

Public Document Pack

TENDRING DISTRICT COUNCIL

AGENDA

For the meeting to be held on 6 September 2016

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 Minutes (Pages 3 - 14)

The Council is asked to approve, as a correct record, the minutes of the Council Meeting held on Tuesday 5 July 2016.

4 Declarations of Interests

Councillors are invited to declare any disclosable pecuniary interests, or other interest, and the nature of it, in relation to any item on the agenda.

5 Announcements by the Chairman

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

6 Announcements by the Chief Executive

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

7 Statements by the Leader of the Council

The Council is asked to note any statements made by the Leader of the Council.

Councillors may then ask questions of the Leader on his statements.

8 Statements by Members of the Cabinet

The Council is asked to note any statements made by Members of the Cabinet (Portfolio Holders).

Councillors may then ask questions of the Portfolio Holders on their statements.

9 Petitions to Council

The Council will consider any petition(s) received in accordance with the Scheme approved by the Council.

There are none on this occasion.

10 Questions Pursuant to Council Procedure Rule 10

Subject to the required notice being given, members of the public can ask questions of the Leader of the Council, Portfolio Holders or Chairmen of Committees.

The Chairman shall determine the number of questions to be tabled at a particular meeting in order to limit the time for questions and answers to half an hour.

No Questions have been submitted on this occasion.

11 Questions Pursuant to Council Procedure Rule 11.2 (Pages 15 - 18)

Subject to the required notice being given, Members of the Council can ask questions of the Chairman of the Council, the Leader of the Council, Portfolio Holders or Chairmen of Committees or Sub-Committees.

The time allocated for receiving and disposing of questions shall be a maximum of 45 minutes. Any question not disposed of at the end of this time shall be the subject of a written response, copied to all Members unless withdrawn by the questioner.

Six questions have been received, on notice, from Members and they are attached to this Agenda.

12 Report of the Leader of the Council

The Council will receive a report on any Cabinet decisions taken as a matter of urgency in accordance with Access to Information Procedure Rule 17.4, Budget and Policy Framework Procedure Rule 6(b) and/or Overview and Scrutiny Procedure Rule 18(i).

There is no report on this occasion.

13 Minutes of Committees (Pages 19 - 42)

The Council will receive the minutes of the following Committees:

- (a) Corporate Management Committee of Monday 27 June 2016;
- (b) Standards Committee of Wednesday 29 June 2016;
- (c) Audit Committee of Thursday 30 June 2016;
- (d) Community Leadership and Partnerships Committee of Monday 11 July 2016; and
- (e) Service Development and Delivery Committee of Monday 18 July 2016.

NOTE: The above minutes are presented to Council **for information only**. Members can ask questions on their contents to the relevant Chairman but questions as to the accuracy of the minutes **must** be asked at the meeting of the Committee when the relevant minutes are approved as a correct record.

14 Motions to Council

No motions to Council, pursuant to Council Procedure Rule 12, have been submitted on this occasion.

15 Recommendations from the Cabinet

There are none on this occasion.

16 Reports Submitted to the Council by an Overview and Scrutiny Committee

The Council is asked to consider any reports submitted to it by an Overview and Scrutiny Committee.

There are none on this occasion.

17 Report of the Management and Members' Support Manager - A.1 - Electoral Review (Pages 43 - 88)

To seek approval to a submission document to the Local Government Boundary Commission for England, including a proposed Council size and forecast electorate.

18 Urgent Matters for Debate

The Council will consider any urgent matters for debate that have been submitted in accordance with Council Procedure Rules 3(xvi), 11.3(b) and/or 13(q).

Date of the Next Scheduled Meeting of the Council

Tuesday, 22 November 2016 at 7.30 pm - Princes Theatre

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.

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Agenda Item 1

TENDRING DISTRICT COUNCIL

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

26 August 2016

Dear Councillor

I HEREBY SUMMON YOU to attend the 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 6 September 2016 when the business specified in the accompanying Agenda is proposed to be transacted.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Davidson', with a long horizontal flourish extending to the right.

Ian Davidson
Chief Executive

To: All members of the
Tendring District Council

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**MINUTES OF THE MEETING OF THE TENDRING DISTRICT COUNCIL,
HELD ON TUESDAY 5 JULY 2016 AT 7.30PM
IN THE PRINCES THEATRE, TOWN HALL, CLACTON-ON-SEA**

Present: Councillors Chapman (Chairman), Platt (Vice-Chairman), Amos, Baker, Bennison, Bray, Broderick, B E Brown, J A Brown, M Brown, Bucke, Calver, Cawthron, Chittock, Coley, Cossens, Davis, Fairley, Ferguson, Fowler, Gray, Griffiths, G V Guglielmi, V E Guglielmi, Heaney, J Henderson, Hones, Honeywood, Howard, Hughes, Khan, King, Land, Massey, McWilliams, Miles, Newton, Nicholls, Parsons, Pemberton, Poonian, Scott, M J Skeels, M J D Skeels, Steady, Stephenson, Stock, Talbot, Turner, Watling, Watson, White, Whitmore, Winfield and Yallop.

In Attendance: Chief Executive (Ian Davidson), Corporate Director (Corporate Services) (Martyn Knappett), Head of Governance and Legal Services & Monitoring Officer (Lisa Hastings), Head of Planning Services (Cath Bicknell), Senior Democratic Services Officer (Ian Ford) and Democratic Services Officer (Katie Sullivan)

Also in Attendance: Management and Members' Support Manager (Karen Neath), Planning and Regulation Manager (Simon Meecham), Senior Development Technician (Mary Foster), Planning Officer (Will Fuller) and Planning Officer (Consultant) (Michael Nartey)

33. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Callender, Everett, I J Henderson, Porter and Raby.

34. MINUTES

It was moved by Councillor Stock, seconded by Councillor Turner and:

RESOLVED, that the minutes of the ordinary meeting of the Council, held on Tuesday 17 May 2016, be approved as a correct record and signed by the Chairman.

35. DECLARATIONS OF INTEREST

The Head of Governance and Legal Services & Monitoring Officer (Lisa Hastings) reminded Members of advice that had previously been circulated by her, on 9 June 2016, in relation to the Tendring District Council Local Plan Preferred Options consultation document and Members' interests in relation thereto. That advice had also been read out at the meeting of the Local Plan Committee held on 9 June 2016 and the meeting of the Cabinet held on 10 June 2016. The minutes of the Local Plan Committee recording the advice was contained within the Council Book on page 23.

Councillors Coley, G V Guglielmi and V E Guglielmi each declared a non-pecuniary interest in respect of item A.4 – Tendring District Council Local Plan Preferred Options Consultation insofar as they were Directors of Lawford Housing Enterprise Trust. Councillor G V Guglielmi also stated that he would abstain from voting on that item.

36. ANNOUNCEMENTS BY THE CHAIRMAN

The Chairman's and Vice-Chairman's engagements for the period 19 May 2016 to 5 July 2016 were tabled at the meeting.

The Chairman congratulated Councillor Stephenson on his recent wedding and Members gave Councillor Stephenson a round of applause.

The Chairman reminded Members that this year's Tendring Hundred Show would take place at Lawford on Saturday 9 July 2016.

The Chairman informed Council that a Chairman's Charity Pig Race Night, in aid of the Swimming Trust and Tendring Specialist Stroke Services, would be held on Friday 2 September 2016 at the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea. She urged all Members to attend and support those worthy causes.

The Chairman further informed Council that her Civic Service would be held at Christmas.

37. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE

There were none on this occasion.

38. STATEMENTS BY THE LEADER OF THE COUNCIL

Councillor Mark Stephenson

The Leader of the Council, Councillor Stock, added his personal congratulations to Councillor Stephenson and his Wife, on their recent nuptials.

Great British Coastal Conference

Councillor Stock informed Council that he, together with the Chief Executive, Ian Davidson, had very recently attended the Great British Coastal Conference held in Brighton. Councillor Stock stated that he and Mr Davidson had addressed the Conference immediately after the keynote speech made by the Minister of State for Community Resilience and Coastal Communities, Mark Francois MP. Their speeches had focused on the activities of the Coastal Community Team and all of the other work currently being undertaken in Jaywick and had been well-received with Jaywick quickly becoming the talk of the conference.

European Union Referendum

Councillor Stock thanked and congratulated the Counting Officer, Ian Davidson, and all his officers and polling station staff for yet another flawless exercise of democracy in action despite what had been a massive logistical exercise. Members showed their appreciation with a round of applause.

Councillor Stock then referred to the closeness of the result and the immediate resignation of the Prime Minister and the on-going leadership issues involving the Conservative, Labour and UKIP parties. He stated that it was very important that, whilst a political 'vacuum' continued at Westminster and there was much uncertainty and fear amongst sections of the community as to what the future held, the Council and its Members upheld their role as community leaders and strongly condemned any incidences of racial or xenophobic crime within the District.

To that end, Councillor Stock stated that he wished within a short space of time to issue a joint statement signed by all political group leaders on the Council that made it very clear that Tendring District Council would not tolerate any incidences of 'hate' crime.

Councillor Stock then responded to questions and matters raised on his statements asked by Councillors Calver, Broderick, Parsons, Bray, Talbot and G V Guglielmi.

39. STATEMENTS BY MEMBERS OF THE CABINET

There were none on this occasion.

40. PETITIONS TO COUNCIL

There were none on this occasion.

41. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 9

Subject to the required notice being given, members of the public could ask questions of the Leader of the Council, Portfolio Holders or Chairmen of Committees.

There were none on this occasion.

42. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2

The Council had received questions from Members in relation to:

- (1) Fatalities on the A133 Little Clacton and Weeley By-Pass;
- (2) Size of the Cabinet; and
- (3) Open Planning Enforcement Cases in Harwich and Dovercourt

Notice of the questions had been given in accordance with Council Procedure Rule 10.2.

Question One

From Councillor Mike Brown to Councillor Neil Stock, Leader of the Council:

"At the Council meeting held on the 5th April 2016 I moved the motion that urgent action be taken to immediately reduce the speed limit and introduce such other safety measures as are possible to reduce the number of accidents occurring on the A133 Weeley & Little Clacton by-pass. Sadly and extremely worryingly another fatal accident has recently occurred on this by-pass leading to 7 deaths in the past year including cyclists and motorists.

Please can the Leader of the Council inform me and this Council what measures have been taken and what progress has been achieved to prevent these accidents occurring?"

Councillor Stock responded as follows:

"Thank you, Madam Chairman and thank you Councillor Brown for your question. Following the Council meeting on 5th April, letters were sent from me to Councillor Bass, Cabinet Member for Infrastructure at Essex County Council and to Bernard Jenkin and Douglas Carswell. A letter was also sent to Councillor Bass from all the members of the Tendring Local Highways Panel. These letters set out the urgent motion agreed unanimously by this Council, expressed the concern felt, and asked for immediate and urgent action to be taken.

Work on a route based strategy for the A133 was already underway by Essex County Council. However, as a result of the recent fatalities the safety assessment, which forms part of this strategy, was immediately refocussed on the area of concern.

The Road Safety Team at Essex County Council has recently issued the following statement:

'Following the fatal collisions that occurred on 12/05/2015, 29/08/2015, 20/02/2016 and 20/03/2016 along the A133 Weeley Bypass in Tendring, Essex Highways is currently in

the process of undertaking a detailed route analysis of the whole length of the A133 to ascertain the potential causes and contributory factors to all of these collisions and whether they can be treated using safety engineering measures.

Part of the detailed route analysis will include a section on the options of potential remedial measures to address these collisions.

The most recent fatal collision which occurred yesterday (12/06/2016) along the A133 will also be incorporated into this detailed route analysis.'

I am sure that we all agree that this level of fatalities on one stretch of road cannot be allowed to continue. I will do everything in my power to ensure that Essex County Council implement appropriate safety measures as soon as possible. Thank you Madam Chairman."

Question Two

From Councillor Mary Newton to Councillor Neil Stock, Leader of the Council:

"In the light of the savings required by Tendring District Council due to the reduction of Government funding, the Council have been forced to reduce the number of Officers and staff.

Without prejudice to the Lady concerned:

Can the Leader of the Council, Councillor Stock, please explain why, when the opportunity recently arose to reduce his Cabinet by one, he chose to adopt another member on to his Cabinet?

Given that in the previous Council the Cabinet was only seven in number."

Councillor Stock responded as follows:

"Thank you Madam Chairman and thank you Councillor Newton for your question. As I explained at the time when I did it I had a thorough and exhaustive look at the actual portfolios themselves which is obviously in my gift to do so as Leader of the Council on roughly the first anniversary of this Administration following the elections last year and I focused on what were the priorities for this Council in terms of Portfolio positions and the number came out at ten. Whilst we still have 60 members on this Council having one-sixth of them in the Executive is not an unreasonable proportion. I think if you look at how Westminster is made up it is interesting to see that when you counted the number of resignations from the Shadow Cabinet I did not realise that there were that many people in the Shadow Cabinet to resign. We have ten people on the Cabinet here at Tendring; we are going to be reducing the size of this Council significantly and at the same time the Cabinet will naturally also reduce in size at that time but at the moment it works well and we have a good team running the Council and I thank you for your question."

Councillor Newton then asked the following supplementary question:

"Do you feel that, in the light of true democracy and the circumstances that this Council's Chief Executive finds himself in, do you actually feel that it was right to shore up your Cabinet and force your will on the people of Tendring by ensuring that the overall decisions go in his party's favour. I say this to Council that from where I sit I do not see democracy in action. I see an Administration Group struggling to stay in charge; where internal dissension is growing by the actions and decisions of the Leader to the detriment of his own party and moreover to the people of Tendring. Thank you."

Councillor Stock responded as follows:

"It is difficult to take lessons on party conflict and dissension from someone in UKIP. How many splits? How many Widdicombe Reviews? How many times have we had agenda items about Groups fracturing away from UKIP? You have an MP who thanked you all for electing him as UKIP who can't stand the sight of any of you.

I don't see too many splits this side of the room. I think we are all getting on really well. We're running the Council; we're being sensible; we're making good, sensible decisions. There are four different political groups. You have got to remember that somebody has to run this Council. The electorate last year gave us the result they gave us and we have got to make it work. I made it quite clear at that time that I found myself leader of the largest group with 23 Councillors and I felt that I had, not just an opportunity but a duty to try to run the Council. Fine, if everyone had got together, as happened to me in 2007 when I was leading a group of 28 Councillors and all the other political groups got together quite democratically, quite legitimately, I didn't like it, but they had every right to do it to form an Administration that excluded the largest group. That's how democracy works. They had the votes. This time I got together with some other Groups. I put an invite out to all Councillors to come together, to work together. Some people wanted to do that, some people didn't. That's perfectly fine, that's democracy. We've got the Administration, we've got. I'm quite comfortable with that. I think we're making good decisions for the benefit of the District and we'll carry on doing that. Thank you, Madam Chairman."

Question Three

From Councillor Jo Henderson to Councillor Giles Watling, Portfolio Holder for Planning and Regeneration:

"Will the Portfolio Holder for Planning please confirm how many Planning Enforcement files have been open for at least 6 months for sites in Harwich and Dovercourt and advise Members of how many of these are expected to be brought to a successful conclusion within the next 6 months?"

Councillor Watling responded as follows:

"Thank you for your excellent question, Councillor Henderson. Firstly I should point out that the Council's planning enforcement powers are not an executive function that I am directly responsible for as the Portfolio Holder for Planning and Regeneration. This function is delegated to the Head of Planning, the excellent Cath Bicknell via the Council's Planning Committee, chaired by the superb Councillor White. Having said all that I am very happy to answer your query.

There are currently 13 enforcement files in the Harwich and Dovercourt areas that have been open for more than six months. It is hoped that all of these can be resolved as quickly as possible but it is important that to recognise that the Council works in line with the Government's guidance on how to deal with enforcement related matters and, as such, it is not possible to put a definitive date on the conclusion of any particular case. Thank you."

Councillor Henderson then asked the following supplementary question:

"I thank the Portfolio Holder for his response. The residents of Harwich and Dovercourt would welcome a firmer approach from this Council and can I ask that Officers are able to use their given powers on enforcement instead of letting the developers always have the upper hand knowing that this Council will not carry through enforcement. Thank you."

Councillor Watling responded as follows:

"Thank you for your supplementary question. I quite understand that it can be really

frustrating when you want this resolved. We had a case in Frinton recently which took quite some time. In planning enforcement I've discovered that the wheels of God grind very slowly but they do grind exceedingly small and we get there in the end.

In assessing the need for enforcement action, the Council has to bear in mind that it is not an offence to carry out development without firstly obtaining planning permission. The use of planning enforcement powers is discretionary and the Government advises all Council's that they should act proportionately in responding to suspected breaches of planning control power and should only be used where a breach of planning control would unacceptably affect public amenity and that such action would be in the public interest. For example, an enforcement notice should not be issued simply to "regularise" development that is acceptable on its planning merits.

Accordingly, where the Council's assessment indicates it is likely that unconditional planning permission would be granted for development that has already taken place or where a breach has occurred, the correct approach is to suggest that the owner submits a retrospective application.

Where it is established that a breach is in the public interest to pursue, I am satisfied that the Council's excellent and hardworking Enforcement Team effectively pursues those breaches. In the recent past, the Council has issued proceedings in the County Court for an injunction where a landowner has failed to comply with the terms of an Enforcement Notice; Temporary Stop Notices have been issued to prevent traveller incursions; and a landowner has been prosecuted for the maximum penalty for allowing the unauthorised occupation of holiday accommodation in the closed season.

We are working very hard and it is worth noting that it is not appropriate to discuss individual cases but I do have here a list of those 13 cases and the action being taken which I am happy to let you have at the end of the meeting. Thank you."

43. REPORT OF THE LEADER OF THE COUNCIL

The Council would receive a report on any Cabinet decisions taken as a matter of urgency in accordance with Access to Information Procedure Rule 17.4, Budget and Policy Framework Procedure Rule 6(b) and/or Overview and Scrutiny Procedure Rule 18(i).

There was no report on this occasion.

44. MINUTES OF COMMITTEES

It was moved by Councillor Stock, seconded by Councillor G V Guglielmi and:

RESOLVED that the minutes of the following Committees, as circulated, be received and noted, subject to the recommendations to Council contained in the Corporate Management Committee minutes and the Local Plan Committee minutes being taken in conjunction with, respectively, Agenda Items 13 and 20:

- (a) Community Leadership and Partnerships Committee of Monday 23 May 2016;
- (b) Service Development and Delivery Committee of Wednesday 1 June 2016;
- (c) Local Plan Committee of Thursday 9 June 2016; and
- (d) Corporate Management Committee of Monday 13 June 2016.

45. MOTION TO COUNCIL – PROPOSED CHANGE TO THE COUNCIL’S COUNCIL PROCEDURE RULES IN RESPECT OF THE BUDGET AND COUNCIL TAX SETTING MEETING OF THE COUNCIL

Council further considered the following motion, which had been moved by Councillor Chris Amos and seconded by Councillor Paul Honeywood at the meeting of the Council held on 5 April 2016 and which, by a decision of the Council, had stood referred to the Corporate Management Committee for consideration and report:

- “(a) That this Council resolves that, with effect from the 2016/2017 Municipal Year, at the ordinary meeting of the Council at which the Council’s Budget and Council Tax is approved and set no other significant business will be included on the Agenda of that meeting;*
- (b) That, consequently, the Council’s Constitution be amended by the insertion of a new “Council Procedure 2 – Budget and Council Tax Setting Meeting of the Council” and that the subsequent Council Procedure Rules be renumbered accordingly and that all necessary textual amendments be made thereto;*
- (c) That the wording of the new Council Procedure Rule 2 – Budget and Council Tax Setting be as follows:*

“At the relevant ordinary meeting of the Council when the Council’s Budget and Council Tax is approved and set no business except that identified below will be included on the Agenda of the Budget and Council Tax Setting Meeting and all other Council Procedure Rules shall be construed accordingly. The Budget and Council Tax Setting Meeting shall:

- (i) Receive apologies for absence;*
- (ii) Elect a person to preside if the Chairman and Vice-Chairman of the Council are not present;*
- (iii) Deal with any business required by Statute to be dealt with before any other business;*
- (iv) Approve the minutes of the last meeting;*
- (v) Receive any announcements from the Chairman and/or the Chief Executive and any statements from the Leader of the Council and/or members of the Cabinet;*
- (vi) Approve and set the Council’s Budget and Council Tax;*
- (vii) Deal with any business remaining from the last Council meeting; and*
- (viii) Consider any Urgent Matters for Debate*

Matters which are not on the agenda and which a Member considers should be reported urgently to the Council may, with the consent of, and in a form approved by, the Chairman, be brought before the meeting by way of a short written statement which shall be read by the Chief Executive, Section 151 Officer or Monitoring Officer, as part of his or her reports and communications. The Member concerned may, by leave of the Chairman, speak on the statement and move a motion unless advised otherwise by the Chief Executive, Section 151 Officer or Monitoring Officer.

- (d) That the Council’s Monitoring Officer be authorised to make the necessary alterations and amendments to the Constitution to give effect to the above.”*

Council was informed that the Corporate Management Committee had considered Councillor Amos’ motion at its special meeting held on 13 June 2016. That Committee had then made the following recommendations to Council:

- (a) that Councillor Amos’ motion to Council be approved and implemented; and*
- (b) that an additional ordinary meeting of the Council be held on 24 January 2017 (and*

during every subsequent January thereafter).

It was moved by Councillor Steady, seconded by Councillor Platt and:

RESOLVED (a) that Councillor Amos' motion to Council be approved and implemented; and

(b) that an additional ordinary meeting of the Council be held on 24 January 2017 (and during every subsequent January thereafter).

46. MOTION TO COUNCIL – DISPOSAL OF COUNCIL OFFICES, THORPE ROAD, WEELEY

Council further considered the following motion, which had been moved by Councillor Joy Broderick and seconded by Councillor Colin Winfield at the meeting of the Council held on 17 May 2016 and which, pursuant to Council Procedure Rule 11.4, had stood referred to the Cabinet for consideration and report:

"This Council agrees to sell the premises, Council Offices, Thorpe Road, Weeley for the best possible price.

It is no secret that this Council, like many others, is having to fund serious budget gaps in order to run basic services.

We are looking at a budget gap of £3.5 million over the next two years, we are in crisis. This council is lucky to have a team of fiscally astute officers who have managed to just about keep the Council's head above water - however there is a limit when faced with the task we now face.

We all know that staff numbers have been already cut to the quick so our only option now is look at other areas of expenditure for example to downsize underused or expensive council offices. The obvious choice is the Council's Weeley based building. This building and its running costs is a luxury that the Council can no longer sustain or justify, as I am sure all members of the Council would agree.

It is a remote location to most users, antiquated, uninviting and totally inadequate for planning committee public attendance. This 'mausoleum' sends out a message to Tendring residents and tax payers that Tendring Council is old fashioned and has money to burn.

This Motion suggests that services currently based at Weeley offices be transferred to the Town Hall."

The Cabinet had considered Councillor Broderick's motion, at its meeting held on 10 June 2016 (Minute 21 referred), and Council had before it the Cabinet's recommendation in respect of Councillor Broderick's motion.

Councillor Stock informed Council that a Members' Briefing would be held on Wednesday 17 August 2016 to enable Members to discuss and give their views on the future of the Council's buildings and office accommodation. He urged as many Members as possible to attend.

Councillors Stock, Broderick, Parsons, Heaney, Talbot, Watling, Calver, Bray and G V Guglielmi also participated in the debate.

It was moved by Councillor Stock, seconded by Councillor G V Guglielmi and:

RESOLVED that Councillor Broderick's motion be not supported on the grounds that the issue should be considered as part of the wider savings proposals and therefore it is

premature at this stage.

47. RECOMMENDATIONS FROM THE CABINET – PERFORMANCE REPORT 2016/17 INCLUDING THE CORPORATE PLAN 2016 TO 2020 AND PRIORITIES AND PROJECTS 2016

Council's approval was sought in respect of the Performance Report 2016/17 including the Corporate Plan 2016 to 2020 and Priorities and Projects 2016.

The Cabinet had considered those documents at its meeting held on 10 June 2016 and Council had before it the Cabinet's recommendation.

Councillors Stock, G V Guglielmi and Howard participated in the debate.

It was moved by Councillor Hughes and:

RESOLVED that the Performance Report 2016/17 including the Corporate Plan 2016 to 2020 and Priorities and Projects 2016, as attached at Appendix A to item A.5 of the joint report of the Leader of the Council and the Corporate Services Portfolio Holder considered at the meeting of the Cabinet held on 10 June 2016, be approved.

48. REPORTS SUBMITTED TO THE COUNCIL BY AN OVERVIEW AND SCRUTINY COMMITTEE

There were none on this occasion.

49. MEMBERSHIP OF COMMITTEES

The Chief Executive formally reported that, in accordance with the wishes of the Leaders of the Conservative, Holland-on-Sea Residents' and the Leave The EU (later the Vote Leave) Groups, and the authority delegated to him, the following appointments had been made since the last meeting of the Council:

Community Leadership and Partnerships Committee

Councillor King had been appointed to serve in place of Councillor Broderick.

Human Resources Committee

Councillor Broderick had been appointed to serve in place of Councillor King.

Councillor Porter had been appointed to the Committee.

Licensing and Registration Committee

Councillor Porter had been appointed to the Committee.

Local Plan Committee

Councillor Cawthron had been appointed to the Committee.

Councillor Amos had been appointed to serve in place of Councillor Baker.

Planning Committee

Councillor Baker had been appointed to serve in place of Councillor Nicholls.

Service Development and Delivery Committee

Councillor V E Guglielmi had been appointed to serve in place of Councillor Ferguson.

Standards Committee

Councillor Cawthron had been appointed to the Committee.

The Council noted the foregoing.

50. CHANGE OF NAME OF A POLITICAL GROUP ON TENDRING DISTRICT COUNCIL

The Chief Executive formally reported that, pursuant to Regulation 8(5) of the Local Government (Committees and Political Groups) Regulations 1990, on 18 May 2016, formal notice was served on the Council by Councillors Peter Cawthron and Alex Porter that they wished to change both the name of their political group (previously Leave The EU) and its Leader and Deputy Leader (previously Councillors Cawthron and Porter respectively).

The formal notices stated that the Leave The EU political group had changed its name to the Vote Leave Group. The Leader of the Vote Leave Group was to be Councillor Porter and Councillor Cawthron was to be the deputy Group Leader.

The Chief Executive further reported that, since the publication of the Council Book, on 23 June 2016, and pursuant to Regulation 10(b) of the Local Government (Committees and Political Groups) Regulations 1990, Councillor Peter Cawthron had served formal notice on the Council that he no longer wished to be treated as a member of the Vote Leave political group.

As Regulation 8(1) of the Regulations required a political group to have a minimum of two members this meant that the Vote Leave Group had automatically ceased to exist as mandated in Regulation 8(2).

Council noted the foregoing.

51. REVIEW OF THE ALLOCATION OF SEATS TO POLITICAL GROUPS

The Chief Executive reported that, following the By-Election held in the St Pauls Ward and the formation of the Tendring Independents Group and in accordance with Section 15(1)(e) of the Local Government and Housing Act 1989 and Regulation 17(b) of the Local Government (Committees and Political Groups) Regulations 1990 a review of the allocation of seats to political groups had subsequently been carried out. Following that review and in accordance with the wishes of the affected Group Leaders revised appointments had been made and were set out in the Schedule attached to the Chief Executive's report.

Councillor Calver and Councillor Stock thanked the Senior Democratic Services Officer (Ian Ford) for his hard work in administering the many Widdicombe Rules reviews and Political Group and Committee membership changes that had taken place over the last year. Members showed their appreciation with a round of applause.

It was moved by Councillor Stock, seconded by Councillor G V Guglielmi and:

RESOLVED that, in accordance with the wishes of Group Leaders, Council approves the schedule of Members that it is proposed should serve on each of the Council's Committees and Sub-Committee, which are subject to the Widdicombe Rules.

52. TENDRING DISTRICT LOCAL PLAN PREFERRED OPTIONS CONSULTATION DOCUMENT

Council's approval was sought in respect of the Tendring District Local Plan Preferred Options Consultation.

The Local Plan Committee had considered the consultation document at its meeting held on 9 June 2016 and Council had before it the Committee's recommendations.

Council also had before it a report of the Head of Planning Services which informed Members of major as well as minor changes to the consultation documents in order to make the Plan up-to-date prior to public consultation and to be consistent in not allocating sites for housing which had been refused permission. Some of those changes were a result of decisions made by the Planning Committee at its meeting held on 14 June 2016. The changes had been made to the Plan attached as Appendix A to the report of the Head of Planning Services and a schedule of those changes was provided in Appendix C thereto.

Members had had circulated to them prior to the commencement of the meeting amended maps in relation to Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland. Those maps had been altered as a result of the recent refusal of related planning applications.

Councillor Stock, Chairman of the Local Plan Committee, thanked the Members of that Committee and the Officers, particularly the Head of Planning Services (Cath Bicknell) and the Planning & Regulation Manager (Simon Meecham), for their hard work and dedicated effort in getting the Local Plan to its current position. He also thanked the members of the public and representatives of parish councils who had participated in the public speaking scheme at meetings of the Local Plan Committee.

Councillors Stock, Turner, Scott, Winfield, Parsons, Stephenson, Calver, Bray, V E Guglielmi, Howard, G V Guglielmi, Coley, Broderick and M Brown participated in the debate.

It was moved by Councillor Stock, seconded by Councillor Turner and **RESOLVED** that Council:

- (a) approves the content of the Tendring District Local Plan Preferred Options consultation document, attached as Appendix A to the Report of the Head of Planning Services, which incorporates the changes set out in Appendix C thereto and including the amended maps for Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland, as circulated, for public consultation for a period of eight weeks;
- (b) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to make minor amendments to the text of the Local Plan consultation documents up to the point of publication for consultation purposes. Such amendments are to be circulated to all Members of the Council prior to the commencement of the public consultation; and
- (c) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to agree the content of the Sustainability Appraisals for the Local Plan Consultation Documents for public consultation for a period of six weeks. The content of the Sustainability Appraisals are to be circulated to all Members of the Council prior to the commencement of the public consultation.

NOTES: (1) in accordance with the provisions of Council Procedure Rule 18.5, Councillors Bray, Broderick, Parsons and Whitmore each requested that they be recorded in the minutes as having voted against the above

decisions; and

- (2) in addition, Councillor G V Guglielmi requested that he be recorded in the minutes as having abstained from voting on the above decisions.

53. URGENT MATTERS FOR DEBATE

There were none on this occasion.

The meeting was declared closed at 9.14 pm.

Chairman

Questions pursuant to Council Procedure 11.2

The following questions have been received, on notice, from Members:

Question One

From Councillor Andrew Pemberton to **Councillor Michael Talbot, Portfolio Holder for the Environment:**

“What are we doing about our OPEN SPACES that you keep leaving open year on, year off?

This doesn't only affect the area that I live in but all our area. There needs to be some sort of sign saying “no overnight camping” or “no motorised vehicles” like the ones up at Holland-on-Sea. As it's Tendring that has to foot the bill, can we enforce this or would it have to go to Essex County Council?”

Question Two

From Councillor Garry Calver to **Councillor Michael Talbot, Portfolio Holder for the Environment:**

“There is a growing sense of annoyance amongst the residents of Harwich and Dovercourt with the poor state of cleanliness of the roads, gutters and pavements within the town.

In order to confirm to residents that TDC is meeting its obligation to clean the streets and in order to allow residents to monitor the frequency of the work would the Portfolio Holder agree to publish the TDC schedule for street, gutter and pavement cleaning for Harwich and Dovercourt?”

Question Three

From Councillor Lis Bennison to **Councillor Tanya Ferguson, Portfolio Holder for Tourism and Culture:**

“I used to own a small hotel in Clacton town centre when the Tourist Information Centre was located at the junction with West Avenue, Pier Avenue and Station Street in what is now the Vodaphone shop. I visited the office several times a week for information and to advise of any vacancies. The office was always busy with tourists, people here on business, those looking for places to stay, residents, people buying theatre tickets and air show programmes and those just picking up brochures. I found the centre invaluable in helping to promote my business, as did many of my colleagues in the tourism trade.

The building was subsequently disposed of about fifteen years ago and the office moved into the town hall. I occasionally visit the office now but the through traffic appears vastly reduced. By comparison, when I'm in the town centre I am often approached by visitors to the town asking for directions and information, which I am only too happy to give to the best of my ability. If I give directions to the Tourist Information Centre, the response is invariably ‘I'm not walking all that way’.

Has the Portfolio Holder for Tourism and Culture, Councillor Tanya Ferguson, given any thought to the possibility of either using one of the empty shops in Clacton town centre or the prospect of providing a kiosk close to the seafront, preferably in Christmas Tree Island, to

enable a Tourist Information Centre to be located where one is needed rather than where there is available space?

It appears to work on Walton seafront. I understand that money is tight, but as the old saying goes, you have to speculate to accumulate. There is currently an empty premises in Pier Avenue available at £6,750 pa or £563 per calendar month, not a lot when you consider what business could be generated for the town.”

Question Four

From Councillor Maria Fowler to **Councillor Nick Turner, Portfolio Holder for Commercialisation:**

“There are a growing number of complaints from visitors and residents about the condition of the TDC operated toilets on Harwich Quay.

Will the Portfolio Holder please confirm where these toilets are on the list for refurbishment and when it is likely to take place?

Will he further ensure that additional support is given to the routine maintenance of TDC operated toilets in the vicinity of major community events on the occasions when such events are taking place?”

Question Five

From Councillor Jack Parsons to **Councillor Neil Stock, Leader of the Council:**

“It is not right that temporary traffic lights are erected in the middle of the day in the height of the summer season.

We are a District that relies on its tourist footfall and the disruption caused by temporary traffic lights at peak times has completely decimated the potential trade flowing through our District.

I completely support the comments made by, among others, Cllr Nick Turner. Essex County Council should be supporting and working with us but instead, seem to be sending us up the river without a paddle.

Is there anything that we as a Council can do to ensure that pressure is applied to ensure that the interests of this District are put in a higher regard within Essex County Council than current activities suggest?”

Question Six

From Councillor Roy Raby to **Councillor Michael Talbot, Portfolio Holder for the Environment:**

“Can I ask Cllr. Talbot, the Portfolio Holder for Environment, for his response to the announcement from Essex County Council (ECC), who plan from 31st October to ban trade waste from three sites in Tendring, namely Kirby-le-Soken, Lawford and Dovercourt and place restrictions on Clacton?

All three sites are part of an Essex-wide crack down on illegal waste left at recycling centres for household waste (RCHWs). Whilst I agree that a problem exists and ECC needs to find a solution I was wondering if the Portfolio Holder agrees with me that this is the wrong way to go about it. There are many different solutions ranging from payment-to-throw-away

schemes to the setting up of licensed specialist sites at a cost to the trader, both of which are already in action in other counties.

I understand that there is no duty on local authorities to accept or dispose of DIY and construction waste but the lines become blurred when some sites won't accept a van or pick-up truck with normal household waste whilst others will accept a car with what could be considered trade waste.

This also does not take into account those residents whose only form of transport is a van or pick up truck. If these residents are willing to travel further to dispose of their waste they will only be able to go the Clacton RCHW on Rush Green Road as this is the only site able to allow entry to such vehicles in the whole of Tendring.

Is the Portfolio Holder in agreement with me that despite ECC promises that this will not lead to increased fly-tipping that this will be contrary to what will actually happen and that it will be an extra financial burden on this Council passed on indirectly from ECC?"

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**MINUTES OF THE MEETING OF THE CORPORATE MANAGEMENT
SCRUTINY COMMITTEE HELD ON MONDAY 27 JUNE 2016 AT 7.30 P.M. IN THE COUNCIL
CHAMBER, COUNCIL OFFICES, WEELEY**

Present: Councillors Steady (Chairman), Platt (Vice-Chairman), Baker and Massey

Also Present: Councillors Hughes (Corporate Services {Portfolio Holder} and Talbot (Environment Portfolio Holder)

In Attendance: Corporate Director (Corporate Services) (Martyn Knappett) (except items 18 – 20) , Head of People, Performance and Projects (Anastasia Simpson), Head of Property Services (Andy White) (except items 18 – 20) , Head of Sport and Leisure (Michael Carran), Street Scene Officer (Jonathan Hamlet) and Senior Democratic Services Officer (Ian Ford)

13. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Scott, Stephenson and Whitmore. There were no substitutions.

14. MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE HELD ON 13 JUNE 2016

The Minutes of the special meeting of the Committee, held on 13 June 2016, were approved as a correct record and signed by the Chairman.

15. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

16. VERBAL UPDATE – OUTCOME OF CABINET MEETING HELD ON 10 JUNE 2016

The Committee received a verbal update from the Head of People, Performance and Projects (Anastasia Simpson) and the Corporate Director (Corporate Services) (Martyn Knappett) on the outcome of the Cabinet meeting held on 10 June 2016 in relation to the comments made by the Committee with regard to the Performance Outturn report and the performance report 2016/17 including the Corporate Plan 2016 to 2020 and the Priorities and Projects 2016.

17. TRANSFORMING TENDRING PROJECT - UPDATE

The Corporate Director (Corporate Services) (Martyn Knappett) and Head of Property Services (Andy White) attended the meeting and give the Committee a further update on the current situation and the way forward in respect of the Transforming Tendring Project.

The Head of Property Services gave a presentation to the Committee on this matter which covered the following key areas:

- (i) Destination;
- (ii) Members;
- (iii) Staff;
- (iv) Public;
- (v) Buildings; and
- (vi) Future Actions.

Mr White responded to questions raised by Members on his presentation.

The Corporate Director (Corporate Services) informed the Committee that a Members' Briefing would be held on Wednesday 17 August 2016 to enable Members to discuss and give their views on the future of the Council's buildings and office accommodation.

The Committee noted the forgoing.

18. WASTE AND RECYCLING

The Committee received a presentation from the Council's Street Scene Officer (Jonathan Hamlet) on Waste and Recycling and the Council's performance against targets and value for money in contracts. The presentation covered the following key areas:

- (i) Background;
- (ii) Performance Targets;
- (iii) Recycling Figures;
- (iv) Value for Money – Bring Banks; and
- (v) Value for Money – Kerbside Collection.

Mr Hamlet and the Environment Portfolio Holder (Councillor Talbot) responded to questions raised by Members on the presentation.

The Committee noted the forgoing.

19. LEISURE PLANS AND PROJECTS

The Committee received a presentation from the Council's Head of Sport and Leisure (Michael Carran) on the cost efficiencies and marketing of leisure plans and projects going forward. The presentation covered the following areas:

- (i) Sports Facilities Subsidy;
- (ii) Key Issues (Expenditure);
- (iii) Key Issues (Income);
- (iv) Princes Theatre Subsidy;
- (v) Strategic Approach to Organic Growth;
- (vi) Promotion of Leisure Facilities; and
- (vii) Current Key Projects.

Mr Carran responded to questions raised by Members on the presentation.

The Committee noted the forgoing.

The Chairman placed on record his and the Committee's thanks for the very informative and useful presentations that they had received.

20. FORWARD PLAN

The Committee reviewed, and noted, the new items relevant to the terms of reference of the Committee, contained in the Forward Plan 177, in accordance with Overview and Scrutiny Procedure Rule 13.

The meeting was declared closed at 9.48 p.m.

**MINUTES OF THE STANDARDS COMMITTEE
HELD ON WEDNESDAY 29 JUNE 2016 AT 10.00 A.M.
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, THORPE ROAD, WEELEY**

Present: Councillors Heaney (Chairman), Honeywood (Vice-Chairman), Baker, J A Brown and Cawthron

In Attendance: Monitoring Officer (Lisa Hastings) and Democratic Services Officer (Katie Sullivan)

Also in Attendance: John Wolton (Independent Person)

5. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Nicholls (with Councillor Baker substituting).

6. MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 12 MAY 2016

The minutes of the meeting of the Standards Committee, held on 12 May 2016, were approved as a correct record and signed by the Chairman.

7. DECLARATIONS OF INTEREST

There were no declarations of interest received.

8. STANDARDS COMMITTEE – ANNUAL WORK PROGRAMME

There was submitted a report (A.1) by the Monitoring Officer which sought to agree the Committee's work plan for the 2016/2017 Municipal Year.

The Monitoring Officer informed Members that the elements of the Standards Framework were:

- The Members' Code of Conduct (contained within the Members' Constitution Booklet);
- The Monitoring Officer Protocol (contained within the Members' Constitution Booklet);
- The Independent Persons' Protocol (contained within the Members' Constitution Booklet);
- Member and Officer Relations Protocol (contained within the Members' Constitution Booklet); and
- The Complaints Procedure (contained within the Members' Constitution Booklet).

The overall approach of the arrangements was to seek:

- Information and training for Members and Officers to increase awareness and support good standards of behaviour;
- Proportionality – responses to complaints which were proportionate to their seriousness;
- Timeliness – with clear timescales for the various stages of complaints to be progressed;
- Checks, balances, reporting requirements and delegation to the Monitoring Officer of key elements of the process to maximise independence from the political process; and
- Early and informal intervention to resolve complaints wherever possible (including an expectation that Group Leaders would play a key role).

The Monitoring Officer stated that the arrangements had been adopted by full Council in November 2013, and that elements had been reviewed in 2014, 2015 and 2016 to ensure that the procedures and protocols were robust, up to date and fit for purpose. The Members' Code of Conduct and the Monitoring Officer Protocol had not been reviewed since their adoption.

Members were informed by the Monitoring Officer that she believed that there might be some merit in undertaking a light touch review of the Code and to consider removing the distinction between "Other and Non Pecuniary Interests" by joining them together and reviewing the definitions. The three different types of interest had caused confusion with Members and the public and therefore, could be made simpler. In addition, it had been raised whether the provisions on declarations of interests had gone far enough and questions had been asked whether the Council should be retaining a register of interests. Matters such as membership of various groups or organisations had caused concerns with elected Members and the public that those were not registered, and whilst this was not required on a statutory basis, provisions could be included within the local Code. Members discussed the advantages of a register of interests, beyond the statutory minimum which is required by the legislation and welcomed further exploration in this area.

The Monitoring Officer informed Members that nationally, a number of Councils had reviewed their codes since adoption, some in response to feedback on definitions or areas which were missing, or due to the lack of sanctions available if the obligations were compromised. New ideas such as a voluntary acceptance of suspension and a recall scheme were emerging and information on those could be presented to the Committee for information through the review of the Code. Members agreed that this would be a good idea for their next meeting. The Committee discussed reviewing the Code in a working group style and this would be arranged when necessary.

The Monitoring Officer also believed that it was appropriate and reasonable for the Protocol, which set out how the Monitoring Officer role should be performed, to be also subject to a review, in order to ensure that Members remained content and confident with the roles and responsibilities as set out.

To enable the Committee to focus on promoting high standards of conduct as well as reacting to complaints it was considered appropriate to discuss and agree a work plan for the Committee for 2016/17. Members referred to Appendix 1 of the Monitoring Officer's report.

It was moved by Councillor Heaney, seconded by Councillor Baker and **RESOLVED** that:

- (a) The contents of the report be noted; and
- (b) The Annual Work Plan for 2016/2017, as set out in Appendix 1 to the Monitoring Officer's report, be approved, subject to:
 - The inclusion of a review of the Monitoring Officer Protocol at the September 2016 meeting.

9. DISCUSSION TOPICS AND/OR UPDATES FROM THE MONITORING OFFICER

Quarterly Complaints Update

The Monitoring Officer circulated to the Committee the quarterly schedule, which gave general details of complaints received, without providing any names, and went through it with the Committee. The Monitoring Officer also highlighted a number of other matters which included:

- (1) There had been an increase in the number of complaints received from members of the public against District and Parish Councillors, however, there had been no cause for concern as no re-occurring theme existed.
- (2) Requests for a Dispensation had been received from Councillor I Henderson and also Councillor J Hones. Both requests had been granted.
- (3) The Monitoring Officer informed Members that a Councillor had asked if the Standards Committee would consider recommending to Council that Group Leaders should be allowed to sit on the Standards Committee.

Following discussion by the Committee, it was moved by Councillor Heaney, seconded by Councillor Baker and **RESOLVED** that the Committee does not agree to recommend to Council that Group Leaders should be allowed to sit on the Standards Committee.

- (4) During a discussion between the Committee on recent Political Group changes the Monitoring Officer informed Members that the Council would soon be using modern.gov and that District Councillors' profiles would show the Political Group they belonged to on the Council and only the Political Party they stood for when elected.

Members asked questions and raised concerns in regards to those District Councillors who were not part of a Group being put into the category 'Others', as the term 'Independents' which was used by other authorities had been used for a Political Group.

Following discussion by the Committee, it was moved by Councillor Heaney, seconded by Councillor Honeywood and **RECOMMENDED TO COUNCIL** that:

'In order to clarify/reduce confusion with members of the public, all District Councillors who are not part of a Group on this Council should no longer be put into the category 'Others' and instead there should be a category with the name 'Non-Aligned' for those'.

The meeting closed at 11.26 a.m.

Chairman

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MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD**ON THURSDAY 30 JUNE 2016****AT 7.30 P.M. IN THE COUNCIL CHAMBER, COUNCIL OFFICES, WEELEY**

Present: Councillors Coley (Chairman), Griffiths (Vice-Chairman), Hones, and Steady

In Attendance: Head of Finance, Revenues & Benefits Services & Section 151 Officer (Richard Barrett), Head of Public Realm (Ian Taylor), Audit and Governance Manager (Steve Blake) and Democratic Services Officers (Janey Nice and Katie Sullivan)

Also in Attendance: Chris Hewitt (Ernst & Young – External Auditor)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Chapman (with Councillor Steady substituting) and Stephenson (with Councillor Hones substituting) and Councillor Skeels Jnr.

2. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Committee held on 17 March 2016 were approved as a correct record and signed by the Chairman, subject to the requested amendments made by the External Auditor in respect of Minute 30, of the Presentation from the Council's External Auditor being incorporated therein.

3. DECLARATIONS OF INTEREST

There were none on this occasion.

4. REPORT ON INTERNAL AUDIT – MARCH – MAY 2016 AND ANNUAL REPORT OF THE AUDIT AND GOVERNANCE MANAGER 2015/16

The Council's Audit and Governance Manager (Steve Blake) provided a periodic report on the Internal Audit function for the period of March to May 2016 and the Audit and Governance Manager's Annual Report for 2015/16, as required by professional standards.

The Audit and Governance Manager informed the Committee of the level of audit activity undertaken in the period and where improvements had been identified as being required.

Following an investigation, the Audit and Governance Manager was only able to provide a qualified opinion on the Council's control environment at the end of 2015/16, which would be reviewed / revisited as part of on-going work in 2016/17. Actions had been identified from the investigation, which were being implemented, with the Committee putting forward additional items to support the improvement plan. The improvement plan would be reported back to the Committee as part of future Table of Outstanding issue reports

In respect of the investigation mentioned above, The Head of Public Realm (Ian Taylor) gave an update to the Committee. Councillor Coley remained concerned that lack of training had caused the problem and needed reassurance that proper procedures were in place. Mr Taylor said this would be followed up at all team meetings in the future and the improvement plan included a number of items to address such issues.

Councillor Griffiths raised concerns that Officers were processing orders without adequate details on them and added that the Managers needed to check that all orders had adequate details and asked again what checks were made on orders as he did not think it should be left to Audit to pick up these matters.

Officers responded to the concerns raised and confirmed that the improvement actions highlighted would support many of the issues raised. Councillor Coley added it was a major concern for future risks and he would be interested to see the structure of training and how it was developed.

The Audit and Governance Manager also informed Members that The Public Sector Internal Audit Standards required the Audit and Governance Manager to make arrangements for reporting to Senior Management (Management Board) and to the Board (Audit Committee) during the course of the year and for producing an annual Internal Audit opinion and report that could be used to inform Members of the Annual Governance Statement. He added that no guidance had yet been published on the updates from the Government from 1 April 2016 so no work had been done on this to date.

The Audit and Governance Manager also informed the Committee that The Accounts and Regulations 2015 Act made it a statutory requirement that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

General updates / assurances were also provided on a number of issues emerging from internal audit work including S106, debtors and asset strategy.

ANNUAL REPORT OF THE AUDIT AND GOVERNANCE MANAGER 2015/16

(1) Opinion on the Overall Adequacy and Effectiveness of the Council's Internal Control Environment

The Audit and Governance Manager informed Members that the Internal Audit function had completed 35 scheduled audits during the year, and a further eight 2015/16 audits had been completed by May 2016. For the audits that were completed, assurance had been classified as:-

Assurance	Number of Audits (2015/16)
Substantial	17
Adequate	23
Improvement Required	3
Significant Improvement Required	0

The Audit and Governance Manager informed the Committee that the result of each audit completed had been included in periodic reports produced during the year, and the Committee's attention had been drawn to any significant issues where the level of Assurance had been classified as Improvement Required. Whilst there had been audits during the year given this level of Assurance, the number at this level was low. No audits had come close to being classified Significant Improvement Required.

(2) Qualification to the Opinion

Mr Blake said that the opinion that had been given above had been based upon the level of Internal Audit activity that it had been proved possible to deliver with the resources available during the year. He said it was not possible to fully complete the planned work during the year as detailed elsewhere in this report, although all key audits had been undertaken or in progress at the year end. In forming an opinion he said, audit outcomes identified, but not reported until the 2016/17 plan

year had been taken into account. He added that the level of coverage achieved was considered sufficient to be able to provide the assurance required.

(3) Summary of the Internal Audit Work Undertaken to Formulate the Opinion, and Reliance Placed on the Work by Other Assurance Bodies

The Committee requested and received further details regarding issues raised as a result of work undertaken by the Internal Audit function.

In accordance with best practice and the requirements of the Public Sector Internal Audit Standards, the 2015/16 plan had included arrangements for the follow up of issues found at previous audits. This had taken the form of: -

- Separate follow up audits and embedded follow up work within assurance audits. In those cases any ongoing outstanding issues were formally reported to management, with any significant issues drawn to the attention of the Committee.
- Action Tracking – monthly reminders had been issued, and responses verified by evidence where it was appropriate to do so.

A schedule of the audits undertaken during 2015/16 was included at Appendix B of the Report of the Audit and Governance Manager.

Upon completion of each audit a draft report was issued to the appropriate Corporate Director / Head of Department, containing details of any findings required addressing that which had been identified. Subsequent discussions had been held with appropriate Senior Managers and final reports were then issued, which included detail of agreed actions to resolve the issues identified. There were no instances, for the reports issued during 2015/16, where a satisfactory action had not been identified and agreed.

(4) Performance of the Internal Audit Function

The performance measures used during 2015/16 were as follows: -

Performance Measure	Actual 2015/16	Actual 2014/15	Actual 2013/14	Actual 2012/13	Actual 2011/12
Percentage of Audit Plan Completed	79% *	71%	94%	91%	81%
Percentage of Satisfactory Responses to Satisfaction Surveys Issued with Final Audit Reports	96%	96%	100%	96%	98%

*At the time of producing this report 90.5% of the 2015/16 plan had been completed.

(5) Compliance with the Public Sector Internal Audit Standards

The Public Sector Internal Audit Standards had been in place from 1 April 2013. Progress updates had been periodically reported to the Committee, on the work being undertaken to demonstrate conformance with the requirements of the Standards.

Having considered and discussed the report, it was **RESOLVED** that the contents of the report be noted.

5. ANNUAL GOVERNANCE STATEMENT 2015/16 AND CODE OF CORPORATE GOVERNANCE

The Audit and Governance Manager submitted the Annual Governance Statement 2015/16 for the Committee's approval and advised Members on progress regarding the changes required to the Code of Corporate Governance following the publication of a new framework by CIPFA/ Solace.

Mr Blake said that Appendix A gave an overview of the Annual Governance Statement for 2015/16 and included updates on significant issues identified in the previous year's Annual Governance Statement.

Officers provided further details around the formulation of the AGS for 2015/16 along with a number of actions for progressing in 2016/17. Updates against the actions identified would be reported to the Committee as part of future Table of Outstanding Issue Reports.

Officers informed the Committee that following the publication of the new CIPFA/Solace framework in April 2016, it was necessary to review the content of the Code. The results of that review would be brought to a future meeting of the Committee, together with an updated Code for approval.

Councillor Griffiths asked if the recent EU Referendum would have any effect on resources specifically with regard to the 'budget gap' and if there were any specific issues to be identified. Mr Barrett said there could be a number of issues that could affect the Council, grant funding being the biggest threat. Councillor Coley commented it was still early to tell what effect the referendum result could have on the Council and other Local Authorities.

Mr Barrett said that updates would be provided whenever possible to the Committee and also to the Corporate Management Committee.

Following a discussion around the TV company due to start filming in Jaywick, the Committee requested updates on the project as part of the general position on Jaywick, which forms part of the actions set out in the Annual Governance Statement.

After consideration of the report, it was **RESOLVED** that:

- (a) the Annual Governance Statement 2015/16 be approved; and
- (b) the Chief Executive and Leader of the Council be advised of the outcome of the annual review and be authorised to sign the Annual Governance Statement, as set out as Appendix A to the afore-mentioned report.

6. CORPORATE RISK UPDATE

The Audit and Governance Manager presented to the Committee a report on the updated Corporate Risk Register which included a limited number of changes since it was last considered by the Committee in December 2015.

In respect of Member Conduct which was a risk included on the register, the Committee raised concerns about the number of complaints against Councillors and the amount of time that the Council's Monitoring Officer must spend in responding to such issues. The Committee confirmed its commitment to keeping a watching brief on this issue as part of the future risk register updates.

In respect of potential future risks, Officers stated that although there were a number of projects currently being developed such as Garden Communities, associated risks would only be included on the risk register once the Council was exposed to the associated risks, which could be financial, non-financial or both.

After further consideration of this item it was **RESOLVED** that the contents of the report be noted.

7. AUDIT COMMITTEE – TABLE OF OUTSTANDING ISSUES

The Head of Finance, Revenues & Benefits Services updated the Committee with the progress against outstanding actions identified by the Committee.

Mr Barrett provided an update on the work scheduled to be undertaken with the Council's insurers. Following a change in the Council's insurers, this activity would now be progressed in discussion with the new insurers.

It was **RESOLVED** that the Committee had noted the outstanding issues.

8. ITEMS SCHEDULED FOR THE NEXT MEETING OF THE COMMITTEE IN SEPTEMBER 2016

It was reported that items currently scheduled for that meeting included:

- 1) Annual Governance Report 2015/16 (includes Statement of Accounts and VFM Opinion)
- 2) Internal Audit Regular Monitoring Report
- 3) Fraud and Corruption Strategy, Benefit Security Strategy and Prosecution Policy
- 4) Annual Review of the Risk Based Verification Policy
- 5) Table of Outstanding Issues

The meeting was declared closed at 8.35 p.m.

Chairman

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**MINUTES OF THE MEETING OF THE COMMUNITY LEADERSHIP
AND PARTNERSHIPS COMMITTEE
HELD ON MONDAY 11 JULY 2016 AT 7.30PM IN THE COUNCIL CHAMBER, WEELEY**

Present: Councillors Fairley (Chairman), Baker (Vice-Chairman), Amos, Davis, I J Henderson, Parsons, Poonian, Raby and White

Also Present: Councillors Hughes (Corporate Services Portfolio Holder), Councillor Heaney, Councillor Massey and Councillor Nicholls

In Attendance: Head of Planning (Cath Bicknell), Management and Members' Support Manager (Karen Neath) and Democratic Services Officers (Janey Nice and Katie Sullivan)

Also in Attendance: Alan Lindsay (Essex County Council – Transport Strategy and Engagement Manager), Martin Raymer and Susan Anderson (Mistley Parish Council)

9. WELCOME

The Chairman of the Committee extended a warm welcome to Mr Alan Lindsay, Transport Strategy and Engagement Manager for Essex County Council (ECC).

10. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Councillor Yallop (with Councillor White substituting) and Councillor Newton (with Councillor Davis substituting).

11. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the Committee, held 23 May 2016, were approved as a correct record and signed by the Chairman.

12. DECLARATIONS OF INTEREST

Councillor Baker declared a non-pecuniary interest in that he was the Ward Member for Lawford and later in the meeting, Councillor I J Henderson declared an interest (Minute 13 refers) as he was an Essex County Councillor.

13. REVIEW OF HIGHWAY ISSUES

The Chairman invited (Essex County Council's Transport Strategy and Engagement Manager) Mr Alan Lindsay to address the Committee on the matter of Highway issues.

Mr Lindsay informed the Committee how Essex County Council (ECC) engaged with Tendring District Council (TDC) in relation to the Local Plan and other issues as they arose. He gave details of the size of the highways network and infrastructure and explained that Highways England were responsible for the trunk roads, such the A120 and A12, with other 'A' roads and minor roads being the responsibility of ECC. He explained to the Committee how schemes were funded and said that it was a case of having to do far more with a lot less budget and how ECC were looking at funding opportunities through development with S.78 or S.106 and securing funding bids.

Mr Lindsay said was proud that all of the 9 bids made to the South East Local Enterprise Partnership (Selep) for funding had succeeded. He said he was looking at growth funding and mentioned that TDC had a representative on the Strategic Transport Board and they looked at how schemes were developed and explained that a number of schemes get onto the work needed list, they looked at management issues and he gave an example of the A137 which, while now being on the list, did not have any funding in place yet. He added that the A120/A12 Braintree/Colchester section of road was a key part of the infrastructure and it was being looked at for development now. Mr Lindsay informed the Committee of how the Council could lobby for funding as the A12 needed to improve sooner rather than later and he wanted to target and lobby for the Tendring section.

He said that the Harwich road scheme was being led by Highways England and ECC were showing their willingness to fund the scheme and there was a very close contact with Highways England. However, he said, Highways England were based in Bedford and did not know the Tendring area and informed the Committee that an event which had been due about a month ago had been postponed until the end of July. He said that he was anticipating more details soon from Highways England about the scheme funding and said that the Leader of TDC had been invited to attend an event along with a number of the Council's Members and perhaps a few other stakeholders. He explained that it was intended to retain access for other users of the roads including cyclists, horse riders etc.

Mr Lindsay went on to say that the A133 was one of the bids that had been put in for and ECC were looking at the whole length of road from Clacton to Colchester and added that there were safety issues such as cyclists, pedestrians and other crossing problems. He said it was needed to see where congestion needed to be reduced to improve safety and reduce commuting times. Junction widening schemes, he said, would take away 'pinch points' and then the maintenance scheme such as drainage and lighting amongst other things. He added that recent events on the A133 highlighted safety being a big issue and that a safety team was looking to see if there is a common link and other contributing factors, but that this was an expensive piece of work. He added that passenger transport was being looked at to see where it could be improved and identify the inadequately provided areas and ensure that the Clacton/Colchester passenger journey was made a lot better.

He then went on to talk to the Committee about the A137 at Manningtree which was a known issue on a number of fronts and said that modelling was being undertaken to look at the various problems in the vicinity and how to deal with congestion. He said that the structure of the level crossing made congestion a major factor and that there were a number of different aspects occurring. A Manningtree transport study was being developed to look at where future development fitted in, look at the level crossing and, look at the railway station parking where there was no space to develop. He asked the question could there be parking spaces made available on the other side of the railway line, perhaps another crossing being built in the future. He was looking at scheme in the pipeline, this would be developing over coming months and years, and he wanted a solution to ease the situation, firstly in the short term then in the long term, which could include another crossing over or under the railway line but such a scheme would cost millions of pounds which was not forthcoming, however the longer term solution could be looked at along with the Local Plan. He said, train fares were cheaper at railway stations on the other side of the railway bridge than they were on the Manningtree side.

A Member then commented on the A133 that originally another bridge was going to be built to take another carriageway but unfortunately that scheme ran out of money and asked why start a scheme in the first place if there was not enough money to complete the job? He then added that the A133/A120 link got frequently snarled up and there were potholes on both sides of the A12, he felt that nothing was being done, especially with side roads, other roads in Clacton and told Mr Lindsay that he wanted a note of his comments taken back to ECC.

Mr Lindsay informed the Member that design standards changed with time and gave an example of the A.12 and said the design standard had changed from when it was built to the present day, and if it was being built now, the A12 would be vastly different and there would not be a gap for the A133 access point. He said that he had been looking at the A133 as developments came forward and commented that Junction 28 on the A12 had been intended to serve north Colchester but again, only when funding came in. He added that this funding should come from Highways England and he got frustrated when work on the roads was being started but not being finished.

Mr Lindsay said where the A120 was concerned there were two potential schemes for a link, one was tied to the garden settlement work which was a fairly substantial site and the other for a Clacton to Harwich link as well. He added it was planned to build an extra lane on the road between Rettendon and Hare Green and this would commence before the end of 2016.

A Councillor informed Mr Lindsay that on matters of local planning TDC were major consultees which stemmed from the large number of houses being built, Manningtree Station would be affected by 1,000 houses being built in Lawford as the roads around the station are clogged up during morning and evening rush hours and also there were plans for another 3,000 houses on the other side of the river. He said that the suggestion that traffic lights be put in place at a cost of £150,000 would actually hinder traffic movement and not help matters.

The Head of Planning (Cath Bicknell) said that Tendring and Babergh were under different County Councils with ECC and the Suffolk authority working together but said that ECC did not have sufficient information to have a definite view on building matters and she added that work was being done to look at the cumulative affect and financial contributions from the Developers to assist where needed. The Chairman asked Mr Lindsay about the amount of contributions the Developers had to make.

Mr Lindsay explained how ECC fed in as a Highway Authority and how they had to determine the figure required, it had to be reasonable and for an example, ECC could not ask a Developer to pay to dual the A133. He added there was a strict criteria that had to be adhered to and that ECC had to judge how to mitigate the building impact on the road network. He said that at Manningtree, the ECC had put in a holding objection through a S.106 to secure funding to make changes. He commented that road signals are showing an improvement at Manningtree.

Mr Lindsay then explained about modelling work which needed accurate data to be entered, but there was always a human element that needed to be factored in. He believed that signalling would show benefits at Manningtree. He said that in the bigger scheme of things ECC were looking at working with TDC with a big focus on the Local Plan as it developed. He commented that TDC was a good example of involving ECC from the outset of drafting the Local Plan.

A Councillor questioned Mr Lindsay about the modelling work and asked if was taken into account how traffic was moving at the present time and if the outline planning permission for 350 houses at Babergh and another 1,000 houses towards Ipswich. Mr Lindsay said it was taken into account with data collection, the use of CCTV cameras, and the input of traffic flows. With all of this information fed into the modelling, he said, it could mean that ECC would have to think differently by 2030 which might mean a bigger junction needed.

At this time Councillor Ivan Henderson declared a non-pecuniary interest in that he was a County Councillor for ECC and was on a Bus Transport Board. He said that the transport model needed to look at the impact around proposed developments and asked what work was being done with rail and transport operators. He commented that Network Rail were working well ahead and were already funded and if they would change to meet the needs of the Tendring District.. He asked also if ECC were talking to the bus companies to see if they could meet the residents' needs, about road schemes and the intervention fund. He asked if

local fund growth depended on European funding and if so, would it be affected by the recent EU Referendum result. Mr Lindsay said yes to all of Councillor Henderson's queries except for the very last one on the EU Referendum as nobody knew at this present time.

Mr Lindsay mentioned where road congestion was concerned ECC were looking at working with the railway company, although ECC was waiting for the announcement as to the new rail franchise holder would be which was due to be announced very shortly. He commented when working with Network Rail, wheels turned very slowly and that they had been building a relationship with Network Rail over the last year.

A Member asked that when ECC were looking at trunk roads and improvements to more minor roads what was the process. Mr Lindsay responded by saying that roads such as the A12 and A120 being trunk roads were Highway England's responsibility and that on the minor roads ECC looked at the status of the road, i.e. potholes, where it was, what size it was and other factors, it might need urgent work and if not so urgent it would be put into a programme to be fixed at some point in time

Mr Lindsay was asked about a heavily congested roundabout and if there were any plans to improve that particular stretch of road and he responded that there were no plans at the present time. He said that there were various priorities that were taken into consideration and if graded Priority 1 it would be inspected within 2 hours, if Priority 2 then it would be the next day and that the various priorities went downwards depending on what works were needed and that local and minor problems could be Priority 4 which could be a month's time or even in the next financial year.

A Member suggested that between Weeley and Clacton average speed cameras be put in place as the majority of accidents on that stretch of road were caused by speed. He added that the cameras on the A120 had had a dramatic effect on the reduction of accidents.

Mr Lindsay responded by saying that putting average speed cameras in place carried an immense amount of work with the road safety team looking at and determining the work required. He said if average speed cameras were the solution it could happen in a couple of months time including a public consultation process and collection of data from different times of day, different days and taking into account holiday and other activities that could affect data collection.

On the A12 at Hatfield Peverel a Member asked where the income from them went and Mr Lindsay said that ECC had not funded them and said that they were from Highways England from capital bid from funding. The Member also commented about a dangerous corner at Kelevedon where there must be accidents and Mr Lindsay shared the Member's frustration as Highways England had looked at it and had decided the road needed a full depth reconstruction which would mean a lengthy closure for road traffic.

The Chairman then invited Mr Martin Rayner from Mistley Parish Council to comment and ask questions and Mr Rayner asked if the £150,000 would be sufficient for the traffic lights and that as it as it would come from S.106 ;money there would be a delay until some houses had been built, and asked if there was any pot of money which could provide for the traffic lights to be built and repaid from S.106 money when it was received from the developers. He also mentioned traffic modelling which seemed to be just one model but that it did not fit all situations and mentioned the long traffic queues at a large supermarket in Tollgate, Colchester.

Mr Lindsay said that had been incidents of forward funding but there was no real pot of money for it and that he would like a lot more funding to be made available. He also explained how modelling was worked and results arrived at.

A Member mentioned that at the Fire Station roundabout in Clacton there were road signs that were no longer needed but were still in place and Mr Lindsay said that he would ensure they would be collected.

Members raised other concerns which included:

- the number of rail crossings along the rail network and the safety issues involved;
- provision of dual carriageway for the A133;
- the back-up of traffic all the way up Cox's Hill at Lawford;
- the short slip road for north bound traffic at J.28 on the A12 which meant sighting of oncoming traffic was difficult;
- how much money had been spent by ECC on road improvements in Colchester and if any money could be released to free up ditches and gullies in rural areas;
- when calls were made to the flood telephone line, that they went unanswered;
- a way of using forward monies especially at the Manningtree railway bridge;
- Grass growing in the middle of roadways and again the danger of potholes; and
- the amount of money that ECC had paid out in compensation to drivers whose cars had been damaged by potholes.

Mr Lindsay answered and commented on all of the above.

After Members had thoroughly discussed the issues, it was **AGREED** that:-

- (a) the following comments and recommendations be made to Cabinet; that
 - i. A letter be sent to Essex County Council urging them to forward fund £150,000 to enable the traffic lights at Manningtree to be installed as soon as possible with the funding to be recovered from S.106 agreements as developments proceeded;
 - ii. that all Members, through engagement with their County Councillor, be encouraged to submit schemes to the Local Highways Panel and to attend the regular meetings; and
 - iii. that the availability of funding to assist householders with flooding be investigated and promoted with home owners in affected areas as appropriate.
- (b) Essex County Council be asked to send a representative to a future Committee meeting to discuss the subjects of road safety and road maintenance
- (c) the issue of the Manningtree road transport study be put back on the Community Leadership and Partnerships work programme for a future meeting; and
- (d) once the rail franchise had been awarded to the successful Eastern Region bidder they be invited to attend a future meeting of the Community Leadership and Partnerships Committee;

The Chairman thank Mr Lindsay for attending the Committee and for the information he had given to Members and hoped the answers he had given had let the Members feel that their concerns had been taken into account.

The Chairman also thanked Mr Rayner and Ms Anderson from Mistley Parish Council for attending the meeting.

The meeting was declared closed at 9.15 p.m.

Chairman

**MINUTES OF THE MEETING OF THE SERVICE DEVELOPMENT AND DELIVERY SCRUTINY
COMMITTEE HELD ON MONDAY 18 JULY 2016 AT 7.30 P.M.
THE COUNCIL CHAMBER, COUNCIL OFFICES, WEELEY**

Present: Councillors Griffiths (Chairman), V E Guglielmi (Vice-Chairman), Fowler, Hones, Miles, Pemberton, Skeels (Jnr)

Also Present: Councillors Ferguson (Portfolio Holder for Tourism and Culture), G V Guglielmi (Portfolio Holder for Enforcement and Community Safety) and McWilliams (Portfolio Holder for Leisure, Health and Wellbeing)

In Attendance: Head of Customer & Commercial Services (Mark Westall), Head of Sport & Leisure) and Democratic Services Officer (Janey Nice)

7. Election of Vice-Chairman

Following the replacement of Councillor Ferguson as a member of the Committee by Councillor V E Guglielmi the Chairman invited nominations for the position of Vice-Chairman of the Committee.

Councillor Miles nominated Councillor V E Guglielmi seconded by M J Skeels Jnr and Councillor Hones nominated Councillor Fowler seconded by Councillor Pemberton. On putting it to the vote Councillor V E Guglielmi was appointed to the position of Vice-Chairman on the Chairman's casting vote.

8. Apologies for Absence and Substitutions

An apology was received from Councillor Yallop.

9. Minutes of the Last Meeting

The minutes of the last meeting were signed as a correct record by the Chairman.

10. Declarations of Interest

There were none declared.

11. Clacton Air Show Business Plan

The Portfolio Holder for Enforcement and Community Safety (Councillor G V Guglielmi) informed the Committee that all safety precautions had been the responsibility of the Police and he would be having further briefings from the Council's Community Safety Officer (Leanne Thornton) although no matters of concern had been flagged up to date. He commented that the Police would have their own plans and the Police had always worked on community safety for the Clacton Air Show.

The Portfolio Holder for Leisure, Health and Well-being (Councillor McWilliams) informed the Committee of a recent Emergency Planning exercise based around the Clacton Air Show with the Coastguards, Police and Lifeguards and other concerned agencies and said she was amazed at how well the Emergency Plan system worked. She said the team were fully trained up for any contingency that could be foreseen.

A Member commented that it was impossible to account for all occurrences and suggested that large barriers could be put in place to stop vehicles driving down the Promenade. Councillor G V Guglielmi said that all such provisions would be on Police advice and other agencies. A Member commented that unlike the Shoreham Air Show the planes at the Clacton Air Show flew over the sea and not over the town.

The Chairman said that he was confident that all aspects of safety had been covered by this Council and prior to any event that any precautions that could be taken, actually were.

The Council's Head of Sport & Leisure (Mike Carran) informed Members that the arranging of the Clacton Air Show was the most joined up process that anyone could possibly imagine which started in April to discuss all issues, which included the testing of the Emergency Plan, working with the Marine Police, Essex Police, discussing specific safety issues in the week of the event. He said that at 8.00 a.m. on the days of the Air Show the people concerned had briefings to go through all issues.

Mr Carran informed the Committee that last year another Emergency Planning team from Jersey visited Tendring to see how the Council handled the Air show and were fascinated by the way the whole event was put together. He added that when the new Civil Aviation Authority (CAA) regulations were published last year after the Shoreham disaster, one of the core issues was the joined up working approach and when the team had gone through the regulations they found that had already been doing at least 80% of the new regulations. He said there were a lot of additional regulations and they had completed the Council's Air Show plans which had been sent to the CAA for approval. He added that a lot of work had gone into the plans, the Flight Director had already been approved and after the Shoreham tragedy, pilots were further briefed about not flying over Clacton Pier.

Mr Carran then introduced the Air Show Business Plan 2016 to the Committee and said that it was a five year plan and said it had come from reactions to internal debriefing, with briefing with all external partners and it was the intention to improve the Air Show from year to year.

Mr Carran said the Air Show was a wonderful event which was of a great economic benefit to the Tendring District and an economic impact study had shown that it was worth £7.5 million to the District in 2015, it was also estimated to sustain 105 full time equivalent jobs and also of increased media publicity to the District. He added that the Air Show had been very well attended with the Vulcan bomber being a major attraction and the cancellation of other Air Shows had also increased attendance in 2015.

Mr Carran said that the managing of costs was a huge deal as insurance costs were rocketing and had increased by £15,000 over the last few years, the Council worked on how to make money and save money. He said that some Air Shows elsewhere have had excessive costs while the Clacton Air Show had only cost Tendring £1,500 over the two days of the event.

Mr Carran informed the Committee that managing car park transport was an issue that needed to be made more efficient, over the last two years Tendring had Park and Ride from the Clacton Shopping Village, with an official Air Show car park and an additional Park and Ride from Holland-on-Sea. He added that an additional playing field with a vast area was available if required, also the Clacton Golf Club opened up for car parking in 2015 with 200 – 300 spaces. He said that a lot of Council staff were used as official Stewards over the two days and could be moved around to assist where most needed.

He added that tides will be perfect this year which would mean plenty of beach would be available for spectators. This year, he said there were air/sea regulations in place with the main issue in the new CAA guidance for a wider exclusion zone for flights, however while the Council could manage the shore side the maritime exclusion zone had to be extended for spectators in boats. He informed the Committee a lot of other Air Shows over the last six months had been cancelled as they were held over land and would be almost impossible to hold an Air Show and under the new regulations.

Mr Carran said that sponsorship was another big issue for the Air Show team with them working to attract sponsors for the event. It was important he said that the Air Show was well promoted and the Council had produced a high quality programme and added that

the income from programme sales had escalated year on year, over the last three years the income had increased from £12,000 to £40,000 for last year.

He said there would be a lot more Stewards in the town to attract more potential income, with the bucket collection working in conjunction with the programme sales, often buyers of the official programmes would put spare loose change into the buckets after purchasing their programme. He added that he had received comments last year that some people had been unable to donate as they had not seen a bucket Steward so this year an online donation line had been added to the Air Show website so people could still donate that way. He commented that Air Shows were the second most popular spectator event after football which showed how popular Air Shows were. A few years ago, he said, the Council had promoted a video for the Air Show on You Tube, the first year the video got 30,000 'hits' and he believed that this year the number of visits to You Tube would increase as time gets closer to the Air Show. The promotional video could be seen at: <https://www.youtube.com/watch?v=E4XoW-tZjmo>.

Mr Carran said that trade stands were the biggest source of funds with at least £50,000 in income and in the last 10 years all trade stand spaces had been sold out giving a positive message to traders. A Councillor asked what the cost of a trade stand was and Mr Carran informed her that the charges varied from £220 to £5,000 depending the style of the stand and whether large or small. He said that the cost had been driven upwards over the last five years and the team regularly checked to see what the market could stand on charges. He added that the more people who attended the Air Show, the more potential income would be raised.

Mr Carran informed the Committee that for the very first time in the history of the Air Show, there would be evening flights to celebrate 25 years of the event and said that this would enable a gap in the programme for spectators to enjoy the attractions of Clacton and visit the shops and restaurants before the evening event. He said the Air Show would finish with a spectacular firework display over Clacton Pier on the first day only.

With the outsourcing of the sponsorship area, it made a saving of around £1,600 per annum. The outside caterers made money as well as the Council. He added that it is hugely important that Council staff were freed up to help manage the event.

A Councillor commented the Air Show looked as if it would be bigger and better this year and congratulated Mr Carran and his team.

The Chairman thanked Mr Carran for his excellent presentation.

It was asked that the Cabinet **NOTED:** that

The Service and Development Committee were satisfied that safety and security arrangements were in place for the Clacton Air Show 2016.

12. Review of Refurbishment of Sports Facilities

The Portfolio Holder for Leisure, Health and Well-being) Councillor McWilliams handed over to Mr Carran to inform the Committee of the refurbishment of the Council's sports facilities.

Mr Carran informed the Committee of two significant refurbishment schemes over recent months which were the Dovercourt swimming pool and Lifestyles suite and also Walton-on-the-Naze pool with a Lifestyles facility added.

He said that the Dovercourt pool had a very modern village changing area with the Lifestyles suite being moved down to the ground floor from the first floor.

He said it was a big part of the Council's Corporate Plan 2016 -2020 to deliver:

- high quality affordable services;
- promote healthier lifestyles and well-being;
- first rate leisure facilities; and
- promote tourism, culture and sport.

Mr Carran said it had been very difficult during the construction phase to keep the facilities running as it was intended that there would be no interruption to the service to the public. He said that at both Dovercourt and Walton pools had to have different changing facilities with Walton facing a bigger challenge with their changing rooms being outside in temporary accommodation. He added it had worked quite well during the work with only a few customers being lost, with Walton having a very little drop.

He said that before the refurbishment Dovercourt had been in a very poor shape and showed the Committee before and after pictures. He said that the Dovercourt swimming pool was in a lovely part of the town with the new gym looking across the bay and a new improved and welcoming reception on the way in.

Mr Carran said that at the Walton pool the Council used the same architects to keep the buildings and style looking similar and again showed the Committee before and after pictures of the facilities of Walton pool. He said that both pools had village style changing rooms which were unisex with a changing area specifically for families which had proved a huge success. He added that the Lifestyles gym at the Walton pool was slightly smaller than the Dovercourt facility due to the available space. Until the refurbishment he said, there had never been a Lifestyle facility at Walton while the Lifestyles had been at Dovercourt for 12 years.

Mr Carran said it was important to move forward by developing facilities, by allowing more customers to use them and also controlling costs. He said that the staff structure had improved with the way it was managed and this free up more strategic management time, while this had been a difficult process everyone was now settled in and happy. Unfortunately he said that the business rates had increased as the Non Domestic Rate (NDR) was based on value which had increased significantly, now £42,000 and another additional cost had been the living wage which had added an extra £40,000 to running costs.

Mr Carran said diversification was looking at different ways of increasing income, for example the new coffee bar at Clacton Leisure Centre and the new gym at Walton which was proving really successful. He added that at Dovercourt the Council was using modern technology by customers using a pre-paid card to enter with no need to queue and other software was to go live allowing customers to join as members online. He also added that swimming lessons would be able to be booked online which would be an improvement on queueing in the hope of getting a space; the new software would not allow beginners to join an advanced class. In addition he said, the customers would be able to communicate with their teachers through an online portal which would also allow the teachers to communicate.

He said that membership income had accounted for around £800,000 per annum with customers using their membership fully, fees and charges prior to this year had been frozen and increased for the first time this year with some being in line with market forces.

Mr Carran said that data on the impact on income from Dovercourt Pool was available for the first 12 months with Walton only having information over the last three months. He said that at Dovercourt the income was up by 26% and at Walton by 23%. He informed the Committee that this was actually 26,000 more visitors to Dovercourt and on the same basis, Walton would have 36,000 more visitors, this meant a significant number of people were using the facilities at both sites.

Mr Carran said that the membership income was by far and away the biggest source of income and basing the forecast of last year's figure of £778,101, he estimated that the current year would bring an increase of around £100,000 extra. He said that a key part of the strategy was increasing the revenue stream without increasing staffing costs. Customers, he said, paid up front each month.

A Member asked about the Brightlingsea outside pool and Mr Carran said his chart was only about income on the indoor pools.

Mr Carran said he said that comments from customers had included that they had only taken up membership as the facilities had been upgraded and another said he went swimming 5 days a week which had completely changed his life around.

Mr Carran said that there was an accountability on Officers to reduce costs by driving business forward, there was a clear strategy in place. He said that when the Dovercourt pool was refurbished and the grass park was used for changing facilities customers had to take wellingtons with them.

Councillors asked various questions and made comments which included:

1. A Member asked what was the way forward? Mr Carran said he was looking for a bedding-in period with the new technology and developing new ideas;
2. Another Member said that she was getting great feedback from customers and thinks that the development at the pools was outstanding which encouraged the public into the facilities;
3. A few members had grumbled about the village style changing facilities and had complained but were now getting used to them; Mr Carran said that a particularly good job had been done at Walton and Councillor Miles said that she had been given a personal tour and that the staff were really enthusiastic, she said that everything was excellent and of a great credit to the Head of Sport and Leisure; and
4. A question was asked about promotion for parties which apparently were ad hoc at Walton;
5. Clacton needed improved air conditioning and Mr Carran said that funds had already been put aside for that work;

The Chairman said that the improvement at the facilities was major and that he often took his daughter and found the changing room facilities much better. He also liked the one card scheme and commented on the 0-10 children swimming card. Mr Carran said there was a membership card available for all of the activities; the more people who came in together meant more income. The Chairman asked how the activities were promoted and Mr Carran there was some promotion though obviously not enough

The Chairman thanked Mr Carran for two excellent and different presentations and wanted it put on record.

13. Work Programme 2016/17

The Head of Customer and Commercial Services (Mark Westall) said that the issue of the Spendells and Honeycroft sheltered accommodation schemes would be back on the agenda for November. He added that the need for a site visit would need to be looked at along with a buildings report. He also suggested that all Ward Members and County Councillors should be also invited.

Councillor V E Guglielmi commented that she could be biased on this particular issue as she lived in part of the Honeycroft area. The Chairman said that he wanted as many people visiting the sites as possible as he wanted the Members to have their say as it was a way the Council would be looking at what could be done to improve the complexes. He

added that it was not about making a profit but about what was going wrong and how to address that issue.

Councillor Miles said that she visited both Spendalls and Mead House on a frequent basis. The Chairman said that he wanted a report before a site visit so that they could all be aware of the issues before they made their visits.

It was asked if the Members could have an input to the work being done and the Chairman said that this was why he wanted all of the Committee to attend the site visits. Mr Westall said that the feasibility report was being done externally and there would be no input from in-house.

The Chairman commented he thought it would be fair for Ward Members to make some sort of representation although he knew it was an external commissioning report, he said perhaps there may be a part available in the report for ward representation before it came to Committee.

Mr Westall said that he would be happy for the Head of Housing (Tim Clarke) to talk to Ward Members and the Chairman said he would be happy for Ward Members of the relevant Parish or Town Council Councillors to come to the Committee meeting.

14. FORWARD PLAN

The Committee reviewed, and noted, the new items relevant to the terms of reference of the Committee, contained in the Forward Plan 176, in accordance with Overview and Scrutiny Procedure Rule 13.

DATE OF NEXT MEETING

The Chairman confirmed that the next scheduled meeting of the Committee was to be held on Monday 19 Sept.

The meeting was declared closed at 9.04 p.m.

Chairman

COUNCIL

6 SEPTEMBER 2016

REPORT OF MANAGEMENT AND MEMBERS' SUPPORT MANAGER

A.1 Electoral Review

(Report prepared by Karen Neath)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek approval to a submission document to the Local Government Boundary Commission for England (LGBCE) including a proposed Council size and forecast electorate.

EXECUTIVE SUMMARY

- At Council on 10 September 2013 Council agreed the following:-
 - (a) An electoral review for the Council was necessary; and
 - (b) The LGBCE be approached with the intention of submitting a formal request for an electoral review to be carried out.
- On 9 February 2016 the LGBCE formally wrote to the Council to advise that it had a place on the review programme.
- The timetable for the review is as follows:-

Item	Action	Date
Stage 1 – Council size and electoral forecast	To submit submission to LGBCE	27 September 2016
Stage 2 – Ward Boundaries	Public consultation on new electoral ward boundaries	October 2016 to January 2017
	Draft recommendations published and a public consultation on them	March 2017 to May 2017
	Publication of final recommendations	July 2017
	Parliamentary Scrutiny	October 2017
Implementation of new ward boundaries	Local elections	May 2019

- A Portfolio Working Party, chaired by Councillor Paul Honeywood, has been established to look at the review. The Working Party has broad representation from across the Council.
- At this Council meeting Members are being asked to consider the submission on Council size (appendix A) including a forecast electorate. This submission has been prepared by the Working Party.
- The guidance from the LGBCE advises that the submission on Council size should take four broad areas into consideration:-

- Governance and Decision Making
- Scrutiny
- Representational Role (of Members)
- Future

- Each of the above areas has been considered and addressed in the submission document attached at Appendix A and in reaching a proposal on Council size.
- The Council's submission on Council size will be considered by the LGBCE alongside any other submissions received. The attached submission proposes a Council size of 48. The LGBCE will consider all submissions received on Council size and make a final decision. The LGBCE decision on Council size will be final.
- The forecast electorate in 2022 has been undertaken following the guidance of the LGBCE and is forecast to be 116,000. This includes an assessment of the number of new electors arising from additional housing build. The data for house build is the same as that used in the Council's emerging Local Plan although the Local Plan has a timescale to 2033 and beyond whilst the electoral forecast is to 2022.
- Once the revised Council size and forecast electorate are agreed these will inform the second stage of the review. One of the elements considered in looking at ward boundaries is electoral equality and the figures of Council size and both current and forecast electorate will be used to judge where electoral equality is significantly different in any ward from the average.
- It is important to say that when the stage of looking at ward boundaries is reached the use of electoral equality is a guide to how boundaries should change. Another very important factor is the local community in geographical, social and demographic terms and all Members of the community – individuals, residents associations, Town and Parish Councils etc. will be able to provide submissions on where they believe ward boundaries should lie.

RECOMMENDATION(S)

That the submission attached at Appendix A be agreed and submitted to the Local Government Boundary Commission for England.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

It is important that the number of members of the Council is appropriate to allow it to undertake effective governance, decision making, and scrutiny as well as ensuring that there is an appropriate level of electoral representation for residents across the District.

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The LCGBE will not take financial considerations into account as a reason for changing Council size. However, clearly, if the number of members were to reduce, then there would be a reduction in costs such as members' allowances, members printing etc. The total budget for member support costs for 2016/17 is £503,150.

Risk

There is a risk that if the numbers of members is reduced too far then the governance of the authority is not effective and the electorate does not have proper representation. The attached submission considers the relevant issues and proposes a Council size which the working party believes satisfies the LGBCE criteria.

LEGAL

The LGBCE was established by and operates under the Local Democracy, Economic Development and Construction Act 2009.

OTHER IMPLICATIONS**Wards Affected**

All.

BACKGROUND PAPERS FOR THE DECISION

There are no background papers.

APPENDICES

Appendix A – Submission to the Local Government Boundary Commission

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Electoral Review
Tendring District Council
Stage One – Council Size

1.0 Introduction

This submission looks at whether the number of Tendring District Councillors should reduce from 60.

2.0 Tendring Profile

The Tendring District is in the north east of Essex bordered by the North Sea to the east and by Suffolk to the north. The Tendring District is 33,740 hectares in size (approximately 130 square miles), with 60km of coastline. It has a population of 138,100 (2011) based predominately in the coastal towns of Clacton, Harwich, Frinton, Walton, Brightlingsea and St Osyth. Inland is more rural with a number of villages. By 2037 the population is expected to increase by 18% with most housing growth expected to be around the more urban areas and the Council is exploring, along with Colchester and Braintree Councils, the development of Garden Communities with one potential site being on the Colchester / Tendring border.

At 1 in 3, the District has the highest proportion of pensioners in the East of England. 1 in 7 people live in a deprived area and 1 in 5 children live in poverty. Tendring has better than average local authority housing and a higher number of elderly are looked after and supported at home. The Council continues to directly manage its housing stock.

The District has 35 wards and 27 Town and Parish Councils although the largest town, Clacton, including Jaywick and Holland-on-Sea, is unparished.

No two tier district council has more than 62 Councillors so Tendring with 60, is at the very top end of council size for its type of authority.

3.0 Background

At a Full Council meeting on 10 September 2013, a report was considered as to whether to request the Local Government Boundary Commission for England (LGBCE) to conduct an electoral review of the Council. It was the view of the Council that as part of the ongoing reorganisation of the Council structure and the contraction of staffing levels that it was right to examine the size of the Council and that a review was needed to establish an independent view on the appropriate number of councillors to comply with the aims of the LGBCE. At that meeting, it was agreed that:-

- (a) a electoral review for the Council was necessary, and
- (b) the LGBCE be approached with the intention of submitting a formal request for an electoral review to be carried out.

Progress of this issue was delayed due to changes in the Leader of the Council and the 2015 local elections. However, on the 9th February 2016 the LGBCE confirmed in writing to this Council that it was included on the Commission's review programme. Prior to this, the last review for Tendring took place in 2000.

4.0 Review Process

An Electoral Review Working Group consisting of cross party representation from Members was established to look at the Council size. The Terms of Reference of the Working Group state its purpose to be:-

To draw up recommended proposals to put to the Local Government Boundary Commission for England (LGBCE) in respect of:-

- The total number of Councillors elected to the Council
- The names, numbers and boundaries of wards
- The number of Councillors to be elected from each ward

The proposals put forward must meet the criteria of the LGBCE which are:

- To deliver electoral equality for voters;
- Establish electoral areas (wards or divisions) for local authorities that reflect, as far as possible, community identities in that area; and
- Promote effectiveness and convenient local government

During the process, all Members received a presentation from representatives of the LGBCE, Alison Lowton (Lead Commissioner) and Richard Buck (Review Manager) and were given the opportunity to ask questions. In addition two events were held within the District for local community groups and representatives as well as Town and Parish Councils to provide information on the review, to answer questions and get feedback on the Council's proposed reduction in Councillors.

The submission on Council size has been prepared by the Working Group and was considered by full Council on 6th September 2016 where [outcome to be updated following the Council meeting].

5.0 Cabinet and Committee Arrangements

- **Full Council**

Tendring District Council currently has 60 Members elected on a four year cycle. The Council has the following political groups – Conservative (23 Members), UKIP (14 Members), Independent (6 Members), Coastal Independents (3 Members), Labour (4 Members), Holland Residents Association (3 Members), and Tendring Independents (2 Members). 5 Members are not in a political group. Full Council meets 8 times a year. Appendix One sets out the terms of reference for Council, Cabinet and Committees.

- **Executive**

This Council has operated Executive arrangements (Leader and Cabinet) since 2001. The Leader is elected on a four year term. Since May 2015 there have been nine Portfolio Holders in addition to the Leader with the allocation of Portfolio responsibilities currently as follows:-

- Enforcement and Community Safety
- Corporate Services
- Commercialisation
- Environment
- Finance and Revenues and Benefits
- Housing
- Leisure, Health and Wellbeing
- Planning and Regeneration
- Tourism and Culture

As well as the responsibilities within each Portfolio, some Portfolio Holders have a specific remit to lead on key projects within the Council.

Cabinet has around 11 or 12 formal meetings a year with the Leaders of the Groups not having a place on Cabinet, invited to attend.

Cabinet makes decisions at the formal meetings (61 in 2015/16) but Portfolio Holders also make decisions (43 in 2015/16). The Council has recently undergone a review of its constitution and the delegation arrangements have been updated to ensure that Portfolio Holder responsibility sits around strategic leadership rather than operational decision making. This means that more decision making is delegated to Officers through the ability to make officer decisions.

It is predominately Portfolio Holders that represent the Council on outside bodies and organisations. Of the 69 places on outside bodies, 44 are filled by Portfolio Holders.

- **Other Committees**

The other Committees of the Council are as follows:-

Committee	Main Function	Sub Committees	No of places	No of meetings per year
Community Leadership and Partnership	Overview and Scrutiny		11	6 to 8 (but with additional meetings occasionally called)
Corporate Management	Overview and Scrutiny		8	6 to 8 (but with additional meetings occasionally called)
Service Development and Delivery	Overview and Scrutiny		8	6 to 8 (but with additional meetings)

				occasionally called)
Audit	To provide independent assurance on the adequacy of the risk management framework, independent scrutiny of the Council's financial and non-financial performance		5	4
Standards	To promote and maintain high standards of conduct by Members and Co-opted members of the authority	Town and Parish (3 places)	7	3
Planning	To handle planning applications that officers cannot determine under delegated authority;		11	12
Local Plan	To oversee the preparation of the Local Plan and planning policy		15	5
Licensing and Registration	Quasi-judicial determination of personal licensing matters including Hackney Carriage, Private Hire, Public Entertainment, Liquor and Gaming licences	4 specific sub committees (one of 8 places and three of 3 places)	15	5
Human Resources	To consider general staffing matters		14	2 to 3
Council Tax	To agree the overall council tax for the District.		5	1

- **Regulatory Functions**

In relation to regulatory functions members cannot serve on either the Licensing and Registration Committees or the Planning Committee unless they have undergone the necessary training. Planning Committee members also undertake site visits on the day

of the Committee meeting. Last year around 3% of applications (a total of 59) were determined by the Planning Committee with 97% being made under delegated officer powers.

- **Overview and Scrutiny**

The work programme for each Overview and Scrutiny Committee is agreed at Annual Council each year. The Work Programmes for 2016/17 are included at Appendix One. From May 2016 the Education and Skills Committee has been merged into the Community Leadership and Partnership Committee. There has never been a problem with the work programmes not being completed due to capacity issues in relation to membership of the Committees. The majority of the time of the Committee members is spent on attending the Committee meetings with limited work in between. The Corporate Management Committee currently does most 'out of Committee' work as part of its role to scrutinise the budget each year.

- **Governance**

The Audit and Standards Committees are those that oversee the governance and conduct of the authority.

- **Other Committees**

The remaining committees of the Council are the Council Tax Committee which meets for a short time once a year solely to agree the final Council Tax for the coming year taking account of the Council Tax levy set by the Council along with those from each of the precepting authorities.

The Council has a separate Local Plan Committee which is currently focussed on the preparation of the Local Plan but is expected to continue with a focus on planning policy.

The Human Resources Committee has a strategic role in certain policies and staffing matters in the Council. Day to day management arrangements for staff are delegated to officers. The Committee has a role in agreeing HR policies and monitoring of staffing related data. It may have a role in appointment and dismissal of staff where this is not delegated but this would be for the most senior staff only.

- **Consideration of Council Size**

As part of this submission the Electoral Review Working Group has considered the number of places that would be required for a future Cabinet and Committee structure.

The group has concluded that:-

- the number of Overview and Scrutiny Committees could be reduced to 2, one with an external focus and one with an internal focus and with more use of task and finish groups;

- the Audit, Standards and Council Tax Committees already have a low number of places so there is not much scope to reduce these numbers;
- there is scope to reduce the number of places on Cabinet, Planning, Local Plan, Licensing and Human Resources Committees (the Licensing Sub Committees and Human Resources Committees in particular meet only infrequently)

Options for the number of places on Cabinet and Committee under a reduced Council size are therefore as follows. The current position is in the left hand column and shows a current ratio of each councillor covering 2.15 places.

Committee	Places	Committee	Places	Committee	Places	Committee	Places	Committee	Places
(Current Position)									
Cabinet	10	Cabinet	8	Cabinet	8	Cabinet	6	Cabinet	6
Overview and Scrutiny	27	Overview and Scrutiny (two Committees of 11 places)	22	Overview and Scrutiny (two Committees of 9 places)	18	Overview and Scrutiny (two Committees of 11 places)	22	Overview and Scrutiny (two Committees of 8 places)	16
Community Leadership and Partnership (11)									
Corporate Management (8)									
Service Development and Delivery (8)									
Audit	5	Audit	5	Audit	5	Audit	5	Audit	5
Standards	7	Standards	7	Standards	7	Standards	7	Standards	7
Town and Parish Standards sub	3	Town and Parish Standards sub	3	Town and Parish Standards sub	3	Town and Parish Standards sub	3	Town and Parish Standards sub	3
Planning	11	Planning	10	Planning	10	Planning	9	Planning	9
Local Plan	15	Local Plan	13	Local Plan	13	Local Plan	11	Local Plan	11
Licensing and Registration	15	Licensing and Registration	13	Licensing and Registration	13	Licensing and Registration	11	Licensing and Registration	11
Four Licensing and Registration sub	17	Licensing and Registration sub	12	Licensing and Registration sub	12	Licensing and Registration sub	12	Licensing and Registration sub	12
Human Resources	14	Human Resources	11	Human Resources	9	Human Resources	7	Human Resources	7
Council Tax	5	Council Tax	5	Council Tax	5	Council Tax	5	Council Tax	5
Total	129	Total	109	Total	103	Total	98	Total	92
Members	60	Members	51	Members	48	Members	45	Members	43
Ratio	2.15	Ratio	2.15	Ratio	2.15	Ratio	2.15	Ratio	2.15

The options above show that, having consideration to future arrangements, the Council could effectively manage its governance arrangements with a reduced number of Councillors. These options assume that the Council retains a Leader and Cabinet model. However, if in the future, a Committee system were to be considered then the places allocated to service delivery functions above (Cabinet, Overview and Scrutiny, Local Plan, Human Resources, Council Tax) would be available to serve on service delivery committees. It is anticipated that Audit, Standards, Planning and Licensing Committees would remain whether the Council was operating under a Cabinet or

Committee system. The Working Group is satisfied that, whatever system is adopted going forward, the proposals set out in the scenarios above are robust.

6.0 Community Representation

The District has 35 wards with 11 having single councillor representation, 23 having 2 councillors and one with 3 councillors. Since the last review was undertaken the way in which Councillors interact with their residents has changed greatly. The use of technology is much more prevalent with Councillors corresponding much more by email. General information is much more widely available on the Council's website and through social media.

The Tendring figures from the Local Government Associations census of Local Authority Councillors 2013 showed that, on average Councillors spent 23 hours a week on Council business including engaging with constituents and working with the community. This ranged from those who worked between 6 hours and those who worked in excess of 50 hours as follows:-

Hours Per Week	Number of Councillors
6 – 10	7
11 – 15	5
16 – 20	4
21 – 25	3
26 – 30	3
31 – 35	2
36 – 40	1
41 – 45	0
46 – 50	4
50 +	1
Total	30
Average Hours	23
Total Councillors	60
Total hours per week (60 x 23)	1,384

Although this is based on a 50% response rate and was carried out prior to the 2015 elections it does provide some evidence that there is some scope to even out the workload between Councillors and thereby provide the opportunity for all Councillors to be more engaged. The following provides an indication of the impact this could have on the total number of Councillors.

Hours Per Week	Number of Councillors	Hours Per Week	Number of Councillors	Hours Per Week	Number of Councillors
6 – 10		6 – 10		6 – 10	
11 – 15		11 – 15		11 – 15	
16 – 20	16	16 – 20	4	16 – 20	4
21 – 25	3	21 – 25	15	21 – 25	3
26 – 30	3	26 – 30	3	26 – 30	15
31 – 35	2	31 – 35	2	31 – 35	2
36 – 40	1	36 – 40	1	36 – 40	1
41 – 45	0	41 – 45	0	41 – 45	0

46 – 50	4	46 – 50	4	46 – 50	4
50 +	1	50 +	1	50 +	1
Total	30	Total	30	Total	30
Average Hours	26	Average Hours	28	Average Hours	30
Total Councillors	53	Total Councillors	49	Total Councillors	46
Total hours per week (53 x 26)	1,378	Total hours per week (49 x 28)	1,372	Total hours per week (46 x 30)	1,380

7.0 Electorate Forecast

The electorate of the District at June 2016 was 111,899. This is forecast to increase to 116,000 by 2022. The forecast is set out in Appendix Two.

8.0 Summary and Conclusion

Following consideration of the information available and taking account of input from other members and from the consultation events, the recommendation of the Working Party is that the number of councillors for Tendring District Council should reduce from 60 to 48.

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RESPONSIBILITIES OF COUNCIL, CABINET AND COMMITTEES

RESPONSIBILITY FOR COUNCIL – NON EXECUTIVE FUNCTIONS		
Committee	Functions and Terms of Reference	Delegated Functions
Full Council	<p>Those functions retained for responsibility by Full Council as set out in Article 4 of the Constitution and the following specific functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and as detailed in the Appendix 1 to Part 3 of the Constitution.</p> <p>D. Discharge the following Functions Relating to Elections:</p> <ul style="list-style-type: none"> • Duty to appoint an Electoral Registration Officer • Power to dissolve Parish Councils • Power to make orders for grouping parishes, dissolving groups and separating parishes from groups. • Duty to appoint Returning Officer for local government elections • Duty to provide assistance to European Parliamentary elections. • Power to fill vacancies in the event of insufficient nominations. • Power to submit proposals to Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000. • Duty to consult on change a scheme for elections and associated powers under the Local Government Public Involvement and Health Act 2007. 	<p>Chief Executive in consultation with the Council Chairman:</p> <ol style="list-style-type: none"> 1. Agreeing the scale of fees payable at elections at District and Parish Councils, referenda and Parish Polls. <p>Chief Executive:</p> <ol style="list-style-type: none"> 1. Returning Officer at Local Elections 2. Power to assign Officers in relation to requisitions of the Registration Officer. 3. Actions required meeting the duty to provide assistance at European Parliamentary elections. 4. To divide constituency and electoral divisions into polling districts. 5. Powers in respect of holding of elections. 6. Power to pay expenses properly

	<p>E. The discharge of the following functions relating to the Name and Status of Areas</p> <ul style="list-style-type: none"> • Power to change the name of the district or parish • Power to petition for a charter to confer borough status <p>EB. Discharge the Duties, Functions and Powers relating to Community Governance</p> <p>F. Power to Amend, Revoke or Re-enact Byelaws</p> <p>G. Power to Promote or Oppose Local or Personal Bills</p> <p>Discharge of the following miscellaneous functions – Part II:</p> <ul style="list-style-type: none"> • Power to make standing orders (this includes amendments to the Constitution) • Power to make standing orders as to contracts • Duty to make arrangements for the proper administration of financial affairs. • Power to appoint Officers for particular purposes (appointment of “Proper Officers”) • Duty to designate Officer as the head of the authority’s Paid Service, and to provide staff, etc. • Duty to designate Officer as the Monitoring Officer, and to provide staff, etc. • Duty to provide staff etc. to person nominated by Monitoring Officer. • Power to make payments or provide 	<p>incurred by Electoral Registration Officers.</p> <p>7. Duty to declare vacancy in office in certain cases.</p> <p>8. Duty to give public notice of a casual vacancy.</p> <p>9. Power to make temporary appointments to parish councils.</p> <p>10. Regrading posts, restructuring and determining staffing levels (except where Section 4 of the Local Government and Housing Act 1989 applies and it is appropriate for the full Council to consider any specific proposals of the Head of Paid Service in this regard).</p> <p>Chief Executive or Monitoring Officer:</p> <p>1. The Proper Officer before whom a Member’s formal Declaration of Acceptance of Office may be made.</p> <p>2. The appointment or removal of any individual to/from a Committee, Sub-Committee, panel or</p>
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	<p>other benefits in cases of maladministration.</p> <p>Other matters</p> <p>Those as set out in Article 4 of the Constitution together with:</p> <ul style="list-style-type: none"> • Prepare and approve a Pay Policy Statement for the financial year in accordance with Chapter 8 of the Localism Act 2011. • The appointment of the Chief Executive • On the recommendation of the Human Resources Committee: <ul style="list-style-type: none"> (a) The dismissal including redundancy, in accordance with the statutory provisions, of the Chief Executive, Chief Finance Officer or Monitoring Office (following the outcome of an Independent Panel) (b) The voluntary early retirement and voluntary redundancy of the Chief Executive (c) The retirement on grounds of ill health of the Chief Executive on the recommendation of the Council's medical advisor (d) The terms and conditions of service of the Chief Executive 	<p>working party at the request of the relevant Group Leader.</p> <p>3. The advertisement of vacancies for the position of Independent Person(s) and the Independent Remuneration Panel, the review of applications received; the interview of suitable candidates and the making of recommendations to Council as to who should be appointed.</p>
Committee	Functions and Terms of Reference	Delegation of functions
Audit Committee	<p><i>The discharge of the following miscellaneous functions – Part II as set out in Schedule 1 to the Local Authorities (Functions and Responsibility Regulations) (England) 2000 (as amended) and as detailed in Appendix 1 to Part 3 of the Constitution.</i></p> <p>Duty to approve the authority's statement of accounts, income and expenditure and balance sheet or record of receipts or payments (as the case may be).</p> <p>Additional roles and functions of the Committee are as set out below:</p>	<p>Section 151 Officer and Audit and Governance Manager:</p> <p>The Provision of advice and support to the Audit Committee on all aspects of its functions and duties</p>

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment;
2. To provide independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment;
3. Considers the annual budget for the Internal audit Service as part of the Council's budget setting process; and
4. To oversee the financial reporting process:

Audit Activity

1. Considering the Audit and Governance Manager's annual report and opinion and a summary of internal audit activity (actual and proposed), and the level of assurance it can give over the Council's corporate governance arrangements.
2. Considering reports on the operation of internal audit and summaries of specific internal audit reports where requested.
3. Considering reports from internal audit on agreed recommendations not implemented within a reasonable timescale.
4. Considering external auditor and inspection reports and providing comments on these to Cabinet as appropriate.
5. Commenting on the scope and depth of external audit work and ensuring it gives value for money.
6. Liaising with the Audit Commission in regard to the appointment of the

	<p>Council's external auditor.</p> <p>Regulatory Framework</p> <p>7. Reviewing significant issues referred by the Chief Executive, Cabinet or any Council Committee (subject to the availability of resources within the approved audit plan).</p> <p>8. Monitoring the effective development and operation of risk management and corporate governance.</p> <p>9. Monitoring Council policies on 'Raising Concerns at Work', the whistleblowing policy and the anti-fraud and corruption strategy.</p> <p>10. Overseeing the production of the Code of Corporate Governance, including the Statement of Internal Control.</p> <p>11. Considering the arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.</p> <p>12. Considering the Council's compliance with its own and other published standards and controls (other than those covered by the Standards Committee).</p> <p>Accounts</p> <p>13. Reviewing and approving the annual statement of accounts.</p> <p>14. Considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</p> <p>15. Receiving the external auditor's report to those charged with governance.</p>	
Committee	Functions and Terms of Reference	Delegation of functions
Council Tax	To exercise the Council's functions relating to the formal acceptance of Council Tax	

Committee	precepts from the major precepting authorities. The exercise of the Council's functions, powers and duties in relation to the Terms of Reference.	
Committee	Functions and Terms of Reference	Delegation of functions
Local Plan Committee	<p>To exercise the Council's functions relating to overseeing the preparation of the Local Plan and ensuring it meets the 'tests of soundness' from national and planning policy.</p> <p>The exercise of the Council's functions, powers and duties in relation to the following:</p> <ol style="list-style-type: none"> 1. To oversee the preparation of the new Tendring District Local Plan* to ensure that it meets the 'tests of soundness' set out in the National Planning Policy Framework. 2. To ensure that the Local Plan* is "positively prepared", based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development. 3. To ensure the Local Plan* is "justified", promoting the most appropriate strategy for growth, when considered against reasonable alternatives, based on proportionate evidence. 4. To ensure that the Local Plan* is "effective", being deliverable over the plan period and based on effective joint working on cross-boundary strategic priorities. 5. To ensure that the Local Plan* is "consistent with national policy" enabling the delivery of sustainable development in accordance with the 	

	<p>policies in the National Planning Policy Framework.</p> <ol style="list-style-type: none"> 6. To ensure that the Council effectively complies with the statutory duty to co-operate. 7. To consider and recommend the content of the Local Plan*, in consultation with the Cabinet, for consideration and formal approval by Full Council for either public consultation (preferred options or pre-submission versions), submission to the Secretary of State (to be examined by a Planning Inspector), or final adoption (following receipt of the Planning Inspector's report). 8. To formally approve Supplementary Planning Documents (SPDs) and other planning documents for public consultation and final adoption. 9. To approve the preparation, commissioning and subsequent publication of studies, surveys and other technical documents that form part of the "evidence base" needed to justify the content of the Local Plan*, Supplementary Documents (SPDs) and other planning documents. 10. To scrutinise, note and understand the recommendations and conclusions of the "evidence base" to ensure that it provides a robust platform upon which to base policies and proposals in the Local Plan*, SPDs and other planning documents. 11. To approve the publication of the Annual Monitoring Report (AMR) each year and to consider whether or not it highlights development trends that may or may not require changes to policies or proposals in the Local Plan*, SPDs or other planning documents. 12. To consider representations submitted in response to public consultation exercises on the Local Plan*, SPDs or 	
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	<p>other planning documents and consider the need for any changes to these documents in response to any issues that they raise.</p> <p>13. To consider and agree responses to consultation exercises on national, regional and sub-regional planning policy issues and on other authorities' planning documents.</p> <p>14. Approve the work programme required for the Committee to undertake its functions effectively and in a timely manner.</p> <p>15. Refer to Cabinet and/or Council any recommendations in respect of the Council's overall strategy and policies.</p> <p><i>* The Local Plan can consist of one or more 'Development Plan Documents' which could include one document for the majority of the Tendring District and a separate document, if necessary, prepared jointly with Colchester Borough Council, for any major development crossing the Tendring/Colchester border</i></p>	
Committee	Functions	Delegation of functions
Planning Committee	<p><i>The discharge of the Town and Country Planning and Conservation functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and as detailed in Appendix 1 to Part 3 of the Constitution.</i></p> <p>Additional roles and functions of the Committee are as set out below:</p> <p>1. Any formal comment or view on applications or proposals to be determined by Essex County Council, any Statutory Body and government departments relating to matters within the remit of the Committee.</p>	<p>All planning and conservation matters delegated to the Head of Planning except in relation to the determination of certain planning applications as detailed below for determination by the Committee:</p> <p>(i) Officer recommendations for approval materially contrary to national or local policy.</p> <p>(ii) Officer</p>

		<p>recommendation of approval contrary to a previous refusal by the Planning Committee, where the policies remain substantially unchanged.</p> <p>(iii) Officer recommendation of approval and the application should be referred to the Secretary of State under a Direction(s) or “call in”.</p> <p>(iv) The applicant is the Council or someone acting as applicant on the Council’s behalf or in respect of Council owned land.</p> <p>(v) The applicant is a Member of the Council, Planning Officer or a Senior Officer and there is an Officer recommendation for approval, a Member of the Council, Planning Officer or a Senior Officer Member of the Council and there is an Officer recommendation for approval.</p> <p>(vi) Within 28 days of the commencement of formal consultation, a written request is</p>
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	<p><i>The discharge of the Miscellaneous functions – Part I – relating to Public Rights of Way, within the District Council’s responsibility as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and as detailed in Appendix 1 to Part 3 of the Constitution.</i></p> <p><i>The discharge of the following Miscellaneous functions – Part II – relating to hedgerows, trees and hedges as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and as detailed in Appendix 1 to Part 3 of the Constitution.</i></p>	<p>received from a District Councillor requesting that the application should be brought before the Planning Committee for determination giving material planning reasons for that request.</p> <p>(vii) Any application which the Head of Planning in their professional opinion, taking into account the written representations received, plans and policies and other material planning considerations be referred to the Planning committee because it raises more than significant local issues.</p> <p>All public rights of way matters delegated to the Corporate Director (Public Experience)</p> <p>All hedgerows, trees and hedges matters delegated to the Head of Planning</p>
Committee	Functions and Terms of Reference	Delegation of functions
Human Resources Committee	<i>The discharge of the following Part II - miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution.</i>	Chief Executive: Regrading posts, restructuring and determining staffing levels (except where Section 4 of the Local

	<p>Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal).</p> <p>Additional roles and functions of the Committee are as set out below:</p> <ol style="list-style-type: none"> 1. Decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers. 2. Strategic Overview and Monitoring of General Staffing Profile and Data through assessment and consideration of periodical statistical reports. 3. Agreement of key personnel policies, including but not exclusively: <ul style="list-style-type: none"> • Recruitment and Selection • Pay and Reward • Performance Management • Flexible Working and Work Life Balance • Equality and Diversity • Discipline and Grievance • Managing Change • Human Resources and Organisation Development Strategy 4. The recommendation to Council of the terms and conditions of service, dismissal including redundancy, voluntary redundancy, and voluntary early retirement of the Chief Executive. 5. The recommendation to Council of the retirement on grounds of ill health of the Chief Executive on the recommendation of the Council's Medical Advisor. 6. The appointment, or dismissal of, 	<p>Government and Housing Act 1989 applies and it is appropriate for the full Council to consider any specific proposals of the Head of Paid Service in this regard).</p> <p>Chief Executive in consultation with the Manager of Human Resources:</p> <p>The approval of a redundancy or mutually agreed Settlement Agreement for dismissal of staff up to and including Management Team level.</p> <p>Any Corporate Director or Head of Planning Services in consultation with the Human Resources Manager:</p> <ol style="list-style-type: none"> 1. The exercise and performance of the Council's functions, powers and duties in relation to applications for extensions of sick pay entitlement. 2. The recruitment and appointment of permanent staff up to, but not including Corporate Directors or Head of Planning above, in consultation with
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	<p>disciplinary action against Corporate Directors and Head of Planning.</p>	<p>the Workforce Panel and accordance with the Council's agreed procedures</p> <p>Human Resources Manager in consultation with Corporate Director (Corporate Services)</p> <p>3. Minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice.</p> <p>4. Approval of Pension Scheme related matters.</p> <p>The Chief Executive and Corporate Directors, Head of Planning shall have authority to act in relation to all matters within their areas of responsibility connected with management of staff including terms and conditions of employment and dismissal in accordance with the Council's Human Resources Policies and Staff Handbook, as maintained on the Council's intranet.</p>
Committee	Functions and Terms of Reference	Delegation of functions

<p>Licensing and Registration Committee</p>	<p><i>Functions relating to licensing, registration (B), Health and Safety at Work (C) and Smoke-free premises (FA) as set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and as detailed in Appendix 1 to Part 3 of the Constitution.</i></p> <p>Additional roles and functions of the Committee are as set out below:</p> <ul style="list-style-type: none"> • Recommending the Licensing and Gambling Policy Statements to full Council and Sex Establishment Policy; • Power to consider consult and consider representations in respect of an Early Morning Restriction Order (EMRO) under Sections 172A to 172E of the Licensing Act 2003 and to recommend implementation or rejection of application for EMRO to Full Council; and • Power to consult and consider representations in respect of Late Night Levy (LNL) Provisions under Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and to recommend implementation or rejection of an application to introduce LNL to Full Council. <p><i>The discharge of the following Part II - Miscellaneous Functions as set out in Schedule 1 to the Functions and Responsibilities Regulations and as detailed in Appendix 1 to Part 3 of the Constitution:</i></p> <ul style="list-style-type: none"> • Power to make closing order with respect to take away food shops; and • Power to make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption. 	<ol style="list-style-type: none"> 1. All licensing and registration functions (are delegated to the Licensing (General Purposes) Sub - Committee, and Premises/Personal Licences Sub-Committees as detailed below and otherwise the Corporate Director (Public Experience) except determining licensing conditions and criteria, and commenting on proposed policies, which remain with the Committee. 2. All functions relating to Health and Safety at Work and Smoke Free Premises are delegated to the Corporate Director (Public Experience).
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	<p>In addition the following powers and duties:</p> <ul style="list-style-type: none"> The setting of any fees and/or charges payable to the Council for the issue of any licences (with the exception of under the Scrap Metal Act 2013) or otherwise in relation to any of the functions falling within the remit of the Licensing Committee and various Sub-Sommittees. 	
Committee	Functions and Terms of Reference:	Delegation of functions
Licensing and Registration (General Purposes) Sub-Committee	<p>To consider and determine matters relating to all licences, consents, registrations and certificates that fall within the terms of reference of the Licensing and Registration Committee, except where:</p> <ol style="list-style-type: none"> The function relates to the Licensing Act 2003 or the Gambling Act 2005 The function falls within the terms of reference of another Committee or Sub-Committee, board or body; or The function has been delegated to Officers of the Council <p>In addition the Sub-Committee will exercise the following powers and duties:</p> <ol style="list-style-type: none"> Consideration for recommendations to local Highway Panel and Cabinet on: <ul style="list-style-type: none"> setting taxi fares installation of new taxi ranks and amendments/removals to existing taxi ranks. Consider appeals or objections received against the Council's Street Trading Policy or refusal of consent by Officers. Approval to move Street Collections, except where it is for a recognised carnival for charitable purposes which is currently delegated to Officers. Consider appeals or objections received against Officers refusal of 	<p>All matters are delegated to the Corporate Director (Public Experience) except in circumstances where the matter:</p> <ol style="list-style-type: none"> remains with the Committee or Sub-Committee or does not meet the policy criteria set by the Council.

	Street or House Collection applications.	
Committee	Functions and Terms of Reference:	Delegation of functions
Premises/ Personal Licences Sub-Committee(s)	<p>1.To consider applications for licences where representations have been received and not withdrawn, and applications for the review of licences, covered by the Licensing Act 2003 as follows:-</p> <ul style="list-style-type: none"> (i) Application for Premises Licence (ii) Application for Provisional Statement (iii) Application for Variation of Premises Licence (iv) Application to vary Designated Premises Supervisor following police objection (v) Application for Transfer of Premises Licence following police objection (vi) Consideration of police objections made to interim Authority Notice (vii) Determination of Application for Club Premises Certificate (viii) Determination of Application to vary Club Certificate (ix) Decision to give counter notice following police objection police or environmental health authority to temporary event notice (x) Application for grant of personal licence following police objection (xi) Revocation of Licence where convictions came to light after grant etc. (xii) Application for review of premises licence. (xiii) Application for review of Club Premises Certificate (xiv) Review following Closure Order <p>2.To consider applications for licences, where representations have been received and not withdrawn, and applications for the review of licences, covered by the Gambling Act 2005, as follows:</p> <ul style="list-style-type: none"> (i) Application for Premises Licence (ii) Application for Variation of Licence (iii) Application for Transfer of a Licence 	<p>To the Corporate Director (Public Experience):</p> <ul style="list-style-type: none"> 1. The approval or refusal of applications where no representations have been received. 2. All other Council functions, powers and duties in relation to the Licensing Act 2003 and the Gambling Act 2005 which do not remain the specific function of the Committee or Sub-Committee.

	<ul style="list-style-type: none"> (iv) Application for a Provisional Statement (v) Review of a Premises Licence (vi) Application for Club Gaming/Club Machine Permit (vii) Cancellation of a Club Gaming/Club Machine Permit (viii) Decision to give a Counter Notice to a Temporary Use Notice (Section 224) (ix) Matters referred to the Sub-Committee by Officers, notwithstanding the delegations set out opposite (x) Application for Prize Gaming Permit (xi) Application for Family Centre Gaming Machine Permit 	
Committee	Functions and Terms of Reference	Delegation of functions
Standards Committee	<ol style="list-style-type: none"> 1. To promote and maintain high standards of conduct by Members and Co-opted Members of the authority; 2. To develop a culture of openness, transparency, trust and confidence between Members and in Member and Officer relationships and to embed a culture of strong ethical and corporate governance at all levels in the Council; 3. To advise the Council on the adoption or revision of the Members' Code of Conduct; 4. To advise, train or arrange training on matters relating to and assisting Members, Co-Opted Members and Town and Parish Councillors on observing the Members' Code of Conduct; 5. To approve procedures for the conduct of hearings into complaints against Members; 6. To advise the Council upon the contents of and requirements for codes/protocols/other procedures relating to standards of conduct throughout the Council; 7. To receive reports from the Monitoring Officer and assess the operation and effectiveness of the Members' Code of 	<p>Delegation to Monitoring Officer:</p> <ol style="list-style-type: none"> 1. Deal with complaints against Members and co-opted Members of the Council and / or any Town or Parish Council in the Tendring District alleging a breach of the Members' Code of Conduct of the Council / Town or Parish Council ("Code") in accordance with the Complaints Procedure. 2. Assess complaints in accordance with the Assessment Criteria and may consult with a duly appointed Independent Person and determine whether the complaint: <ul style="list-style-type: none"> • Merits no further action • Merits early

	<p>Conduct and the other elements of the Standards Framework;</p> <p>8. To inform Council and the Chief Executive of relevant issues arising from the determination of Code of Conduct complaints;</p> <p>9. To hear and determine appeals against refusal to grant dispensations by the Monitoring Officer pursuant to Section 33 of the Localism Act 2011; and</p> <p>10. To maintain oversight of the Council's arrangements for dealing with complaints delegated to Standards Town and Parish Sub-Committee.</p> <p>Proceedings:</p> <p>1. To conduct proceedings in accordance with the Complaints Procedure, giving due consideration to the Monitoring Officer's advice and guidance, and following the principles of natural justice and innocent until proven otherwise;</p> <p>2. To receive referrals from the Monitoring Officer into allegations of misconduct in accordance with the assessment criteria and Complaints Procedure;</p> <p>3. To hear and determine complaints about Tending District Council Members and Co-Opted Members referred to it by the Monitoring Officer; and</p> <p>4. Any determination by the Committee which is contrary to the recommendation of the Monitoring Officer will include detailed reasons. The decision of the Committee will also be reported to the next meeting of full Council.</p>	<p>informal conciliation</p> <ul style="list-style-type: none"> • Merits further investigation • Should due to exceptional circumstances be referred to the Standards Committee or Sub-Committee for consideration for further investigation <p>3. Determine the format of the Complaints Form, Decision Notices and Procedure Flowchart and review where necessary.</p> <p>4. Commission external resources to investigate, undertake consultation with an Independent Person and report on any complaints relating to Member Conduct.</p> <p>5. Grant dispensations in compliance with Section 33(a) to (e) of the Localism Act 2011.</p> <p>6. Submit reports to the Standards Committee or Sub-Committee on the actions taken under these delegated powers and to provide advice and support making recommendations to the relevant</p>
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		Committee on any matters relating to the promotion and maintenance of high standards of conduct.
Committee	Functions and Terms of Reference	Delegation of functions
Town and Parish Councils' Standards Sub-Committee	<p>To advise and assist Town and Parish Councils and Councillors to maintain high standards of conduct and to make recommendations to Parish and Town Councils on improving standards or actions following a finding of a failure by a Parish Councillor to comply with its Code of Conduct.</p> <p>Proceedings:</p> <ol style="list-style-type: none"> 1. To conduct proceedings in accordance with the Complaints Procedure, giving due consideration to the Monitoring Officer's advice and guidance, and following the principles of natural justice and innocent until proven otherwise; 2. To receive referrals from the Monitoring Officer into allegations of misconduct in accordance with the assessment criteria and Complaints Procedure; 3. To hear and determine complaints about Town and Parish Council Members and Co-Opted Members referred to it by the Monitoring Officer; and 4. Any determination by the Sub-Committee which is contrary to the recommendations of the Monitoring Officer will include detailed reasons. The decision of the Sub-Committee will also be reported to the next meeting of full Council. 	<p>Delegation to Monitoring Officer:</p> <ol style="list-style-type: none"> 1. Deal with complaints against Members and co-opted Members of the Council and / or any Town or Parish Council in the Tendring District alleging a breach of the Members' Code of Conduct of the Council / Town or Parish Council ("Code") in accordance with the Complaints Procedure. 2. Assess complaints in accordance with the Assessment Criteria and may consult with a duly appointed Independent Person and determine whether the complaint: <ul style="list-style-type: none"> • Merits no further action • Merits early informal conciliation • Merits further investigation • Should due to exceptional

		<p>circumstances be referred to the Standards Committee or Sub-Committee for consideration for further investigation</p> <p>3. Determine the format of the Complaints Form, Decision Notices and Procedure Flowchart and review where necessary.</p> <p>4. Commission external resources to investigate, undertake consultation with an Independent Person and report on any complaints relating to Member Conduct.</p> <p>5. Submit reports to the Standards Committee or Sub-Committee on the actions taken under these delegated powers and to provide advice and support making recommendations to the relevant Committee on any matters relating to the promotion and maintenance of high standards of conduct.</p>
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THE LEADER OF THE COUNCIL

1. The Leader of the Council is responsible for the overall operation of the Council's portfolios through effective management of their Cabinet.
2. To ensure effective communication of Cabinet business including appropriate liaison with Overview and Scrutiny.
3. To be the leading voice of the Council on all executive functions and for overall policy.
4. To be the member representative for executive functions of the Council working with the Council's partners and stakeholders, on statutory bodies, the voluntary sector, the business community and other national and local organisations.
5. Ensure that their actions are taken in accordance with Section 3 below when making formal decisions.

CABINET

TERMS OF REFERENCE

To be responsible for Community Leadership for the District of Tendring. To lead the preparation of the District Council's policies and budget. To take decisions on resources and priorities together with other stakeholders and community partners as appropriate, and to deliver and implement the budget and policies decided by full Council. To be the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.

1. Developing and making recommendations to the Council in respect of the plans and strategies that form the Council's policy framework.
2. Formulation of budgets and other statutory financial requirements for submission to Council.
3. Monitoring the Council's budgetary and overall financial position.
4. Decisions as required by the Council's Financial and Procurement Procedure Rules including transactions in respect of the Final Accounts.
5. Decisions outside of the Budget or Policy Framework in accordance with the Procedure Rules.
6. The approval of strategies, policies, plans and guidance which are the responsibility of the Executive and are not delegated elsewhere within the Constitution.
7. Consideration and approval of the acquisition and disposal of property in accordance with the Property Dealing Procedure, legislation and specific consents.
8. Consideration and approval determination of objections, under Section 123 of the Local Government Act 1972, received in respect of proposed disposals of land used as public open space. All such consideration and determination to be at a public meeting of the Cabinet.

9. Power to consider objections received and then determine proposed Traffic Regulation Orders under the Road Traffic Regulations Act 1984 (as amended). All such objections to be determined at a public meeting of the Cabinet.
10. Issues delegated to individual Portfolio Holders that in their opinion a collective decision by the Cabinet is required.
11. Issues delegated to an Officer that in their opinion of the Management Team a collective decision by the Cabinet is required.
12. Reviewing from time to time the Council's Constitution.

PORTFOLIO HOLDERS

Portfolio	Responsibilities	
Enforcement and Community Safety	Corporate Enforcement	<ul style="list-style-type: none"> • Corporate Enforcement (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)
	Community Safety	<ul style="list-style-type: none"> • Community Safety (including police and fire service liaison) • Crime and disorder strategy • Business continuity
	Corporate Asset Management	<ul style="list-style-type: none"> • Overview and formulation of assets strategy and policy • Assets service providing property advice and support to service areas • Initiation and disposal of property matters in accordance with the Property Dealing Procedure
	ICT Services	<ul style="list-style-type: none"> • ICT contract and strategy • Networks and systems support • Data Protection • Information management • Internet
Corporate Services	Legal Services	<ul style="list-style-type: none"> • Legal advice and support to Council (re: executive and non-executive functions) • Legal services to departments • FOI / EIR requests for information • Regulation of Investigatory Powers Act 2000 – policy (compliance and co-ordination)
	Human Resources and Business Management	<ul style="list-style-type: none"> • Performance management • Intranet • Career Track • Public Service Reform <p>(NB other HR functions are non- executive and are delegated to the Human Resources Committee)</p>
	Committee Services	<ul style="list-style-type: none"> • Council, Cabinet and Committee Services • Corporate Administration including

		programming meetings
	Management and Members' Support	<ul style="list-style-type: none"> • Corporate Plan • Community Leadership • Member support • Corporate complaints • Ombudsman issues • Outside bodies appointments and support • Equality and Diversity
Commercialisation	Coastal Protection and Engineering	<ul style="list-style-type: none"> • Coast protection and flood defence – planning and major schemes • Coast protection maintenance • Minor engineering works • Sewerage and land drainage • Local highways and lighting functions e.g. road closures, street naming, numbering and name plates and highways rangers • Transport liaison
	Parking	<ul style="list-style-type: none"> • Off street car parking service • Traffic Regulation Orders • Strategic parking advice and on street functions as delegated by the Highway Authority
	Seafronts	<ul style="list-style-type: none"> • Seafront management • Beach huts and beach cleaning • Kiosks
	Public Conveniences	<ul style="list-style-type: none"> • Public conveniences
Environment	Environment	<ul style="list-style-type: none"> • Household waste minimisation and collection • Recycling maximisation and collection • Street cleansing • Dog warden service • Pest control • Food, safety and hygiene • Corporate health and safety • Water safety / quality • Pollution • Animal welfare • Public protection • Environmental health • Abandoned vehicles • Port health • Unlawful car sales
	Open Spaces and Bereavement	<ul style="list-style-type: none"> • Crematorium and cemeteries • Horticultural services • Open spaces • Recreation grounds • Children's play areas • Public halls • Sports clubs • Fleet management and vehicle workshops
Finance and Revenues and Benefits	Finance	<ul style="list-style-type: none"> • Annual budget strategy • Budget management • Accountancy

		<ul style="list-style-type: none"> • Exchequer • Insurance • Treasury management and banking • Procurement strategy and central purchasing • Internal audit • Big Society scheme
	Broadband	<ul style="list-style-type: none"> • Broadband
	Revenues and Benefits	<ul style="list-style-type: none"> • Administration of council Tax and housing benefit • Business Rates (NNDR) and reliefs • Local Council Tax Support Scheme • Cash collection / Paypoint • Rent collection • Right to Buy and other disposals
Housing	Strategic Housing (Private Sector Housing)	<ul style="list-style-type: none"> • Financial assistance for private sector housing • Houses in multiple occupation • Private sector housing – regulation and improvement • Tenant redress scheme • Private sector housing conditions enforcement and advice • Gypsy / traveller liaison • Home energy efficiency and fuel poverty • Jaywick team
	Strategic Housing (Housing Options and Allocations)	<ul style="list-style-type: none"> • Housing strategy and development • Homelessness policy and advice and assistance to homeless persons and in housing need • Housing allocation scheme
	Building Services and Facilities Management	<ul style="list-style-type: none"> • Maintenance of housing assets including sheltered schemes • Housing investment programme • Dangerous structures • Buildings advisory service • Council office and buildings policy including facilities management and maintenance • Depots • Office cleaning • Telephony • Switchboard
	Housing Management	<ul style="list-style-type: none"> • Sheltered housing • Estates management • Housing Revenue Account and business plan • Supporting people contract with Essex County Council • Local supporting people • Partnership with registered providers • Enable new opportunities to address housing need through partnership working
	Commercial	<ul style="list-style-type: none"> • Customer services • Careline service

		<ul style="list-style-type: none"> • Provision, maintenance and development of CCTV systems • Out of hours service • Tenant relations • Contact centre
Leisure, Health and Well-Being	Leisure Services	<ul style="list-style-type: none"> • Sports centres and facilities (including in partnership with schools) • Sports initiatives and sports development • Communities of interest (children and Young People)
	Health and Well-Being	<ul style="list-style-type: none"> • Health service liaison • Health and well being • Community health • Health inequalities • Provision of emergency planning
	Partnerships	<ul style="list-style-type: none"> • Education • Community engagement, development and empowerment (including consultations, advice and support) • Relationships with public and third sector organisations • Neighbourhood activities
Planning and Regeneration	Planning	<ul style="list-style-type: none"> • Strategic planning policy • Local land charges service, including the setting of appropriate fees • Planning pre-application advice service including the setting of appropriate fees
	Regeneration and Inward Investment	<ul style="list-style-type: none"> • Strategic regeneration • Economic growth strategy • Inward investment • Business support (employment and development) • Town centres support • Policy and project development • Funding bids • Skills and apprenticeships • Job Centre Plus partnerships
Tourism and Culture	Tourism and Events	<ul style="list-style-type: none"> • Tourism strategy • Tourism events • Tourism information and promotion • Princes Theatre management • Arts, entertainment, culture and heritage initiatives and events

OVERVIEW AND SCRUTINY COMMITTEES

Community Leadership and Partnerships Committee

To perform the functions in relation to the Council's external-facing functions including:

- Community Strategy
- Community Services
- Regeneration
- Local Plan / Local Development Framework
- Consultation
- Emergency Planning (Civil Contingencies)
- Partnerships
- External Scrutiny (e.g. Crime and Disorder Reduction and Health)

- Reviewing the key drivers that impact the educational attainment and aspirations in Tendring

- Reviewing the work undertaken by the Council, including within its partnership activities, to develop the skills of those that live and work in the District.

Service Development and Delivery Committee

To perform the functions in relation to the policy development and implementation of the Council's services including:

- Direct and support services
- Services provided by contractors

Corporate Management Committee

To perform the functions in relation to the Council's internal-facing functions including:
Financial Strategy

- Budget setting
- Efficiency/value for money/procurement
- Corporate Strategy
- Performance management reports
- Capital Strategy and asset management
- ICT, contract management and communications

Proposed work programmes along with the schedule to consider the items during the year

CORPORATE MANAGEMENT COMMITTEE

<i>Meeting Date</i>	<i>Topic</i>
9 May 2016	<ul style="list-style-type: none"> ◆ Performance Report 2015/16 Fourth Quarter and Outturn ◆ Corporate Plan and Performance Management 2016/17 ◆ Update on Careline Budgets e.g. Lifting Service
27 June 2016	<ul style="list-style-type: none"> ◆ Transforming Tending Project Update and Review ◆ Cost Efficiencies/Marketing of Leisure Plans/Projects Going Forward
26 September 2016	<ul style="list-style-type: none"> ◆ Performance Report 2016/17 First Quarter ◆ Corporate Budget Monitoring 2016/17 First Quarter ◆ Initial Financial Baseline Scrutiny ◆ Waste and Recycling – Performance against Targets and Value for Money in Contracts
12 December 2016	<ul style="list-style-type: none"> ◆ Performance Report 2016/17 Second Quarter ◆ Corporate Budget Monitoring 2016/17 Second Quarter ◆ “Growing the Beach Economy” – Performance Review of the first year following the completion of the new beach defences
19 December 2016 (Provisional)	<ul style="list-style-type: none"> ◆ Initial Budget and Financial Baseline Scrutiny – Briefing and Discussion on Cabinet’s Budget Decisions on 16 December 2016
3 and 5 January 2017	<ul style="list-style-type: none"> ◆ Revised Financial Baseline and Initial Budget Scrutiny Detailed Review
13 February 2017	<ul style="list-style-type: none"> ◆ Annual Treasury Strategy Scrutiny ◆ Performance Report 2016/17 Third Quarter
13 March 2017	<ul style="list-style-type: none"> ◆ Corporate Budget Monitoring 2016/17 Third Quarter ◆ Review of the Year and Work Programme for 2017/18
TBA (Formal)	<ul style="list-style-type: none"> ◆ Devolution – Financial Implications for TDC ◆ Review of the Council’s Loans, Ring-fenced Reserves and the Level of Risk with regard to Investments ◆ Review of Councillor Amos’ Motion to Council in respect of the Budget Setting Council Meeting
INFORMAL SESSION(S) TBA	<ul style="list-style-type: none"> ◆ Impact of Emerging Local Plan/Garden Settlements on Housing Revenue Account ◆ Recharges

COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE

Meeting Dates	Topic
23 May 2016	<ul style="list-style-type: none"> ◆ Community Safety Hub ◆ Business Support
11 July 2016	<ul style="list-style-type: none"> ◆ Local Bus Service Network Review ◆ Review of Highway Issues (A120 roundabout; A133 upgrade; and Manningtree Railway Bridge Bottleneck)
3 October 2016	<ul style="list-style-type: none"> ◆ Police and Crime Commissioner – vision for the four year term ◆ Annual Review of Community Safety Partnership’s work ◆ Corporate Antisocial Behaviour Policy – six month review
14 November 2016	<ul style="list-style-type: none"> ◆ To be advised
9 January 2017	<ul style="list-style-type: none"> ◆ Update on progress against the Children and Young People’s Delivery Plan – Child Poverty
20 February 2017	<ul style="list-style-type: none"> ◆ Public Health – Recruitment in Colchester/Tendring ◆ Review of Mental Health services in Tendring – Mental Health Hub ◆ Emotional Wellbeing Mental Health Services – potential pilot project within Tendring
20 March 2017	<ul style="list-style-type: none"> ◆ Review of the year 2016/2017 and Work Programme 2017/2018
TBA (Formal)	<ul style="list-style-type: none"> ◆ Review of the Ambulance Service ◆ Discussion with Bidders for the new Rail Franchise ◆ Working in Partnership to support the recruitment and retention of Teachers – Subsidised Housing Provision ◆ Review of MoU with Anglia Ruskin University – addressing the skills gap in Tendring ◆ Review of Adult Education provision in Tendring; ◆ Attendance of ECC Cllr Ray Gooding to discuss: (i) Working in partnership with ECC and through the Local Plan to ensure adequate school provision; and (ii) working together to support school attendance

SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

Meeting Date	Topic
<i>11 April 2016</i>	<ul style="list-style-type: none"> ◆ Review of the year 2015/16 and Work Programme for 2016/17 ◆ Accommodation for the Homeless ◆ Low occupancy rates in the Council's Sheltered Housing
<i>1 June 2016</i>	<ul style="list-style-type: none"> ◆ Licensing – Premises and Taxis (Association of Taxi Drivers to be invited)
<i>18 July 2016</i>	<ul style="list-style-type: none"> ◆ Clacton Air Show – Review of cost and arrangements ◆ Dog-fouling on the Council's sports pitches – Dog warden to attend ◆ Impact of Dispensing of Black Sacks Delivery
<i>10 October 2016</i>	<ul style="list-style-type: none"> ◆ Impact of New Computer System on Services – John Higgins, IT Manager to attend
<i>23 November 2016</i>	<ul style="list-style-type: none"> ◆ Review of refurbishment of Swimming Pools
<i>23 January 2017</i>	<ul style="list-style-type: none"> ◆ Update on Careline and other Services provided by Barnes House – CCTV Out of Hours
<i>27 February 2017</i>	<ul style="list-style-type: none"> ◆ Car Parks and effects of free parking ◆ Update on relationship with the NE Essex Parking Partnership
<i>3 April 2017</i>	<ul style="list-style-type: none"> ◆ Review of Universal Credit
<i>TBA (special meeting in September 2016)</i>	<ul style="list-style-type: none"> ◆ Review the contract for the cleaning of Public Conveniences ◆ Sheltered Housing Accommodation – Further Review

Electoral data

Using this sheet:

Fill in the cells for each polling district. Please make sure that the names of each parish, parish ward and district ward are correct and consistent. Check your data in the cells to the right.

Scroll right to see the second table

What is the polling district code?	Is there any other description you use for this area?	Is this polling district contained in a parish? If not, leave this cell blank.	Is this polling district contained in a parish ward? If not, leave this cell blank.	Is this polling district contained in a group of parishes with a joint parish council? If not, leave this cell blank.	What ward is this polling district in?	What is the current electorate?	What is the predicted electorate?
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Check your data	2016	2022
Number of councillors:	60	60
Overall electorate:	112,258	116,000
Average electorate per cllr:	1,871	1,933

Scroll left to see the first table

Fill in the name of each ward once	Fill in the number of councillors per ward	These cells will show you the electorate and variance. They change depending what you enter in the table to the left.
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Polling district	Description of area	Parish	Parish ward	Grouped parish council	Existing ward	Electorate 2016	Electorate 2022
EX1	Example 1	Little Example		Little and Even Littler	Example	480	502
EX2	Example 2	Even Littler Example		Little and Even Littler	Example	67	68
EX3	Example 3	Medium Example			Example	893	897
EX4	Example 4	Big Example	Big Example East		Example	759	780
EX5	Example 5	Big Example	Big Example West		Example	803	824

Name of ward	Number of cllrs per ward	Electorate 2016	Variance 2016	Electorate 2022	Variance 2022
Alresford	1	1,690	-10%	1,763	-9%
Alton Park	2	3,548	-5%	3,589	-7%
Ardleigh & Little Bromley	1	1,902	2%	2,210	14%
Beaumont & Thorpe	1	1,838	-2%	1,930	0%
Bockings Elm	2	4,245	13%	5,197	34%
Bradfield, Wrabness & Wix	1	1,914	2%	1,972	2%
Brightlingsea	3	6,604	18%	6,667	15%
Burrsville	1	1,814	-3%	1,975	2%
Frinton	2	3,454	-8%	3,397	-12%
Golf Green	2	4,082	9%	4,072	5%
Great & Little Oakley	1	1,710	-9%	1,678	-13%
Great Bentley	1	1,850	-1%	1,869	-3%
Hamford	2	3,320	-11%	3,409	-12%
Harwich East	1	1,896	1%	1,836	-5%
Harwich East Central	2	3,811	2%	3,947	2%
Harwich West	2	3,980	6%	4,219	9%
Harwich West Central	2	3,873	4%	3,957	2%
Haven	1	1,800	-4%	1,792	-7%
Holland & Kirby	2	3,941	5%	3,919	1%
Homelands	1	1,725	-8%	1,702	-12%
Lawford	2	3,479	-7%	3,681	-5%
Little Clacton & Weeley	2	3,935	5%	4,314	12%
Manningtree, Mistley, Little Bent	2	3,663	-2%	3,940	2%
Peter Bruff	2	3,328	-11%	3,302	-15%
Pier	2	3,614	-3%	3,917	1%
Ramsey & Parkeston	1	1,751	-6%	1,902	-2%
Rush Green	2	3,512	-6%	3,453	-11%
St Bartholomews	2	4,024	8%	4,031	4%
St James	2	3,434	-8%	3,406	-12%
St Johns	2	3,886	4%	3,866	0%
St Marys	2	3,769	1%	3,689	-5%
St Osyth & Point Clear	2	3,813	2%	3,994	3%
St Pauls	2	3,822	2%	3,834	-1%
Thorrington, Frating, Elmstead & Great Bromley	2	3,839	3%	3,955	2%
Walton	2	3,392	-9%	3,614	-7%

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AA	Alton Park (Groom Park)				Alton Park	1,062	1,015
AB	Alton Park (St Osyth Road)				Alton Park	2,486	2,574
AC	Beaumont & Thorpe (Beaumont)	Beaumont-Cum-Moze			Beaumont & Thorpe	273	286
AD	Beaumont & Thorpe (Thorpe)	Thorpe-le-Soken			Beaumont & Thorpe	1,565	1,644
AE	Bockings Elm (Bluehouse Farm)				Bockings Elm	1,614	2,323
AF	Bockings Elm (Cann Hall)				Bockings Elm	2,631	2,875
AG	Burrsville				Burrsville	1,814	1,975
AH	Frinton	Frinton & Walton	Frinton & Walton (Frinton Ward)		Frinton	3,454	3,397
AJ	Golf Green (Brooklands & Grasslands)				Golf Green	737	810
AK	Golf Green (Golf Green)				Golf Green	1,475	1,419
AL	Golf Green (Tudor)				Golf Green	1,870	1,843
AM	Hamford	Frinton & Walton	Frinton & Walton (Hamford Ward)		Hamford	3,320	3,409
AN	Haven				Haven	1,800	1,792
AO	Holland & Kirby (Great Holland)	Frinton & Walton	Frinton & Walton (Great Holland Ward)		Holland & Kirby	730	715
AP	Holland & Kirby (Kirby Cross)	Frinton & Walton	Frinton & Walton (Kirby Cross Ward)		Holland & Kirby	2,109	2,138
AQ	Holland & Kirby (Kirby-le-Soken)	Frinton & Walton	Frinton & Walton (Kirby-le-Soken Ward)		Holland & Kirby	1,102	1,066
AR	Homelands	Frinton & Walton	Frinton & Walton (Homelands Ward)		Homelands	1,725	1,702
AS	Little Clacton	Little Clacton			Little Clacton & Weeley	2,389	2,416
AT	Weeley	Weeley			Little Clacton & Weeley	1,546	1,898
AU	Peter Bruff				Peter Bruff	3,328	3,302
AV	Pier (Town Hall)				Pier	2,006	2,265
AW	Pier (West Cliff)				Pier	1,608	1,652
AX	Rush Green (Coppins Hall)				Rush Green	2,189	2,122
AY	Rush Green (Tinkers Hall)				Rush Green	1,323	1,331
BA	St Bartholomews (Brook Farm)				St Bartholomews	1,163	1,170
BB	St Bartholomews (Gunfleet)				St Bartholomews	2,861	2,861
BC	St James				St James	3,434	3,406
	St Johns				St Johns	3,886	3,866
BD							
BE	St Marys				St Marys	3,769	3,689
BF	Point Clear	St Osyth	St Osyth (Point Clear Ward)		St Osyth & Point Clear	1,376	1,395
BG	St Osyth	St Osyth	St Osyth (St Osyth Ward)		St Osyth & Point Clear	2,437	2,598
BH	St Pauls (Gardens)				St Pauls	1,722	1,708
BJ	St Pauls (Holland Park)				St Pauls	2,100	2,126
	Walton (Central)	Frinton & Walton	Frinton & Walton (Walton Ward)		Walton	2,326	2,561
BK	Walton (Naze)	Frinton & Walton	Frinton & Walton (Walton Ward)		Walton	1,066	1,053
BL							
CA	Alresford	Alresford			Alresford	1,690	1,763
CB	Ardleigh	Ardleigh			Ardleigh & Little Bromley	1,692	1,994
CC	Little Bromley	Little Bromley			Ardleigh & Little Bromley	210	216
CD	Bradfield	Bradfield			Bradfield, Wrabness & Wix	936	963
CE	Wrabness	Wrabness			Bradfield, Wrabness & Wix	335	351

CF	Wix	Wix	Bradfield, Wrabness & Wix	643	658
CG	Brightlingsea (All Saints)	Brightlingsea	Brightlingsea	2,167	2,152
CH	Brightlingsea (Hurst Green)	Brightlingsea	Brightlingsea	2,183	2,168
CJ	Brightlingsea (St James)	Brightlingsea	Brightlingsea	2,254	2,348
CK	Great & Little Oakley (Great Oakley)	Great Oakley	Great & Little Oakley	798	802
CL	Great & Little Oakley (Little Oakley)	Little Oakley	Great & Little Oakley	912	876
CM	Great Bentley	Great Bentley	Great Bentley	1,850	1,869
CN	Harwich East	Harwich	Harwich East	1,896	1,836
CO	Harwich East Central (The Bay)	Harwich	Harwich East Central	2,101	2,033
CP	Harwich East Central (The Vines)	Harwich	Harwich East Central	1,710	1,914
CQ	Harwich West (All Saints)	Harwich	Harwich West	1,465	1,616
CR	Harwich West (Tollgate)	Harwich	Harwich West	2,515	2,603
CS	Harwich West Central (Hall Lane)	Harwich	Harwich West Central	2,407	2,415
CT	Harwich West Central (Pound Farm)	Harwich	Harwich West Central	1,466	1,541
CU	Lawford East	Lawford	Lawford	2,102	2,286
CV	Lawford West	Lawford	Lawford	1,377	1,395
DA	Little Bentley	Little Bentley	Manningtree, Mistley, Little Bentley & Tendring	213	199
DB	Manningtree	Manningtree	Manningtree, Mistley, Little Bentley & Tendring	733	716
DC	Mistley (Horsley Cross/West)	Mistley	Manningtree, Mistley, Little Bentley & Tendring	733	927
DD	Mistley (Village)	Mistley	Manningtree, Mistley, Little Bentley & Tendring	1,456	1,626
DE	Tendring	Tendring	Manningtree, Mistley, Little Bentley & Tendring	528	473
DF	Ramsey & Parkeston (Parkeston)	Ramsey & Parkeston	Ramsey & Parkeston	653	654
DG	Ramsey & Parkeston (Ramsey)	Ramsey & Parkeston	Ramsey & Parkeston	1,098	1,248
DH	Elmstead	Elmstead	Thorrington, Frating, Elmstead & Great Bromley	1,509	1,577
DJ	Frating	Frating	Thorrington, Frating, Elmstead & Great Bromley	426	428
DK	Great Bromley	Great Bromley	Thorrington, Frating, Elmstead & Great Bromley	882	909
DL	Thorrington	Thorrington	Thorrington, Frating, Elmstead & Great Bromley	1,022	1,041

Alresford		11
Ardleigh		11
Beaumont-Cum-Moze		5
Bradfield		9
Brightlingsea		12
Elmstead		11
Frating		7
Frinton & Walton	Frinton & Walton (Frinton Ward)	4
Frinton & Walton	Frinton & Walton (Great Holland Ward)	1
Frinton & Walton	Frinton & Walton (Hamford Ward)	2
Frinton & Walton	Frinton & Walton (Homelands Ward)	2
Frinton & Walton	Frinton & Walton (Kirby Cross Ward)	2
Frinton & Walton	Frinton & Walton (Kirby-le-Soken Ward)	1
Frinton & Walton	Frinton & Walton (Walton Ward)	4
Great Bentley		9
Great Bromley		9
Great Oakley		9
Harwich	Harwich (East Central Ward)	4
Harwich	Harwich (East Ward)	4
Harwich	Harwich (West Central Ward)	4
Harwich	Harwich (West Ward)	4
Lawford		15
Little Bentley		5
Little Bromley		5
Little Clacton		13
Little Oakley		9
Manningtree		7
Mistley		11
Ramsey & Parkeston	Ramsey & Parkeston (Parkeston Ward)	5
Ramsey & Parkeston	Ramsey & Parkeston (Ramsey Ward)	6
St Osyth	St Osyth (Point Clear Ward)	5
St Osyth	St Osyth (St Osyth Ward)	8
Tendring		7
Thorpe-le-Soken		11
Thorrington		9
Weeley		9
Wix		7
Wrabness		7

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