write Offs arising from Fraud and Council Tax Benefit Overpayments

The Committee received a presentation from Officers about fraud and council tax benefit overpayments.

24 JULY 2017

1. Leisure Services – Finance and Future Business Plans

The Committee received an update from Officers regarding Leisure Services and Future Business Plans.

2. Garden Communities Progress

The Committee received an update from Officers regarding Garden Communities and progress.

3. Waste and Recycling Performance Update

The Committee received an update from the Portfolio Holder and Officers about Waste and Recycling Performance.

A further special meeting was arranged to continue the presentation and discussion about waste and recycling.

14 AUGUST 2017 (Special Meeting)

1. Waste and Recycling Performance Update (Continued)

The Committee received an update from the Portfolio Holder and Officers about Waste and Recycling Performance.

It was **AGREED** that the Committee recommended to Cabinet that –

(a) A cross-party working party be set up by the Cabinet, in order to assist in the preparation and drawing up of the new waste contract.

(b) An All Members' Briefing take place in Spring 2018, or at the relevant time, to enable Members to discuss, and comment on, the proposals for the new waste and recycling contract.

25 SEPTEMBER 2017

1. Long Term Financial Sustainability Plan/Ten Year Forecast

The Committee received a presentation from Officers regarding the Council's long term financial sustainability and the ten year forecast.

Following discussion, it was **AGREED** that the Committee commented to Cabinet that:-

(a) the Committee supports the Long Term Financial Sustainability Plan / 10 Year Forecast; and

(b) In respect of the money set aside for the beach recharge, the Committee thinks that it is important to ensure that the best return is achieved on the £1.5 million that will be held in reserves in the interim period.

2. Corporate Budget Monitoring 2017/18 First Quarter

The Committee received a presentation from Officers regarding the Corporate Budget Monitoring 2017/18 First Quarter.

Having considered and discussed the Budget Monitoring Report, the Committee recommended to Cabinet that:-

(a) the Committee notes the report; and (b) the Committee proposes that a review be undertaken in regards to Council owned Garages in the District to determine if the service that is currently being offered is considered cost effective.

3. Performance Report 2017/18 First Quarter

The Committee received a presentation from Officers regarding the Performance Report 2017/18 First Quarter.

Following discussion, it was **AGREED** that the Committee recommended to Cabinet that:
(a) the Committee notes the Council's performance report for the period April to June 2017; and (b) the Education, Health and Wellbeing and Sickness indicators be removed from the Performance Report for the Corporate Management Committee due to the fact that those items were reported to the Human Resources Committee and the Community Leadership and Partnerships Committee

4. Transforming Tending/Office Rationalisation

The Committee received an update on progress from Officers.

16 OCTOBER 2017

1. Assets Update

The Committee received a presentation from Officers about Assets.

Following discussion, it was **AGREED** that the Committee recommended to Cabinet that:

- (a) smaller disposals are given the same priority, as larger land and property disposals;
- (b) Officer time is being taken up sorting and photocopying documents , rather than being solely focused on land disposals;
- (c) timescales of moving projects forward , appear to be due to internal Council processes;
- (d) CAROS – approaches should be made to users to purchase freeholds or relocate users so that assets can be rationalised;
- (e) Parish Councils or neighbouring landowners should be encouraged to purchase or take over the maintenance of small slivers of land;
- (f) wherever possible, maximise the use of grants; and
- (g) the Committee recognises the hard work of Officers within the Assets team.

4 DECEMBER 2017

1. Performance Report 2017/18 Second Quarter

The Committee received details of the Performance Report 2017/18 Second Quarter.

It was **AGREED** that the Committee commented to Cabinet that:

- (a) the Committee recognises that this is an excellent report.

2. Corporate Budget Monitoring 2017/18 Second Quarter

The Committee received details of the Corporate Budget Monitoring 2017/18 Second Quarter.

It was **AGREED** that the Committee recommended to Cabinet that:

- (a) the Committee requests that Cabinet contacts the Department for Communities and Local Government to find out more about the proposed timetable for the revised fee schedule

18 DECEMBER 2017

1. Initial Budget and Revised Baseline Scrutiny Detailed Review

The Committee received a presentation from the Head of Finance, Revenues and Benefits Services.

It was **RESOLVED** that the Committee submits the following comments and observations for the Cabinet's consideration:

- (a) the Committee notes the potential adverse financial implications of the National Joint Council pay award for 2018/2019 but welcomes the fact that this is an early 'stress test' for the new ten year financial sustainability plan approach;
- (b) the Committee suggests that the proposed contribution of £150,000 to the

Business Rates resilience reserve be put instead towards funding the 2018/2019 Pay Award;

(c) the Committee supports including within the forecast the cost pressures for the cost of cleaning the new beaches between Clacton-on-Sea and Holland-on-Sea and the additional summer cleaning of town centres and seafront areas; and

(d) the Committee welcomes the income from the purchase of a retail property in Clacton town centre.

29 JANUARY 2018

1. Annual Treasury Strategy Scrutiny

It was **RESOLVED** that the Committee submits the following comments for the Cabinet's consideration:

“(a) the Committee is aware that risk currently appears low but that the policy going forward is robust insofar as the Council is investing in commercial property and is building on a long-term projection of continuing low interest rates; and

(b) that the Officers be congratulated on the quality of the Treasury Strategy and the Council's ongoing performance

26 FEBRUARY 2018 (Special Meeting)

1. Future Scrutiny of the Financial Forecast and Budgets

The Committee discussed ways in which the financial forecast and budgets can be scrutinised within the proposed new committee structure and accordingly to submit any comments or recommendations etc. to Cabinet.

12 MARCH 2018

1. Corporate Budget Monitoring 2017/18 Third Quarter

The Committee had before it a report of the Corporate Director (Corporate Services), which presented it with an overview of the Council's actual financial position against the budget as at the end of December 2017.

Having considered and discussed the budget monitoring report and appendices:-

It was **RESOLVED** that the contents of the report be noted.

2. Performance Report 2017/18 Third Quarter

The Committee had before it a report of the Corporate Director (Corporate Services) which presented the Performance Report for Quarter Three (October 2017 to December 2017), including the Corporate Plan and Priorities and Projects 2017/18. Appendix A to that report contained details of the 16 indicators and projects where performance was measured. Of those, 14 (88%) were on, or above, their expected target and 2 (12%) were not currently in line with the expected performance. Three of the indicators and projects highlighted in the report were deemed 'non-measurable' as this Council's role was that of influence only.

It was **RESOLVED** that the contents of the report be noted.

It was also **AGREED** that the Committee **COMMENTS TO CABINET** that:

- (1) The Committee is concerned at the continually revised target completion dates for the delivery of many aspects for the delivery of the transformation project including the £1.5million IT investment programme and requests that the project milestones be reviewed with a view to making them more realistic and that a full explanation for any revision of the target dates be given in future; and

- (2) The Committee hopes that all the necessary consent submissions for the physical changes required to Clacton Town Hall as part of the Office Rationalisation programme have already been submitted in view of the time consuming process required to get Listed Building Consents.

3. Review of the Year and Work programme for 2017/18

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 new Resources and Services Overview and Scrutiny Committee for the coming 2018/2019 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 24 April 2018.

The Council's Head of People, Performance and Projects 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.

Members were aware that it had been agreed by Council that the Council would appoint two Overview and Scrutiny Committees for the Municipal Year 2018/19 and that Corporate Management Committee would be dissolved and its work would become part of the Resources and Services Overview and Scrutiny Committee. The Resources and Services Scrutiny Committee would have a number of "routine" items which would be vital to ensure the Council, as a whole, was performing efficiently and effectively, managing its resources in the very best interest of the community it served, and complying with the appropriate legislation and guidelines. This would include financial strategy, budget setting and performance.

Members were informed that the Resources and Services Overview and Scrutiny Committee would undertake evidenced reviews of the effectiveness of:

- The Financial Strategy
- Budget Setting (including the General Fund and the Housing Revenue Account)
- Service Delivery and Performance
- Procurement and Contract Management
- Transformation and Digital Strategies
- Customer Service and Standards

Meetings of task and finish groups could be called as required following the terms of reference being agreed by the Committee.

The Head of People, Performance and Projects stated that Appendix B was a suggested work programme for the new Committee and she invited the Committee to add any extra items it felt were required.

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

- (a) the report on the review of the year municipal 2016 to 2017, as detailed in Appendix A to item A.3 of the report of the Corporate Director (Corporate Services), be noted; and
- (b) the draft 2018/19 Work Programme for the new Resources and Services Overview and Scrutiny Committee, as set out in Appendix B to the aforementioned report, be agreed and submitted to the Annual Meeting of the Council for approval, subject to the inclusion of the following items on the agenda for the meeting on 21 May 2018:
 - deciding the items that will be considered by the Resources and Services Overview and Scrutiny Committee; those should be looked at by a Task and Finish Working Group; and those that should be the subject of an All Member Briefing;
 - deciding the terms of reference etc. for the Task and Finish Working Groups.

CALL-INS

- ◆ The Committee received no call-ins during 2017/18.

CMC – OTHER MEETINGS

The Committee did not hold any informal meetings during 2017/18. They did however have a pre-meeting on 11 September 2017. This was a financial briefing session, led by the Council's Head of Finance, Revenues and Benefits Services to provide further information to the Committee on the Council's Long Term Financial Sustainability Plan and 10 Year Forecast.

REVIEW OF WORK CARRIED OUT BY THE COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE: MAY 2017 – APRIL 2018

22 MAY 2017

1. Education Update

School Places

The Committee received a presentation from Essex County Council's School Organisation Officer (Kevin Wilby) and Lead Organisation Officer (Joe Chell) on School Places.

Recruitment and Retention

The Committee received a presentation from Essex County Council's Lead Commissioner for SES Project Work (Graham Lancaster) on Teacher Recruitment and Retention.

It was **AGREED** that **CABINET** be informed that the Committee would like to stress how important Key Worker Housing is and that the issues and concerns in relation to this should be treated as a key priority.

At the Cabinet meeting held on 14 July 2017, having considered the comment of the Community Leadership and Partnerships Committee, it was **RESOLVED** that Cabinet recognises the importance of key worker housing in support of teacher recruitment and also for other professions and asks Officers to engage with the relevant agencies to support the delivery of key worker housing where possible.

Careers Advice

The Committee received a presentation from Essex County Council's Employability and Skills Manager (Tracy Eve) on Careers Education and Information, Advice and Guidance in Schools.

It was **RECOMMENDED to CABINET** that a letter be sent to the local MPs after 8 June 2017, to support the findings and recommendations of the House of Commons Sub-Committee on Education, Skills and the Economy contained in their report on Careers Education, Information, Advice and Guidance. In particular, that the recommendation that Ofsted have a greater role in assessing careers advice in schools be supported.

At the Cabinet meeting held on 14 July 2017, having considered the recommendation of the Community Leadership and Partnerships Committee it was **RESOLVED** that:

- (a) a letter be sent to the local Members of Parliament to support the findings and recommendations of the House of Commons Sub-Committee on Education, Skills and the Economy contained in their report on Careers Education, Information, Advice and Guidance and to seek the implementation of actions to deliver these. In particular, that the recommendation that Ofsted have a greater role in assessing careers advice in schools be supported; and
- (b) a copy of that letter be sent to the Chairs of the Boards of School Governors of the schools within the District.

School Attendance

The Committee received information from Essex County Council's Team Leader for North Essex (Kay Chapman) on school attendance.

2. **Review of the Memorandum of Understanding with Anglia Ruskin University and Essex County Council**

The Committee received a Briefing Paper, prepared by the Council's Executive Projects Manager (Rebecca Morton) to consult/seek feedback from the Committee on the review of the Memorandum of Understanding with Anglia Ruskin University and Essex County Council.

It was **RESOLVED** that:

- (a) the Committee supports the recommendations for a new Memorandum of Understanding to be agreed across partners and to be effective from 10 June 2017;
- (b) the revised Memorandum of Understanding will be shared with the Committee following agreement; and
- (c) the Committee would like to thank Anglia Ruskin University and partners for all their support for schools within the Tendring District over the past three years.

10 JULY 2017

1. **Citizens Advice Tendring**

The Committee received a presentation from Citizens Advice Tendring's Operations Director (Melanie Hammond), Strategy Director (Neil Lawrence) and Trustee and Treasurer (Chris Bird) on Citizens Advice Tendring services.

2. **Community Voluntary Services Tendring**

The Committee received a presentation from Community Voluntary Services Tendring's Chief Officer (Sharon Alexander) and Deputy Chief Officer (Lisa Andrews) on Community Voluntary Services Tendring's services.

It was **RECOMMENDED TO CABINET** that with regard to mental health support in Tendring, the issue of the cycle of referral, delay of appointment and re-referral be raised with the relevant health authorities as this is continually being raised as an important issue that needs some action taken.

At the Cabinet meeting held on 5 September 2017, having considered the recommendation of the Community Leadership and Partnerships Committee and the comments of the Portfolio Holder for Health and Education it was **RESOLVED** that Cabinet supports the comment made by the Committee and agrees that a letter be written to the relevant health authorities as this is an important issue that does need attention.

3. **Reference from Council - A.1 - Proposed Community Governance Review Regarding a Town Council for Clacton-on-Sea**

The Committee had before it a reference from Council which gave details of a motion submitted by Councillor Parsons to the meeting of the Council held on 9 May 2017.

The Committee was aware that, at that meeting, the motion had been moved by Councillor Parsons and seconded by Councillor Bucke and, in accordance with Council Procedure Rule 11.4, had stood referred to the Community Leadership and Partnerships Committee for consideration and report.

Councillor Parsons, who was in attendance, was invited to address the Committee and read out the motion

It was **RESOLVED** that the Committee recommends that Council supports the motion as written except that the legislation referred to be amended to the *Local Government and Improvement in Public Health Act 2007 (as amended.)*

31 JULY 2017

1. Update on the Suffolk and North East Essex Sustainability and Transformation Plan

Susannah Howard (STP Programme Director) and Sam Hepplewhite (Chief Officer – North East Essex Clinical Commissioning Group) were in attendance and gave the Committee an overview of the progress that had been made on the Suffolk and North East Essex Sustainability and Transformation Plan.

2. Work Programme 2017/18 - Proposed Additional Item

The Chairman informed the Committee that a request had been made to add an additional item onto its Work Programme. The item in question was the 'Tendring Lottery'. The Committee was required to decide whether to add the item onto its Work Programme.

It was **AGREED** that the 'Tendring Lottery' be added as an item onto its Work Programme and that an introduction from the relevant Officers should take place at the next meeting of the Committee which was scheduled to take place on Monday 2 October 2017 and that accordingly the start time of that meeting be changed to 7:00 pm.

2 OCTOBER 2017

1. Report of the Corporate Director (Operational Services) - A.1 - Proposed Launch of Online Tendring Lottery

The Committee had before it a report of the Corporate Director (Operational Services) which presented it with information on a potential initiative to launch an online Tendring lottery, using an external lottery manager, to help fund discretionary support to local voluntary and community sector and to enable good causes to raise funds directly.

The Council's Head of Customer and Commercial Services (Mark Westall) was in attendance and gave the Committee an overview of the potential initiative to launch an online Tendring lottery.

It was **COMMENTED TO CABINET** that:-

(a) the Committee supports the Health and Education Portfolio Holder's proposal to introduce an online District Lottery as outlined in this report and provides the following observations to be considered before the initiative is progressed and the necessary approvals and permissions are sought;

i. the proceeds to be retained by the Council for allocation to good causes should be managed and allocated by the Big Society Fund Panel subject to a review being conducted on how the Big Society Fund works to ensure that fair shares are distributed across the District.

ii. a consultation with local charities should take place, facilitated by TCVS, to enable their feedback to be considered and to ensure that smaller scale charities are not missed out;

iii. the Committee retains some concerns around the ethics of a lottery and accessibility given that the lottery would be internet based and not all residents have access to the necessary IT.

At the Cabinet meeting held on 10 November 2017, having considered the comments of the Community Leadership and Partnerships Committee it was **RESOLVED** that the Community

Leadership and Partnerships Committee be thanked for its support of this project and its helpful suggestions, which will be taken into account in bringing this project forward to a future meeting of Cabinet for consideration.

2. **Report of the Corporate Director (Corporate Services) - A.2 - Tendring Children and Young People Strategy 2017 - 2020**

The Committee had before it a report of the Corporate Director (Corporate Services) which presented it with information on the updated Tendring Children & Young People's (C&YP) Strategy 2017 – 2020, including the C&YP Partnership Delivery Plan 2017/2018 for its consideration.

It was **COMMENTED TO CABINET** that:-

(a) the Committee supports the draft Tendring Children & Young People Strategy 2017 –2020 at Appendix A;

(b) the Committee supports the draft C&YP Partnership Delivery Plan 2017/2018 at Appendix B in support of the Corporate Plan priorities;

(c) the Tendring Children & Young People Partnership Delivery Plan will be reviewed annually and updates provided to the Community Leadership & Partnerships Committee;

(d) the Committee would like to express that it has very strong concerns about child poverty in the District and the lack of resources available to support early intervention; and

(e) the Committee considers that a more in depth and better understanding of the true levels and causes of child poverty in the District is needed. To this end it was agreed to invite the Essex County Council Child Poverty Officer to a future meeting of the Committee together with representatives from other groups addressing child poverty.

At its meeting held on 10 November 2017, Cabinet was made aware that at the meeting of the Community Leadership and Partnerships Committee held on 2 October 2017, Members had considered the draft Tendring Children & Young People's (C&YP) Strategy 2017 – 2020, and the Partnership Delivery Plan 2017/2018

Having considered the information submitted and the comments of the Community Leadership and Partnerships Committee, it was **RESOLVED** that:

(a) the comments from the Community Leadership and Partnerships Committee be noted;

(b) the Tendring Children & Young People's Strategy 2017 – 2020, as set out at Appendix A to item A.14 of the Report of the Health and Education Portfolio Holder, be approved;

(c) the Children and Young People's Partnership Delivery Plan 2017/2018 as set out at Appendix B to the aforesaid report, be approved in support of the Council's Corporate Plan priorities; and

(d) the Tendring Children & Young People's Partnership Delivery Plan be reviewed annually with updates provided to the Community Leadership and Partnerships Committee.

3. **Youth and Community**

Essex County Council's North Senior Youth and Community Commissioner (Joanne Adams) and District Based Youth and Community Commissioner (Nikki Daniel) were in attendance and gave the Committee an overview on Youth and Community.

13 NOVEMBER 2017

1. Police, Fire and Crime Commissioner

The Committee received a verbal update from the Police, Fire and Crime Commissioner for Essex (Roger Hirst) and Communications Officer from the Office of the Police, Fire and Crime Commissioner (Darren Horsman).

2. Essex County Fire and Rescue

Essex County Fire and Rescue's Assistant Director for Collaboration (Julian Ashley) was in attendance and provided a verbal update to the Committee.

3. Community Safety Partnership

The Council's Head of Leadership, Support and Community (Karen Neath), Safer Communities Assistant (Charlotte Root), Community Safety Officer (Richard Eastwood) and Inspector Darren Deex (Essex Police) provided the Committee with information on the Community Safety Partnership.

8 JANUARY 2018

1. Mental Health Hub

Chris Bird (Treasurer - Citizens Advice Tendring), Melanie Hammond (Operations Director - Citizens Advice Tendring) and Clare Munday (Manager - Tendring Mental Health Hub) were in attendance and provided the Committee with a presentation on the Mental Health Hub.

It was **RECOMMENDED** to **CABINET** that the Council should:

(a) Make contact with the Mental Health Trust in order to establish if they would consider being partners in this successful scheme;

(b) investigate whether as a partnership, access to Leisure Centres could be offered to those suffering from mental health problems in the District; and

(c) investigate if any help or intervention for those with mental health issues is offered by the Council's Housing Section to those who are affected by benefit sanctions and are threatened with homelessness.

At the Cabinet meeting held on 16 February 2018, the Portfolio Holder provided the following comments:-

In response to a) Officers have recently met with representatives from the Essex Partnership University Trust which provides the over 18 mental health service in Essex. Following on from that meeting, representatives from the Trust will be attending a future Community Safety Partnership Networking Meeting and this will provide an opportunity to consider how the Trust can further engage in partner activities being provided across Tendring including the Mental health Hub.

In response to b) some people with mental health issues are already referred to our Leisure facilities by their GPs through the Exercise Referral Scheme. Officers can explore with other agencies whether it would be possible to expand the routes by which such users are referred.

In response to c) a person who is vulnerable as a consequence of mental illness could be owed a duty of care with accommodation if they are homeless. Vulnerable in a homelessness context refers to the person's ability to cope with a homelessness situation. Not everyone with a mental illness will meet the vulnerability criteria as set out in legislation and case-law. In deciding if

someone is vulnerable as a result of mental illness, the Council seeks independent medical advice from a psychiatrist before making a decision. Mental illness is a “protected characteristic” under the Equality Act 2010 so the Council must have regard to this legislation when making decisions. If a person has accommodation but claims their mental health is suffering as a consequence of their living conditions, this is something that can be taken into account if they are on the housing register. The Council is also obliged under legislation to take account of any disability or vulnerability, including mental health, when undertaking any housing enforcement action

Having considered the Community Leadership and Partnerships Committee's recommendation and comment and comments made by the Health and Education Portfolio Holder, it was **RESOLVED** that the comments of the Portfolio Holder be noted and the actions identified be undertaken.

2. **Great Bentley Primary School Well-Being Hub**

The Council's Executive Projects Manager (Rebecca Morton) provided the Committee with information on the Great Bentley Primary School Well-Being Hub.

A presentation provided by Tracey Caffull (Executive Head Teacher – Great Bentley and Frinton Primary Schools) was circulated to the Committee and the Executive Projects Manager provided information on each section.

It was **RECOMMENDED / COMMENTED** to **CABINET** that:

(a) contact be made with Essex County Council in order to request that full funding is provided to enable further Well-Being Hubs across the District; and

(b) the Committee would like to congratulate those involved in introducing the Well-Being Hub and the success that had been achieved so far and that the Committee fully supports it.

At the Cabinet meeting held on 16 February 2018, having considered the Community Leadership and Partnerships Committee's recommendation and comment, it was **RESOLVED** that:

(a) contact be made with Essex County Council in order to request that full funding is provided to enable further Well-Being Hubs across the District; and that

(b) Cabinet endorses the congratulations of the Committee on the success of the Wellbeing Hub and also fully supports the work that the Hub is doing.

19 FEBRUARY 2018

1. **Greater Anglia**

Paul Oxley (Public Affairs Manager – Greater Anglia) and Phil Starling (Customer Service Manager – Greater Anglia) were in attendance and provided the Committee with a presentation on Greater Anglia services.

2. **Work Programme 2018/19**

The Council's Head of Leadership, Support and Community (Karen Neath) reminded the Committee that the Review of the Year 2017/18 for the Community Leadership and Partnerships Committee and the proposed Work Programme 2018/19 for the new Community Leadership Overview and Scrutiny Committee would be considered at its next meeting which was scheduled for 19 March 2018.

Members were given the opportunity to ask questions and had an initial discussion on the Work Programme for the 2018/19 municipal year for the new Community Leadership Overview and Scrutiny Committee.

19 MARCH 2018

1. Virgin Care

Elizabeth Kingsford (Quadrant Manager for the North Essex area – Virgin Care) was in attendance and provided the Committee with information on Virgin Care. The information provided included the following:

1. Introduction;
2. Background;
3. The Essex Child and Family Wellbeing Service;
4. 10 Year Contract;
5. Working in partnership with Barnardo's;
6. Transition and change;
7. Integration of various teams;
8. Health visiting;
9. Community Services;
10. Projects;
11. Tailoring needs; and
12. 27 Key aims / Targets.

Following on from the information provided, Members were given the opportunity to ask questions which were responded to by Elizabeth Kingsford.

Elizabeth Kingsford informed the Committee that she would be happy to provide Case Studies and information on the progress made by Virgin Care in the future.

Following discussion, it was **RECOMMENDED** to **CABINET** that:

The Community Safety Partnership and the Public Health Officer make contact with Virgin Care to ensure that the work of Virgin Care locally links through to the relevant projects and activities already being undertaken in the District.

2. Annual Review of the Year 2017/18 and Work Programme 2018/19 for the new Community Leadership Overview and Scrutiny Committee

There was submitted a report by the Head of Leadership Support and Community, 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 new Community Leadership Overview and Scrutiny Committee for the coming 2018/2019 municipal year for recommendation to the annual meeting of the Council to be held on 24 April 2018.

The Council's Head of Leadership Support and Community 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. She stated that Appendix B was a suggested work programme for the new Community Leadership Overview and Scrutiny Committee and that she was happy for the Committee to add any items it felt were required.

The Committee were reminded that the new Community Leadership Overview and Scrutiny Committee would have fewer ordinary meetings but its work would be supplemented by Task and Finish Groups.

The Council's Head of Leadership Support and Community provided the Committee with information on Task and Finish Groups and Members were then given the opportunity to discuss their thoughts and ideas.

It was proposed that the Committee should meet informally prior to the first meeting of the new Community Leadership Overview and Scrutiny Committee to discuss Task and Finish Groups further.

Following discussion, it was moved by Councillor Raby, seconded by Councillor Broderick and **RESOLVED** that:

(a) the report on the review of the year 2017/18, as detailed in Appendix A to item A.1 of the Report of the Head of Leadership Support and Community be noted; and

(b) the draft 2018/19 Work Programme for the new Community Leadership Overview and Scrutiny Committee, as set out in Appendix B to the aforementioned report, be agreed and submitted to the Annual Meeting of the Council for approval.

REVIEW OF WORK CARRIED OUT BY THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE: MAY 2017 – APRIL 2018

31 MAY 2017

1. Jaywick Community Resource Centre

The Resources and Corporate Services Portfolio Holder (Councillor G V Guglielmi) was in attendance and introduced this item to the Committee and gave an overview of the current situation regarding Community Halls owned by Tendring District Council (TDC).

The Council's Head of Property Services (Andy White) was also in attendance and gave a verbal briefing to the Committee.

It was **RECOMMENDED** to **CABINET** that:

(a) Any future contract between TDC and the Tenant of the Jaywick Resource Centre includes the terms of the tenant's liabilities; and

(b) Any outstanding repairs at the Jaywick Resources Centre are reported to the appropriate Officers at TDC and that the repairs are investigated and actioned as work schedules allow.

At its meeting held on 14 July 2017 Cabinet had before it the following comments of the Resources and Corporate Services Portfolio Holder made in response to the recommendations of the Service Development and Delivery Committee:

"I would like to thank the Committee for their time and consideration. I note the Committee's suggestion that any outstanding repairs are investigated and am sure that this will be actioned when officers hear from the tenants. I am also pleased to confirm that Officers will seek to ensure that any new agreement on the use of the building will be fully clear on the rights and responsibilities of both parties."

Having considered the recommendations of the Service Development and Delivery Committee and the comments of the Resources and Corporate Services Portfolio Holder, it was **RESOLVED** that the comments of the Portfolio Holder be endorsed.

2. Update on Walton Lifestyles

The Chairman confirmed that the Council's Head of Sport and Leisure (Mike Carran) had produced a written update statement on Walton Lifestyles and other TDC Leisure Centres.

The Council's Head of Customer and Commercial Services (Mark Westall) was in attendance and read the statement out to the Committee.

The statement was **NOTED**.

3. Careline Services provided at Barnes House

The Housing Portfolio Holder (Councillor Honeywood) introduced this item to the Committee.

The Council's Control Centre Service Development Manager (Claire Ellington) was in attendance and gave the Committee a presentation on the Council's Control Centre Services.

It was **RECOMMENDED** that the Portfolio Holder for Leisure and Partnerships and relevant Officers should revisit results from a previous falls prevention project and meet with Officers at the NEE CCG in order that they should understand the value of funding a Local Authority Lifting Service, building on past and current pilot projects and the lifting service offered by Tendring Careline.

9 OCTOBER 2017

1. Review of Beside the Seaside Festival 2017

The Council's Head of Sport and Leisure (Mike Carran) was in attendance and gave the Committee a presentation on Beside the Seaside Festival 2017.

2. Review of Clacton Air Show 2017

The Leisure and Tourism Portfolio Holder (Councillor M J D Skeels) was in attendance and gave the Committee a positive review on Clacton Air Show 2017.

The Council's Head of Sport and Leisure (Mike Carran) gave the Committee a presentation on Clacton Air Show 2017.

It was **AGREED** that the Committee **COMMENTS / RECOMMENDS TO CABINET** that:-

(a) the Committee recognise and commend the enthusiasm and hard work of the Council's Tourism, Marketing and Events Manager (Sarah Daniells) and Events Officer (Jo Needham) and would also like to thank all Council staff that continue to support the Airshow;

(b) the Committee would like consideration to be given:

- i. as to how Airshow programmes may be delivered and sold in other towns around the District;
- ii. for the provision of extra toilet facilities along the seafront during the Airshow;
- iii. to improve the disabled access signage by the hospitality tent; and
- iv. to the types of trade stalls that are allocated to Christmas Tree Island and the potential of adding additional trade stalls to the East of Clacton pier.

At its meeting held on 10 November 2017, Cabinet had before it the following comments of the Leisure and Tourism Portfolio Holder made in response to the comments and recommendations of the Service Development and Delivery Committee:

"I thank the Committee for their comments which I will take into account going forward."

Having considered the comments and recommendations of the Service Development and Delivery Committee and the response of the Leisure and Tourism Portfolio Holder, it was **RESOLVED** that the contents of the report be noted.

3. Litter from Fast Food Outlets around the District and on the A120

The Environment Portfolio Holder (Councillor Talbot) was in attendance and gave the Committee an overview on this item.

The Council's Head of Environmental Services (John Fox) and Street Scene Officer (Jonathan Hamlet) were in attendance to discuss the issue of litter from fast food outlets around the District and on the A120.

It was **AGREED** that the Committee **COMMENTS / RECOMMENDS TO CABINET** that consideration be given in regards to:-

- (a) promoting community litter-picks in association with fast-food outlets;
- (b) promoting recycling with schools and youth groups; and
- (c) trialling a small number of litter bins on the A120.

At its meeting held on 10 November 2017 Cabinet had before it the following comments of the Environment Portfolio Holder made in response to the comments and recommendations of the Service Development and Delivery Committee:

“I thank the Committee for their comments which I will take into account going forward.”

Having considered the comments of the Service Development and Delivery Committee and the response of the Environment Portfolio Holder, it was **RESOLVED** that the contents of the report be noted.

4. **Work Programme 2017/18 - Proposed Additional Item**

The Chairman informed the Committee that a request had been made to add an additional item onto its Work Programme. The item in question was ‘Impact of the Public Convenience Strategy and Delivery Plan’. The Committee was required to decide whether to add the item onto its Work Programme.

Following discussion, it was **AGREED** that the ‘Impact of the Public Convenience Strategy and Delivery Plan’ be added as an item onto its Work Programme for the meeting scheduled for 15 January 2018.

15 JANUARY 2018

1. **Honeycroft and Spendells Sheltered Housing Schemes Review**

The Committee was requested to formally respond to the consultation on the principle of closing the Spendells and Honeycroft Sheltered Housing Schemes.

Members had before them for their reference and information the related report of the Portfolio Holder for Housing which had been submitted to the meeting of the Cabinet held on 10 November 2017.

The Head of Housing (Tim R Clarke) gave a presentation to the Committee on the review of the Spendells and Honeycroft Sheltered Housing Schemes.

Members expressed a concern that the schemes would remain vacant for some time pending a decision from Cabinet on the future options for redevelopment.

Having discussed this matter it was **RESOLVED** that Cabinet be informed that this Committee supports the recommendations to Cabinet in its report of 10 November 2017 in that:

(i) the Spendells and Honeycroft Sheltered Housing schemes had proven to be unpopular for several years due to their shared facilities and dated design and that it was economically unviable for the Housing Revenue Account to continually subsidise the on-going and increasing revenue loss of rental income at the schemes;

(ii) the commencement of formal consultation on the principle of closing both the schemes with residents in accordance with Section 105 of the Housing Act 1985;

(iii) the Portfolio Holder for Housing had attended to present the outcome of the viability work for each scheme to the Committee, during the consultation period;

(iv) the outcome of formal consultation along with more detail on the costs associated with closure will be reported back to Cabinet to inform the final decisions on the future of these schemes;

(v) an associated budget of £200,000 within the HRA in 2017/18, to support residents throughout the whole process, funded from the HRA General Reserve had been established;

(vi) officers had been authorised to commence preparations to secure alternative accommodation for affected residents in the event that Cabinet decides to close the schemes, including holding open voids at other sheltered schemes;

(vii) further work be undertaken by officers exploring the provision of alternative sheltered type housing accommodation after detailed financial modelling within the HRA;

(viii) in addition, the Committee were pleased to note that there had been successful and proposed relocation of the residents at both schemes to alternative properties on secure tenancies; and

(ix) that Cabinet ensures that the properties at both Honeycroft and Spendells are not left vacant for longer than necessary and are made safe until final decisions are made as to their future.

At the Cabinet meeting held on 16 February 2018 the Housing Portfolio Holder thanked the Service Development and Delivery Committee for its support of the Cabinet's previous decisions on this matter.

Having considered the submission of the Service Development and Delivery Committee, it was **RESOLVED** that Cabinet notes and welcomes the support of the Service Development and Delivery Committee in this matter.

2. The Public Convenience Strategy and the progress towards meeting its key aims and objectives

The Committee received an update from the Head of Public Realm (Ian Taylor) on the Council's Public Convenience Strategy and the progress being made towards meeting its key aims and objectives.

Having discussed this matter it was **RESOLVED** that Cabinet be informed that the Committee supports Cabinet's approach and it's Public Convenience strategy including the continuation of exploring charging at further facilities where appropriate to do so.

At the Cabinet meeting held on 16 February 2018, the Leisure and Tourism Portfolio Holder thanked the Service Development and Delivery Committee for its support of the Cabinet's approach in this matter.

Having considered the submission of the Service Development and Delivery Committee, it was **RESOLVED** that Cabinet notes and welcomes the support of the Service Development and Delivery Committee in this matter.

4 APRIL 2018

1. Demonstration of the Council's new IT Systems

The Council's Head of IT and Corporate Resilience (John Higgins) and IT Support Officer (Dan Pobjoy) were in attendance and gave the Committee a demonstration on how to use Skype for Business and also how to use the Council's Self-Service Portal (Kiosk).

The Skype for Business demonstration included how to use instant messaging, how to share a document, making a phone call and a video call.

The Self-Service Portal demonstration provided Members with information on how to use the portal to register to vote and to submit information for queries relating to Housing, Licensing, Benefits, Council Tax and other inquiries.

Members were given the opportunity to ask questions throughout the demonstrations.

Following on from the demonstrations the Head of IT and Corporate Resilience gave the Committee a presentation on the Council's IT systems, Past, Present and Future.

The presentation covered the following areas:

(1) The Council's Secure Data Storage;

- (2) Corporate Cisco Council Network (Voice & Data) Evolution;
- (3) Strategic Operational Investments;
- (4) Strategic Communications Investments;
- (5) Self-Service Portals (Kiosks);
- (6) Strategic IT Investment Programme Financial Analysis;
- (7) Digital Transformation Programme; and
- (8) Front-Office System Investment.

Following on from the presentation Members were given the opportunity to ask questions which were responded to by the Head of IT and Corporate Resilience and the Portfolio Holder for Finance and Corporate Resources (Councillor G V Guglielmi) who was also in attendance.

The Chairman thanked the Head of IT and Corporate Resilience, the IT Support Officer and the Portfolio Holder for Finance and Corporate Resources for the information that they had provided.

Following discussion, it was **AGREED** that the Committee **COMMENTS TO CABINET** that:

“the Committee would like to express their support for the excellent progression and changes with regards to the Council’s IT systems which were beneficial for all.”

2. Review of the Council’s Customer Service Delivery

The Council’s Portfolio Holder for Housing (Councillor P B Honeywood) was in attendance and introduced this item. He emphasised how important it was to “get the word out” to the public.

The Council’s Head of Customer and Commercial Services (Mark Westall) gave the Committee a presentation on the Council’s Customer Service Delivery.

The presentation covered the following areas:

- (1) Corporate priorities;
- (2) Background:–
 - Channel Shift Strategy;
 - Customer Service Delivery Strategy;
 - Digital Transformation.
- (3) Where we want to get to;
- (4) Customer Service Hub;
- (5) My Tending Portal;
- (6) Other parts of the District; and
- (7) In Conclusion:-
 - Better service for residents;
 - Many services available 24 hours a day;
 - Accessible in more locations.

Following on from the presentation Members were given the opportunity to ask questions.

The Chairman thanked the Head of Customer and Commercial Services for the information that he had provided.

3. Review of the Year 2017/18 and Work Programme 2018/19 for the new Resources and Services Overview and Scrutiny Committee

There was submitted a report by the Head of Customer and Commercial Services (Mark Westall), which provided the Committee with a review of the work it had carried out in the current municipal year and which also sought Members’ input into a draft Work Programme for the new Resources and Services Overview and Scrutiny Committee for the coming 2018/2019 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 24 April 2018.

The Council's Head of Customer and Commercial Services 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.

Members were aware that it had been agreed by Council that the Council would appoint two Overview and Scrutiny Committees for the Municipal Year 2018/19 and that the Service Development and Delivery Committee would be dissolved and its work would become part of the Resources and Services Overview and Scrutiny Committee. The Resources and Services Overview and Scrutiny Committee would have a number of "routine" items which would be vital to ensure the Council, as a whole, was performing efficiently and effectively, managing its resources in the very best interest of the community it served, and complying with the appropriate legislation and guidelines. This would include financial strategy, budget setting and performance.

Members were informed that the Resources and Services Overview and Scrutiny Committee would undertake evidenced reviews of the effectiveness of:

- The Financial Strategy
- Budget Setting (including the General Fund and the Housing Revenue Account)
- Service Delivery and Performance
- Procurement and Contract Management
- Transformation and Digital Strategies
- Customer Service and Standards

Meetings of task and finish groups could be called as required following the terms of reference being agreed by the Committee.

Members were aware that the Corporate Management Committee had met and considered the Work Programme for the 2018/19 Municipal Year at its meeting held on 12 March 2018. The Head of Customer and Commercial Services stated that Appendix B was a suggested Work Programme submitted by the Corporate Management Committee for the new Committee and he invited the Committee to add any extra items it felt were required.

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

- (a) the report on the review of the year 2017/18, as detailed in Appendix A to item A.1 of the Report of the Head of Customer and Commercial Services be noted; and
- (b) a draft 2018/19 Work Programme for the new Resources and Services Overview and Scrutiny Committee, be submitted to the Annual Meeting of the Council for approval, with the inclusion of the following items:

- Update on Careline and Lifting Service.
- Review of Beside the Seaside Festivals 2018.
- Review of Clacton Air Show 2018.
- Review the impact of the Public Convenience Strategy and future plans for a charging model.
- Review of Tendring Closed Road Rally 2018.
- Homelessness Provision.
- Review of Environmental issues in light of the Waste Contract changes.

The Chairman, on behalf of himself and the Committee, thanked the Head of Customer and Commercial Services and the Committee Services Officer (Katie Sullivan) for all the help and assistance that they had given to Members during his tenure as Chairman of the Committee.

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