

Public Document Pack

TENDRING DISTRICT COUNCIL

AGENDA

For the Annual Meeting to be held on 25 April 2017

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 Report of the Returning Officer on the District Council By-Election - St James Ward
(Pages 3 - 4)**

The Council will receive the Returning Officer's Report on the by-election held on 6 April 2017 in the St James Ward.

4 Retiring Chairman's Announcements

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

5 Election of the Chairman of the Council for the 2017/2018 Municipal Year

The Council will elect its Chairman for the 2017/18 Municipal Year.

6 Election of the Vice-Chairman of the Council for the 2017/2018 Municipal Year

The Council will elect its Vice-Chairman for the 2017/18 Municipal Year.

7 Announcements by the Chairman of the Council

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

8 Announcements by the Chief Executive

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

**9 Report of the Chief Executive - A.1 - Formation/Dissolution of Political Groups on
Tendring District Council (Pages 5 - 6)**

To inform Council of the formation and/or dissolution of political groups on Tendring District Council.

**10 Report of the Management and Members' Support Manager - A.2 - Review of the
Scheme of Members' Allowances by the Independent Remuneration Panel (Pages 7
- 18)**

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

11 Appointment of Membership of Committees etc.

(a) (i) To appoint the following Committees and Sub-Committees for the 2017/2018

Municipal Year:

<u>Committee/Sub-Committee</u>	<u>No. of Members</u>
Audit	(5)
Community Leadership and Partnerships	(11)
Corporate Management	(8)
Council Tax	(5)
Human Resources	(14)
Licensing and Registration	(15)
Local Plan	(15)
Planning	(11)
Service Development and Delivery	(8)
Standards	(7)
General Purposes Sub-Committee	(8)

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

And,

(ii) To appoint the 'A', 'B' and 'C' Premises and Personal Licences Sub-Committees and their Members for the 2017/2018 Municipal Year (three members each) and

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

Notes: (1) The three Premises/Personal Licences Sub-Committees are not subject to the Rules of Political Proportionality and their membership must be chosen from the membership of the Licensing Committee; and

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

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

12 Report of the Monitoring Officer - A.3 - The Council's Constitution

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

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

RECOMMENDED – That the Council's Constitution be reaffirmed.

13 Reference from Cabinet - A.4 - Programme of Meetings: 2017/2018 Municipal Year (Pages 19 - 24)

The Council will consider the proposed programme of meetings for the 2017/18 Municipal Year.

14 Reference from Overview and Scrutiny Committees - A.5 - Overview and Scrutiny Committees: Proposed Work Programmes for 2017/2018 and a review of the work carried out during the period May 2016 to April 2017 (Pages 25 - 42)

The Council will consider the proposed work programmes for the overview and scrutiny committees for the 2017/18 Municipal Year and will note the work carried out by the overview and scrutiny committees during the 2016/17 Municipal Year.

Date of the Next Scheduled Meeting of the Council

Tuesday, 9 May 2017 at 7.30 pm - Princes Theatre, Town Hall, Clacton-on-Sea, CO15 1SE

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.

This page is intentionally left blank

Agenda Item 1

TENDRING DISTRICT COUNCIL

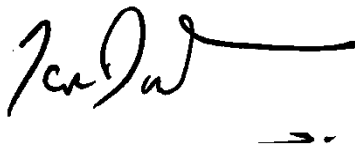
Committee Services
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

13 April 2017

Dear Councillor

I HEREBY SUMMON YOU to attend the Annual Meeting of the Tendring District Council to be held in the Princes Theatre, Town Hall, Station Road, Clacton-on-Sea at 7.30 p.m. on Tuesday 25 April 2017 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', followed by a horizontal line.

Ian Davidson
Chief Executive

To: All members of the
Tendring District Council

This page is intentionally left blank

COUNCIL

25 APRIL 2017

RETURNING OFFICER'S REPORT

DECLARATION OF RESULT OF POLL

ST JAMES WARD

The result of the by-election in the St James Ward of the District held on 6 April 2017 was as follows:-

Maurice John Michael Alexander	371 votes
Wendy Pamela Brown	116 votes
Rosemary Ann Dodds	15 votes
Sean Duffy	99 votes
Teresa Maria O'Hara	174 votes

Maurice John Michael Alexander was duly elected a Councillor for the St James Ward of the District of Tendring and has since made a Statutory Declaration of Acceptance of Office.

Councillor Alexander has also given notice that he wishes to be treated as a member of the Conservative Group for the purposes of the Local Government and Housing Act 1989. The notice was counter-signed by the Deputy Leader of the Conservative Group, Councillor G V Guglielmi.

This item is submitted for **INFORMATION ONLY.**

IAN DAVIDSON
RETURNING OFFICER

This page is intentionally left blank

ANNUAL MEETING OF THE COUNCIL

25 APRIL 2017

REPORT OF CHIEF EXECUTIVE

A.1 **FORMATION/DISSOLUTION OF POLITICAL GROUPS ON TENDRING DISTRICT COUNCIL**

(Report prepared by Ian Ford)

Non-Aligned Group

I formally report that, on 29 March 2017, Councillor Peter Cawthron and Councillor Alex Porter, pursuant to Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, served formal notice on the Council that they wished to be treated as a political group. The name of the political group is the Non-Aligned Group. The Leader of the Non-Aligned Group is Councillor Cawthron and Councillor Porter is the deputy Group Leader.

Tendring Democrats Group

I also formally report that, on 4 April 2017, Councillor John Brown and Councillor Laurie Gray, pursuant to Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, served formal notice on the Council that they wished to be treated as a political group. The name of the political group was the Tendring Democrats Group. The Leader of the Tendring Democrats Group was Councillor Gray and Councillor J Brown was the deputy Group Leader.

Subsequently, 5 April 2017, and pursuant to Regulation 10(b) of the Local Government (Committees and Political Groups) Regulations 1990, Councillor John Brown served formal notice on the Council that he no longer wished to be treated as a member of the Tendring Democrats political group.

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

Tendring First/Liberal Democrats Group

I also formally report that, on 11 April 2017, Councillor Robert Bucke and Councillor Gary Scott, pursuant to Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, served formal notice on the Council that they wished to be treated as a political group. The name of the political group is the Tendring First/Liberal Democrats Group. The Leader of the Tendring First/Liberal Democrats Group is Councillor Scott and Councillor Bucke is the deputy Group Leader.

This item is submitted for **INFORMATION ONLY**.

IAN DAVIDSON
CHIEF EXECUTIVE

ANNUAL MEETING OF THE COUNCIL

25 APRIL 2017

REPORT OF CHIEF EXECUTIVE

A.1 FORMATION/DISSOLUTION OF POLITICAL GROUPS ON TENDRING DISTRICT COUNCIL

Notice of Constitution of a Political Group signed by Councillor P Cawthron and Councillor A Porter and dated 29 March 2017.

Notice of Constitution of a Political Group signed by Councillor J A Brown and Councillor L Gray and dated 4 April 2017.

Notice of Wish to no longer be Member of a Political Group signed by Councillor J A Brown and dated 5 April 2017.

Notice of Constitution of a Political Group signed by Councillor R J Bucke and Councillor G G I Scott and dated 10 April 2017.

ANNUAL MEETING OF THE COUNCIL

25 APRIL 2017

REPORT OF MANAGEMENT AND MEMBERS' SUPPORT MANAGER

A.2 Annual Review of the Scheme of Members' Allowances by the Independent Remuneration Panel (IRP)

(Report prepared by Karen Neath)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To agree a Scheme of Members' Allowances for 2017/18.

EXECUTIVE SUMMARY

Scheme of Members' Allowances 2017/18

- The Independent Remuneration Panel has undertaken a review to propose recommendations to the Council for the Scheme of Allowances to apply with effect from 1st May 2017. The IRP's report is attached at Appendix A to this report.
- The IRP's recommendations have been advertised in the local press in accordance with the Regulations.
- Council must now have regard to the recommendations of the IRP in determining a Scheme of Allowances for 2017/18. The Council may depart from the IRP recommendations provided it can demonstrate good reasons for doing so, having taken all relevant matters into account.
- Council last agreed a Scheme of Allowances at Council on 26th April 2016 with effect from 1st May 2016.
- The latest review proposes an across the board 1% inflationary increase, and modest increase for Cabinet Members.

RECOMMENDATION(S)

It is recommended to Council that:-

- (a) the allowances recommended by the IRP, as set out in its report to the Council (Appendix A) be approved;
- (b) in the event that Council adopts alternative allowances to those recommended in the IRP's report, reasons for the variations be given and minuted;
- (c) the IRP undertakes a further review for 2018/19 and makes recommendations to Annual Council in April 2018; and
- (d) subject to a) and b) above, the Scheme of Members' Allowances in Part 7 of the Constitution be amended to reflect the agreed allowances and expenses.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

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

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

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The budget for 2017/18 for Members' Basic and Special Responsibility Allowances and for the Chairman and Vice Chairman Allowances totals £462,890. The cost of the proposed scheme is within budget as shown in Appendix B based on the current council, committee structure and group membership. However, members should be aware that this could change.

Risk

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

LEGAL

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

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

OTHER IMPLICATIONS

Members' Responsibility For Reporting Receipt of Allowances

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

Wards Affected

All.

PART 3 – SUPPORTING INFORMATION

BACKGROUND PAPERS FOR THE DECISION

There are no background papers.

APPENDICES

Appendix A –Report of the Independent Remuneration Panel

Appendix B – Financial Summary



INDEPENDENT REMUNERATION PANEL

REPORT TO

TENDRING DISTRICT COUNCIL

April 2017

Recommendations on the Level of Members'

Allowances to Be Paid in the Municipal Year 2017/2018

1. INTRODUCTION

i. Legislation

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

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

ii. Independent Remuneration Panel

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

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

iii. Existing Scheme

The existing scheme was agreed at the meeting of Full Council on 26 April 2016.

iv. The Council and Committee Structure

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

- **Full Council** consisting of 60 elected Members with the following Groups – Conservative (28 Members), UKIP (13 Members), Independent (5 Members), Labour (5 Members), Holland Residents Association (3 Members), Non Aligned Group (2 Members). 4 Members are not in a political group.
- **A Cabinet** of 8 Members including the Leader of the Council. It has responsibility for Community Leadership in Tendring and takes a lead on the preparation of policies and strategies and recommends and implements the budget;
- **Overview and Scrutiny** functions are provided by 3 committees: Community Leadership and Partnerships, comprising of 11 members and Service Development and Delivery and Corporate Management comprising of 8 members, each committee having separate and defined responsibilities;

- **Audit Committee** comprising 5 members whose duties include provision of independent assurance on the adequacy of the risk management framework, independent scrutiny of the Council's financial and non-financial performance and overseeing the financial reporting process;
- **Standards Committee** that consists of 7 members whose role is to promote and maintain high standards of conduct by Members and Co-opted members of the authority. It operates a Town and Parish Council' Standards Sub Committee;
- **Planning Committee** comprising 11 members. This committee meets monthly to handle the significant volume of planning applications that officers cannot determine under delegated authority;
- **Regulatory Committee** had 14 members. It discharged a range of regulatory functions for which the Council is responsible, including health and safety enforcement, pollution control, statutory nuisance and licensing. At the Full Council meeting on 24th March 2015 it was agreed to delete this committee and transfer its responsibilities to the Licensing Committee (subsequently renamed the Licensing and Registration Committee);
- **Local Plan Committee** has 15 members and oversees the preparation of the Local Plan;
- **Licensing and Registration Committee** that undertakes the quasi-judicial determination of personal licensing matters including Hackney Carriage, Private Hire, Public Entertainment, Liquor and Gaming licences. At the Full Council meeting on 24th March 2015 it was agreed to transfer the responsibilities of the Regulatory Committee to the Licensing Committee (subsequently renamed the Licensing and Registration Committee). It has 15 members and operates 4 specific licensing sub-committees;
- **Human Resources Committee** that deals with general staffing matters. It has 14 members.
- **Council Tax Committee** has 5 members and meets once a year to agree the overall council tax for the District.

v. Review 2017

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

The Panel have considered whether they wish to recommend any changes to the Scheme for 2017. In doing this they have been mindful of the financial position of the Council and have considered whether there are any significant changes in the workload of Councillors from 2016. The Panel are mindful that there has been no inflationary increase in members' allowances since 2014/15 when there was a 2.2% increase in line with the indexation arrangements in place at that time. Therefore, the Panel is proposing that for 2017/18 an across the board inflationary increase of 1% be applied to members' basic and special responsibility allowances. This is consistent with the pay award for officers from 1st April 2017.

The Panel is mindful that when the number of Portfolio Holders increased in 2015 it took the view that the SRA should reduce as the workload was spread across a greater number of people. Now

that the number of Portfolio Holders has reduced it is proposed that there should be a modest increase in the Portfolio Holder SRA to 48% of the Leaders SRA. However, to prevent a situation where the Portfolio Holder SRA goes up and down whenever the size of Cabinet changes, the Panel is further proposing that the Portfolio Holder SRA now be set at 48% of the Leaders SRA ongoing.

The Panel has looked again at the arrangements introduced last year whereby Group Leader SRA is only paid where there are 4 or more members in a group but have decided to leave this unchanged.

No other changes are proposed.

The Panel have consulted with all Members' on their proposed Scheme for 2017 and considered the responses in putting forward their final recommendations. The Panel is very grateful comments received on the draft report and have discussed them fully. In the light of these discussions, their recommendations are set out below for the council to discuss and come to their decision.

The Panel's recommendations will be considered at the Annual Council meeting on 25 April 2017, to commence from 1 May 2017, the start of the 2017/18 Municipal Year.

2. RECOMMENDATIONS

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

i. Chairman and Vice Chairman Allowances

1% increase applied, giving a recommended amount payable from 1 May 2017 of:-

Chairman's allowance - £6,329

Vice Chairman's allowance - £2,231

ii. Basic Allowance

1% increase applied, giving a recommended amount payable from 1 May 2017 of:-

Basic allowance - £5,173

iii. Leader of the Council SRA

1% increase applied, giving a recommended amount payable from 1 May 2017 of:-

Leader of the Council - £18,622

iv. Cabinet Members SRA

Increase and 1% applied, giving a recommended amount payable from 1 May 2017 of:-

Cabinet Member - £8,939

v. Chairman of Audit Committee SRA

1% increase applied, giving a recommended amount payable from 1 May 2017 of:-

Chairman of Audit Committee - £4,343

- vi. **Chairman of Community Leadership and Partnership Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Community Leadership and Partnership Committee - £4,343
- vii. **Chairman of Service Development and Delivery Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Service Development and Delivery Committee - £4,343
- viii. **Chairman of Corporate Management Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Corporate Management Committee - £4,343
- ix. **Chairman of Human Resources Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Human Resources Committee - £3,838
- x. **Chairman of Licensing and Registration Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Licensing and Registration Committee - £4,343
- xi. **Chairman of Planning Committee SRA**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Planning Committee - £6,331
- xii. **Vice Chairman of Planning Committee SRA**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Vice Chairman of Planning Committee - £2,049
- xiii. **Member of Planning Committee**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Member of Planning Committee - £505
- xiv. **Chairman of Licensing and Registration Sub Committees**
1% increase applied, giving a recommended amount payable from 1 May 2017 of:-
Chairman of Licensing and Registration Sub Committee A - £657
Chairman of Licensing and Registration Sub Committee B - £657
Chairman of Licensing and Registration Sub Committee C - £657
Chairman of Licensing and Registration Sub Committee General - £657

xv. Opposition Group Leader(s)

1% increase applied, giving a recommended amount, for groups of four or more, payable from 1 May 2017 of:-

Amount for being a Group Leader £1,010
For each Member of the Group £91

xvi. Childcare Allowance

The Panel recommends **a rate of the voluntary living wage (currently £ 8.45 per hour) for a maximum of 15 hours per week.**

xvii. Dependent Carer Allowance

The Panel recommends **a rate of the voluntary living wage (currently £ 8.45 per hour) for a maximum of 15 hours per week.**

xviii. Conference Allowance

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

xix. Maximum Subsistence Allowances

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

xx. Mileage Allowance

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

3. REVIEW OF ALLOWANCES FOR 2018/2019

The Panel strongly recommends a further review of allowances be undertaken in respect of the municipal year 2018/2019.

SUMMARY OF PROPOSED ALLOWANCES 2017/18

Allowances

	£
Basic Allowance	5,173
Leader of the Council	18,622
Cabinet Member	8,939
Opposition Group Leaders (for groups of 4 or more)	
– Amount for being a Group Leader	1,010
- Amount per Group Member	91
Chairman – Planning Committee	6,331
Vice Chairman – Planning Committee	2,049
Members – Planning Committee	505
Chairman – Licensing and Registration Committee	4,343
Chairmen – Licensing and Registration Sub Committees	657
Chairman - Audit Committee	4,343
Chairman - Community ,Leadership and Partnership Committee	4,343
Chairman - Service Development and Delivery Committee	4,343
Chairman – Corporate Management Committee	4,343
Chairman - Human Resources Committee	3,838
Chairman of the Council	6,329
Vice Chairman of the Council	2,231

Expenses

Childcare allowance	Voluntary Living Wage (currently £8.45) per hour
Dependent Carer allowance	Voluntary Living Wage (currently £8.45) per hour
Conferences – outside London	£120 maximum per day
Conferences – within London	£140 maximum per day
Use of a motor car – first 10,000 miles	HMRC rate (currently 0.45p per mile)
Use of a motor car – over 10,000 miles	HMRC rate (currently 0.25p per mile)
Use of a motor cycle	HMRC rate (currently 0.24p per mile)
Use of a bicycle	HMRC rate (currently 0.20p per mile)
Subsistence – breakfast	£6.00
Subsistence – lunch	£7.50
Subsistence - dinner	£12.00

This page is intentionally left blank

MEMBERS ALLOWANCES 2017/18

Allowance	2016/17	2017/18		
	Amount £	Inflation 1%	No.	Total £
Leader	18,438	18,622	1	18,622
Portfolio Holder	8,669	8,939	7	62,573
Group Leader (Labour)	1,450	1,465	1	1,465
Group Leader (Independent)	1,450	1,465	1	1,465
Group Leader (UKIP)	2,170	2,192	1	2,192
Chair Planning	6,268	6,331	1	6,331
Vice Chair Planning	2,029	2,049	1	2,049
Planning Committee Members	500	505	9	4,545
Chair Licensing and Registration	4,300	4,343	1	4,343
Chair Audit	4,300	4,343	1	4,343
Chair Corporate Management	4,300	4,343	1	4,343
Chair Community, Leadership and Partnerships	4,300	4,343	1	4,343
Chair Service Development and Delivery	4,300	4,343	1	4,343
Chair Human Resources	3,800	3,838	1	3,838
Chair Licensing sub A	650	657	1	657
Chair Licensing sub B	650	657	1	657
Chair Licensing sub C	650	657	1	657
Chair Licensing sub General	650	657	1	657
Chairman	6,266	6,329	1	6,329
Vice Chairman	2,209	2,231	1	2,231
TOTAL				135,980
Actual to be Paid as Members are only entitled to one SRA				
Group Leader (Ind)				-1,465
Members of Planning Committee				-1,500
Chair Licensing sub A				-657
Chair Licensing sub B				-657
Chair Licensing sub C				-657
				131,046
Basic	5,122	5,173	60	310,392
TOTAL				441,438
BUDGET				462,890
Difference				-21,452

This page is intentionally left blank

ANNUAL MEETING OF THE COUNCIL

25 APRIL 2017

REFERENCE FROM CABINET

A.4 PROGRAMME OF MEETINGS: 2017/2018 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Council to give consideration to the programme of meetings for the 2017/2018 municipal year.

EXECUTIVE SUMMARY

This report will enable Council to, as required by the Constitution, agree a programme of meetings for the 2017/2018 Municipal Year.

RECOMMENDATION(S)

That the draft programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved.

PART 2 – SUPPORTING INFORMATION

BACKGROUND

Further to minute 165 (A.4) of the meeting of the Cabinet held on 17 March 2017 a draft programme of meetings is set out as an Appendix to this report.

The meetings of the Corporate Management Committee, Community Leadership and Partnerships Committee and the Service Development and Delivery Committee will normally commence at 7.30 p.m. Meetings of the Planning Committee will normally commence at 6.00 p.m. Those Committees will normally meet at the Council Offices, Weeley. The commencement time and venue for meetings of the Community Leadership and Partnerships Committee may be subject to change on a meeting by meeting basis dependent on whether there is a need to assist representatives of external organisations who are attending at the request of the Committee.

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

Public meetings of the Cabinet are scheduled to commence at 10.30 a.m. in the Essex Hall, at the Town Hall, Clacton-on-Sea.

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

Members will note that Cabinet meetings are fixed by the Leader of the Council in

accordance with Article 7.08 Cabinet Procedure Rule 1.1 and therefore the scheduling et cetera may change.

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

Note: Since the meeting of the Cabinet held on 17 March 2017 an extra meeting of the Community Leadership and Partnerships Committee to be held at 6.30 p.m. on 31 July 2017 has been added to the programme of meetings. This is to enable that Committee to receive an update on health issues including the Sustainability and Transformation Plan; the Health Overview and Scrutiny; and the Clinical Commissioning Group.

In addition, the meeting of the Cabinet due to have been held on 19 May 2017 has been cancelled.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Programme of meetings for the 2017/2018 Municipal Year.

TIMETABLE OF MEETINGS – 2017/2018 MUNICIPAL YEAR

2017

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	25 April	Note 1

COUNCIL	7.30 p.m.	Tuesday	9 May	Note 12
Corporate Management Committee	7.30 p.m.	Monday	15 May	
Planning Committee	6.00 p.m.	Tuesday	16 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	22 May	
Local Plan Committee	6.00 p.m.	Tuesday	23 May	
Cabinet	10.30 a.m.	Friday	26 May	Note 13
Service Development and Delivery Committee	7.30 p.m.	Wednesday	31 May	Note 3
COUNCIL	7.30 p.m.	Tuesday	6 June	Note 14
Planning Committee	6.00 p.m.	Tuesday	13 June	
Cabinet	10.30 a.m.	Friday	16 June	
Audit Committee	7.30 p.m.	Thursday	22 June	
Corporate Management Committee	7.30 p.m.	Monday	26 June	
Standards Committee	10.00 a.m.	Wednesday	28 June	
COUNCIL	7.30 p.m.	Tuesday	4 July	

Community Leadership and Partnerships Committee	7.30 p.m.	Monday	10 July	
Planning Committee	6.00 p.m.	Tuesday	11 July	
Licensing and Registration Committee	7.30 p.m.	Wednesday	12 July	
Cabinet	10.30 a.m.	Friday	14 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	17 July	
Corporate Management Committee	7.30 p.m.	Monday	24 July	
Human Resources Committee	7.30 p.m.	Wednesday	19 July	
Community Leadership and Partnerships Committee	6.30 p.m.	Monday	31 July	Note 15
Planning Committee	6.00 p.m.	Tuesday	8 August	
Local Plan Committee	6.00 p.m.	Thursday	10 August	
Cabinet	10.30 a.m.	Friday	11 August	
COUNCIL	7.30 p.m.	Tuesday	5 September	

Planning Committee	6.00 p.m.	Wednesday	6 September	Note 2
Cabinet	10.30 a.m.	Friday	8 September	
Audit Committee	7.30 p.m.	Thursday	21 September	
Corporate Management Committee	7.30 p.m.	Monday	25 September	
Standards Committee	10.00 a.m.	Wednesday	27 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	2 October	
Planning Committee	6.00 p.m.	Tuesday	3 October	
Licensing and Registration Committee	7.30 p.m.	Wednesday	4 October	
Local Plan Committee	6.00 p.m.	Thursday	5 October	
Cabinet	10.30 a.m.	Friday	6 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	9 October	
Corporate Management Committee	7.30 p.m.	Monday	16 October	
Planning Committee	6.00 p.m.	Tuesday	31 October	
Human Resources Committee	7.30 p.m.	Wednesday	1 November	
Cabinet	10.30 a.m.	Friday	10 November	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	13 November	
COUNCIL	7.30 p.m.	Tuesday	21 November	

Service Development and Delivery Committee	7.30 p.m.	Thursday	23 November	Note 11
COUNCIL (PROVISIONAL)	7.30 p.m.	Tuesday	28 November	Note 4
Planning Committee	6.00 p.m.	Wednesday	29 November	Note 2

Corporate Management Committee	7.30 p.m.	Monday	4 December	
Cabinet	10.30 a.m.	Friday	15 December	
Corporate Management Committee	9.30 a.m.	Monday	18 December	Note 5

2018

Planning Committee	6.00 p.m.	Wednesday	3 January	Note 3
Corporate Management Committee (PROVISIONAL)	9.30 a.m.	Thursday	4 January	Note 5
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	8 January	
Service Development and Delivery Committee	7.30 p.m.	Monday	15 January	
Cabinet	10.30 a.m.	Friday	19 January	
Standards Committee	10.00 a.m.	Monday	22 January	
COUNCIL	7.30 p.m.	Tuesday	23 January	
Licensing and Registration Committee	7.30 p.m.	Wednesday	24 January	
Audit Committee	7.30 p.m.	Thursday	25 January	
Corporate Management Committee	7.30 p.m.	Monday	29 January	
Planning Committee	6.00 p.m.	Tuesday	30 January	
COUNCIL	7.30 p.m.	Tuesday	6 February	Note 6

Cabinet (PROVISIONAL)	10.30 a.m.	Friday	9 February	Note 7
COUNCIL (PROVISIONAL)	7.30 p.m.	Wednesday	14 February	Note 8

Cabinet	10.30 a.m.	Friday	16 February	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	19 February	
Council Tax Committee	10.00 a.m.	Wednesday	21 February	Note 9
Service Development and Delivery Committee	7.30 p.m.	Monday	26 February	
Planning Committee	6.00 p.m.	Tuesday	27 February	
Human Resources Committee	7.30 p.m.	Wednesday	7 March	
Corporate Management Committee	7.30 p.m.	Monday	12 March	
Cabinet	10.30 a.m.	Friday	16 March	
Standards Committee	10.00 a.m.	Monday	19 March	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	19 March	
Audit Committee	7.30 p.m.	Thursday	22 March	
COUNCIL	7.30 p.m.	Tuesday	27 March	

Planning Committee	6.00 p.m.	Wednesday	28 March	Note 2
Service Development and Delivery Committee	7.30 p.m.	Wednesday	4 April	Note 10
Licensing and Registration Committee	7.30 p.m.	Wednesday	11 April	
Cabinet	10.30 a.m.	Friday	20 April	
ANNUAL COUNCIL	7.30 p.m.	Tuesday	24 April	

2018/2019 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2018/2019 – for information only, subject to change)

Corporate Management Committee	7.30 p.m.	Monday	30 April	
Planning Committee	6.00 p.m.	Tuesday	1 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Wednesday	9 May	Note 3
COUNCIL	7.30 p.m.	Tuesday	15 May	

Service Development and Delivery Committee	7.30 p.m.	Wednesday	16 May	Note 2
Cabinet	10.30 a.m.	Friday	18 May	
Planning Committee	6.00 p.m.	Wednesday	30 May	Note 3
Corporate Management Committee	7.30 p.m.	Monday	11 June	
Cabinet	10.30 a.m.	Friday	15 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	18 June	
Audit Committee	7.30 p.m.	Thursday	21 June	
Standards Committee	10.00 a.m.	Monday	25 June	

Service Development and Delivery Committee	7.30 p.m.	Monday	25 June	
Planning Committee	6.00 p.m.	Tuesday	26 June	
COUNCIL	7.30 p.m.	Tuesday	3 July	

Licensing and Registration Committee	7.30 p.m.	Wednesday	11 July	
Cabinet	10.30 a.m.	Friday	13 July	
Corporate Management Committee	7.30 p.m.	Monday	16 July	
Human Resources Committee	7.30 p.m.	Wednesday	18 July	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 July	
Planning Committee	6.00 p.m.	Tuesday	24 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	30 July	
Cabinet	10.30 a.m.	Friday	10 August	
Planning Committee	6.00 p.m.	Tuesday	21 August	
Cabinet	10.30 a.m.	Friday	7 September	
COUNCIL	7.30 p.m.	Tuesday	11 September	

Corporate Management Committee	7.30 p.m.	Monday	17 September	
Planning Committee	6.00 p.m.	Tuesday	18 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	24 September	
Audit Committee	7.30 p.m.	Thursday	27 September	
Service Development and Delivery Committee	7.30 p.m.	Monday	1 October	
Licensing and Registration Committee	7.30 p.m.	Wednesday	3 October	
Cabinet	10.30 a.m.	Friday	5 October	
Standards Committee	10.00 a.m.	Monday	8 October	
Planning Committee	6.00 p.m.	Tuesday	16 October	
Corporate Management Committee	7.30 p.m.	Monday	29 October	

Notes

1. Annual Meetings of the Council moved forward from the usual first week in May to the fourth week in April as a result of the Essex County Council Elections being held on Thursday 4 May 2017.
2. Meeting scheduled to be held on the Wednesday as a Council meeting is on the Tuesday of that week, and to enable political groups to hold pre-Council meetings on the Monday night.
3. Meeting scheduled to be held on the Wednesday as the Monday of that week is a Bank Holiday.
4. Provisional meeting arranged in case the Council does not get through all of the business on its agenda for the 21 November 2017 meeting and the meeting is adjourned. If the provisional meeting does go ahead, no new business will be transacted at that meeting.
5. Extra meeting arranged on 18 December 2017 to allow the Corporate Management Committee to consider the Cabinet's Financial Baseline and Initial Budget and Special Expenses Proposals. Thursday 4 January 2018 meeting arranged to allow the Committee to discuss those proposals with Portfolio Holders and then formally comment on those proposals to Cabinet.
6. Meeting of the Council to approve the Cabinet's budget proposals and set the Council Tax but excluding County, Fire and Police Council Tax calculations.
7. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider any objections the Council has to the Cabinet's budget proposals (which may have been made at the Council meeting on 6 February 2018).
8. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Cabinet's revised budget proposals or the Cabinet's disagreement with the Council's budget objections (which may arise from the Cabinet meeting referred to in note 7 above.)

9. Meeting to formally confirm the implications of the County, Fire and Police precepts on the Council's Collection Fund and for each Council Tax band in the parished and unparished areas of the District.
10. Meeting moved back from the usual Monday due to Easter Bank Holidays the previous weekend.
11. Meeting scheduled to be held on the Thursday as a Council meeting is on the Tuesday of that week, and to enable political groups to hold pre-Council meetings on the Monday night. In addition, an All Member Briefing has been arranged for the Wednesday night.
12. Brought forward from the provisionally agreed date of 16 May as the Princes Theatre is now contractually booked out for a two day "Dinosaur World" event.
13. Extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and approve the Publication Local Plan for recommendation to full Council.
14. Extra meeting of the Council arranged in order to allow the Council to meet and consider the Publication Local Plan.
15. Extra meeting of the Community Leadership and Partnerships Committee arranged to enable Members to receive an update on health issues including the Sustainability and Transformation Plan; Health Overview and Scrutiny; and the Clinical Commissioning Group. The meeting will commence at **6.30 p.m.**

ANNUAL MEETING OF THE COUNCIL

25 APRIL 2017

REFERENCE FROM OVERVIEW AND SCRUTINY COMMITTEES

A.5 OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2017/2018 AND REVIEW OF WORK UNDERTAKEN FROM MAY 2016 TO APRIL 2017 (Report prepared by Karen Neath, Anastasia Simpson and Mark Westall)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek the Council's approval to a proposed work programme for the overview and scrutiny committees and to note the work undertaken by these Committees from May 2016 to April 2017.

EXECUTIVE SUMMARY

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

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

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

- *The planned work on the preparation of elements of the Budget and Policy Framework, as set out in the Council's Business Plan;*
- *The need for statutory timetables to be met;*
- *The wishes of all members of the committee;*
- *Requests from the Cabinet to carry out reviews; and*
- *Requests from Group Leaders in accordance with Rule 8”*

The following overview and scrutiny committees each considered their proposed work programme for 2016/17 as follows:

Corporate Management Committee – 13 March 2017 (Minute 60 refers);
Community Leadership and Partnerships Committee – 20 March 2017 (Minute 42 refers);
and
Service Development and Delivery Committee – 3 April 2017 (Minute 48 refers).

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

A copy of the proposed work programmes and a summary of the main issues addressed by the overview and scrutiny committees during the last municipal year are attached as Appendices “A.5A” and “A.5B” respectively to this report for the Council's approval.

RECOMMENDATION

That Council approves the proposed work programmes for the overview and scrutiny committees for the 2017/18 Municipal Year and notes the work carried out by these Committees in the last municipal year, as set out in Appendices “A.5A” and “A.5B” to this report.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

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

FINANCE, OTHER RESOURCES AND RISK

Finance and Other Resources

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

Risk

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

LEGAL

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

OTHER IMPLICATIONS

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

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

PART 3 – SUPPORTING INFORMATION

BACKGROUND PAPERS FOR THE DECISION

There are none.

APPENDICES

A.5A Proposed Work Programmes, along with the schedule to consider the items during the year.

A.5B Review of the work carried out by the four overview and scrutiny committees from May 2016 to April 2017.

A.5 - APPENDIX A

OVERVIEW AND SCRUTINY COMMITTEES

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

CORPORATE MANAGEMENT COMMITTEE

MEETING DATE	TOPIC
15 MAY 2017	<ul style="list-style-type: none"> ➤ Performance Report 2016/17 Fourth Quarter and Outturn ➤ Garden Communities Progress
26 JUNE 2017	<ul style="list-style-type: none"> ➤ Careline Update ➤ Final Budget Position/Finance Update ➤ Details of Statutory and Non-Statutory Budgets ➤ Details of Write-Offs arising from Fraud and Council Tax Benefit Overpayments
24 JULY 2017	<ul style="list-style-type: none"> ➤ Waste and Recycling Performance Update ➤ Leisure Services – Finance and Future Business Plans
25 SEPTEMBER 2017	<ul style="list-style-type: none"> ➤ Performance Report 2017/18 First Quarter ➤ Corporate Budget Monitoring 2017/18 ➤ First Initial Financial Baseline Scrutiny ➤ Transforming the way we work /Office Rationalisation
16 OCTOBER 2017	<ul style="list-style-type: none"> ➤ TBA
4 DECEMBER 2017	<ul style="list-style-type: none"> ➤ Performance Report 2017/18 Second Quarter ➤ Corporate Budget Monitoring 2017/18 Second Quarter ➤ Planning Update (including Enforcement)
18 DECEMBER 2017	<ul style="list-style-type: none"> ➤ Initial Budget and Financial Baseline Scrutiny Detailed Review
4 JANUARY 2018	<ul style="list-style-type: none"> ➤ Provisional Initial Budget and Revised Financial Baseline Scrutiny Detailed Review
29 JANUARY 2018	<ul style="list-style-type: none"> ➤ Annual Treasury Strategy Scrutiny ➤ Performance Report 2016/17 Third Quarter
12 MARCH 2018	<ul style="list-style-type: none"> ➤ Corporate Budget Monitoring 2016/17 Third Quarter ➤ Review of the Year and Work Programme for 2018/19

COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE

Meeting Dates	Topic
22 May 2017	<ul style="list-style-type: none"> ◆ Education Update – school places / school attendance / teacher recruitment / careers advice / educational achievement ◆ Anglia Ruskin MoU
10 July 2017	<ul style="list-style-type: none"> ◆ Community Voluntary Services Tending ◆ Citizens Advice Tending
31 July 2017	<ul style="list-style-type: none"> ◆ Health Update – sustainability and Transformation Plan, Health Overview and Scrutiny, Clinical Commissioning Group
2 October 2017	<ul style="list-style-type: none"> ◆ Children and Young People Strategy ◆ Youth and Community
13 November 2017	<ul style="list-style-type: none"> ◆ Police and Crime Commissioner

	<ul style="list-style-type: none"> ◆ Community Safety Partnership ◆ Fire Service – Update on the Integrated Risk Management Plan 2016 - 2020
8 January 2018	<ul style="list-style-type: none"> ◆ Emotional Well-being Mental Health Services Pilot ◆ Mental Health Hub
19 February 2018	<ul style="list-style-type: none"> ◆ Abellio ◆ Network Rail
19 March 2018	<ul style="list-style-type: none"> ◆ Virgin Care - Pre-Birth to 19 Health, Wellbeing and Family Support Service across Essex ◆ Review of the Ambulance Service ◆ Annual Review and Work Programme

SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

Meeting Date	Topic
31 May 2017	◆ Update on Careline Services provided by Barnes House
17 July 2017	◆ Honeycroft and Spendells Review
9 October 2017	<ul style="list-style-type: none"> ◆ Review of Sea and Beach Festival 2017 ◆ Review of Clacton Air Show 2017 ◆ Litter from Fast Food Outlets around the District and on A120
23 November 2017	◆ Demonstration of Council's new IT systems e.g. Microsoft Skype for business
15 January 2018	◆ Review of Licensing Service following restructure of fees and charges
26 February 2018	◆ Review of Customer Service Delivery
4 April 2018	◆ Review of the Year 2017/18 and Work Programme 2018/19
TBA	◆ Review of Closure/Mothballing of Public Conveniences

APPENDIX A.5B

OVERVIEW AND SCRUTINY COMMITTEES

CORPORATE MANAGEMENT SCRUTINY COMMITTEE

REVIEW OF WORK CARRIED OUT 2016 – 2017 MUNICIPAL YEAR

FORWARD PLAN

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

CORPORATE BUDGET MONITORING

- ♦ The Committee, at its meetings held on 26 September and 12 December 2016 and 13 March 2017, reviewed the Council's budgetary position on a quarterly basis and made comments and recommendations to Cabinet, as appropriate.

PERFORMANCE MANAGEMENT

- ♦ The Committee, at its meetings held on 9 May and 13 June reviewed the Corporate Plan 2016 - 2020 and the structure of performance reporting. On 26 September, 12 December 2016 and 13 February 2017 the Committee reviewed the Council's performance management position on a quarterly basis and made comments and recommendations to Cabinet, as appropriate.

FINANCIAL BASELINE AND BUDGET PROPOSALS

- ♦ The Committee, at its meetings held on 26 September, 19 December 2016 and 5 January 2017, reviewed the Cabinet's financial baseline and budget proposals and made comments and recommendations to Cabinet, as appropriate.

CARELINE BUDGETS (9 May 2016)

- ♦ The Committee received an update from Officer's about the Care line budgets, including the lifting service.

BUDGET SETTING COUNCIL MEETING (13 June 2016)

- ♦ The Committee reviewed and supported a motion put forward by Councillor Amos to Council in respect of the Budget Setting Council meeting.

TRANSFORMING TENDRING PROJECT UPDATE AND REVIEW (27 June 2016)

- ♦ The Committee received a presentation and update about the Transforming Tendring project.

LEISURE UPDATE – COST EFFICIENCIES, MARKETING AND PROJECTS (27 June 2016)

- ♦ The Committee received a presentation about the Leisure Centre upgrades and the marketing plans to promote the improved facilities. The Committee were keen to understand the cost efficiencies and future projects.

WASTE AND RECYCLING (27 June 2015)

- ♦ The Committee received a presentation with regard to the Council's waste and recycling processes.

PLANNING UPDATE – ENFORCEMENT AND GARDEN SETTLEMENTS (Impact on the HRA) (12 September 2016)

- ♦ The Committee received a presentation about Enforcement statistics and were provided with information about Garden Settlements.

FINANCIAL STRATEGY AND BUDGET SAVINGS GROUPS (12 September and 28 November 2016)

- ♦ On 12 September 2016 the Committee discussed the purpose and aims of the Financial Strategy and Budget Savings Groups and on 28 November received an update about the outcomes of the budget savings groups.

OFFICE RATIONALISATION (28 November 2016)

- ◆ The Committee received a report detailing the options for office rationalisation.

“GROWING THE BEACH ECONOMY” (12 December 2016)

- ◆ The Committee received a presentation about the growing beach economy.

SCRUTINY OF THE CABINET’S INITIAL BUDGET PROPOSALS (19 December 2016 and 5 January 2017)

- ◆ The Committee scrutinised the Cabinet’s initial Budget proposals and submitted comments and recommendations thereon.

ASSET MANAGEMENT PLAN, PROPERTY STRATEGY, PROPERTY PROGRAMME, PROCEDURE RULES AND CONSEQUENT CONSTITUTION AMENDMENTS (13 March 2017)

- ◆ The Committee scrutinised the draft Asset Management Plan, Property Strategy, Property Programme, Procedure Rules and proposed amendments to the Council’s Constitution and made comments to Cabinet, as appropriate.

REVIEW OF THE YEAR AND THE CORPORATE MANAGEMENT COMMITTEE’S WORK PROGRAMME FOR 2017/2018 (13 March 2017)

- ◆ The Committee reviewed the work it had carried out in the current municipal year and approved a draft Work Programme for the coming 2017/2018 Municipal Year for recommendation to the Annual Meeting of the Council to be held on 25 April 2017.

CALL-INS

- ◆ The Committee received no call-ins during 2016/17.

CMC – INFORMAL MEETINGS

The Committee held a number of informal meetings on 16 May, 13 June and 18 July 2016. These meetings were to provide further information to the Committee on the following:

- Corporate Plan 2016-2020 and Performance Report 2016/2017 (16 May 2016)
- Financial Briefing Session (13 June 2016) which included the following:
 - Recharges
 - HRA
 - Review of Council’s Loans, Ring Fenced Reserves and the Level of Risk regarding Council Investments
 - Devolution – Financial implications for Tendring District Council
- Planning Enforcement and the Impact of Garden Settlements on the HRA (18 July 2016)

REVIEW OF WORK CARRIED OUT BY THE COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE: MAY 2016 – APRIL 2017

FORWARD PLAN

- ♦ The Committee, in accordance with the Constitution, reviewed the Forward Plan on a regular basis when there were items on the Forward Plan for the Committee's attention.

23 MAY 2016

1. Community Safety Hub

The Committee received a presentation from the Council's Chief Executive (Ian Davidson) and the Assistant Chief Constable for Essex Police (Maurice Mason) on how Community Safety Hubs demonstrated how public service providers could come together as community leaders and how the Council had a good relationship with other providers of the CSH. He explained how they worked together to address the issues that affected their areas and despite ever decreasing budgets got the right results for residents.

2. Economic Development and Business Support

The Committee received a presentation from the Council's Regeneration Manager (Tom Gardiner) on Economic Development and Business Support and he talked through the objectives.

3. Community Strategy

The Chairman asked the Committee to have a look at the Community Strategy, take it away with them, see what they thought could be done and what they wanted to see on it.

4. Work Programme For 2016/17

The Chairman asked Members for feedback on the planned Work Plan and after discussion the updated work plan was **AGREED** but consideration would be given to moving the Community Safety item in November to another date.

11 JULY 2016

1. Review of Highway issues

The Committee received a review of Highway issues from Essex County Council's Transport Strategy and Engagement Manager (Alan Lindsay).

It was **AGREED** that the following comments and recommendations be made to Cabinet:

- i. that 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.

At the Cabinet meeting held on 5 August 2016 it was **RESOLVED** that:

- (a) a letter regarding forward funding of the traffic lights at Manningtree be sent from the Leader of the Council and that, at the same time, the opportunity be taken to remind Essex County Council of their obligations in relation to highways maintenance particularly in rural areas; and

- (b) the comments from the Community Leadership and Partnerships Committee in relation to the Local Highways Panel and funding assistance regarding flooding be agreed.

(A letter was sent on 24 August 2016)

3 OCTOBER 2016

1. Working in Partnership to Support the Recruitment and Retention of Teachers

The Committee received a presentation from Essex County Council's Lead Commissioner for Primary Schools in the North East (Graham Lancaster) on working in partnership to support the recruitment and retention of Teachers.

It was **RECOMMENDED** that Cabinet look into the lack of career advice in schools as more was needed to assist pupils of the directions they could take in their future career choices.

At the Cabinet meeting held on 4 November 2016 the Leisure, Health & Well-being Portfolio Holder had considered the Community Leadership and Partnerships Committee's request and had responded as follows:-

"Whilst not considered to fall within the remit of Cabinet, the Portfolio Holder will look into this matter in line with her influencing role on Education projects."

Having considered the request of the Community Leadership and Partnerships Committee and the Portfolio Holder's response thereto:-

It was **RESOLVED** that the Leisure, Health & Well-being Portfolio Holder's response be endorsed.

2. Update on Community Projects – Education

The Council's Executive Projects Manager (Rebecca Morton) gave an update on Education and she advised the Committee that the Council was working with both teachers and schools and gave an update on the work undertaken.

it was **RECOMMENDED** to Cabinet that:

- (a) the Committee would like Cabinet to note their concerns about the lack and consistency of career's advice within schools.

(Please see above resolution of Cabinet)

(Councillor Ray Gooding is invited to attend the Committee in May to provide an update on Education)

14 NOVEMBER 2016

1. Essex Police and Crime Commissioner – Vision for his four year term

The Committee received a presentation from the Essex Police and Crime Commissioner (Roger Hirst) on his vision for his four year term.

It was **RESOLVED** that:

- (a) The Committee add to their work programme the following items:

- (i) To investigate how the Council could help to identify vulnerable people that may need assistance from the Police and other partners;
(CVST attending in July 2017)
- (ii) To investigate any assistance or promotion the Council could provide to support the recruit of special constables; and
(See March 2017 below)
- (iii) To investigate how the Council could assist partners in engagement with local youth organisations with the aim of supporting early intervention to divert young people from becoming engaged in anti-social behaviour and criminal activity.
(Essex County Council Youth and Community Commissioner attending in October 2017)

It was **RECOMMENDED TO CABINET** that:

The Leader writes to the Home Office to express dissatisfaction with the current Government financial support for the Essex Police and to call for a fairer funding settlement for Essex Police.

At the Cabinet meeting held on 16 December 2016 the Enforcement and Community Safety Portfolio Holder had considered the Community Leadership and Partnerships Committee's recommendations and had responded as follows:-

"It is recommended that:-

Cabinet notes and supports the comments of the Committee and agrees that a letter be sent to the Home Office as suggested and that all other Essex District and Borough Councils also be encouraged to provide their active support to address the current funding situation."

(Discussion has been had with the Office of the Police and Crime Commissioner and they are undertaking their own review of and making their own case for a fairer funding settlement. Once this is complete it is proposed to write as requested by Cabinet to support this case)

Having considered the recommendations of the Community Leadership and Partnerships Committee and the Portfolio Holder's response thereto:-

It was **RESOLVED** that the Enforcement and Community Safety Portfolio Holder's response be endorsed.

2. Annual Review of the Work of the Community Safety Partnership

The Community Safety Manager (Leanne Thornton) delivered a presentation, which provided Members with an overview of the work of the Community Safety Partnership (CSP) and how it engaged with its statutory partners, Essex Community Rehabilitation Company (Probation); Essex County Council; Essex Police; Tendring District Council; Essex County Fire and Rescue; Community Voluntary Services Tendring; North East Essex NHS and the Office of the Police and Crime Commissioner for Essex.

It was **RECOMMENDED TO CABINET** that:

Cabinet endorses the good and varied work being undertaken by the Community Safety Partnership and that Cabinet promotes and resources this as much as possible.

(Please see above resolution of Cabinet)

9 JANUARY 2017

1. East Anglia Rail Franchise

Petrina Murphy, Area Station Manager for Abellio attended the meeting and gave a presentation to the Committee on Abellio's plans and proposals for the new nine year East Anglia Rail Franchise.

(A number of questions asked at the meeting were subsequently investigated and the responses were sent out to Members)

2. Review of the Children and Young People Partnership Delivery Plan 2015 -2016

The Committee had before it a report of the Corporate Director (Corporate Services), which presented it with the review of Tendring's Children and Young People Partnership Delivery Plan 2015/16. The Council's Executive Projects Manager (Rebecca Morton) gave Members an update on the current position of the four key priority areas.

It was **RESOLVED** that:

- (a) The Committee notes the update and progress made against the 2015/16 targets identified within the Children and Young People's Delivery Plan.
- (b) The Committee notes that the Children and Young People's Strategy is to be reviewed and updated, and that the Portfolio Holder for Leisure, Health and Wellbeing will be invited to attend a future Community Leadership and Partnerships Committee meeting to present the updated Strategy.

(The new Children and Young People Strategy is due to come back to the Committee in October 2017)

3. Update on the Community Leadership and Partnerships Committee Work Programme

The Committee received an update on its work programme from the Management and Members' Support Manager (Karen Neath).

A list of suggested items for the work programme for the 2017/18 municipal year was circulated to the Committee and discussion took place on Members thoughts and ideas. It was agreed that Members would go away and think about potential items and put any forward in time for the scheduled Committee meeting in March, where the review of the year and work programme for 2017/18 would be agreed.

20 FEBRUARY 2017

1. Public Health

The Council's Public Health Improvement Co-Ordinator gave a presentation to the Committee on Public Health. The presentation covered the following:

- (1) Public Health in Tendring – Local Priorities;
- (2) Clacton Seafront Parkrun;
- (3) Breastfeeding Welcome Scheme;
- (4) Making Every Contact Count (MECC) – Partnership with Provide and Essex County Council Commissioner;
- (5) Housing and Hazard Awareness Project;
- (6) Upcoming Projects; and
- (7) Health and Wellbeing Board.

It was **AGREED** Cabinet be requested to:-

- (a) look at ways to ensure that public health projects are available across the district;
- (b) look at ways of measuring the success of the work carried out; and

- (c) note concerns that funding was currently in place for a fixed term only and the implications for the future provision of the Public Health Improvement Co-ordinator post.

2. Corporate Enforcement Strategy

The Committee had before it a report of the Management and Members' Support Manager, for consideration of the Council's draft Corporate Enforcement Strategy.

The outcome of the consultation, including the comments made by members of the Committee, would be reported back to Cabinet in early 2017 for consideration in the adoption of the final document.

20 MARCH 2017

1. Review of the Year 2016/17 and Work Programme for 2017/18

The Committee discussed and agreed the report to be submitted to the Annual Meeting of the Council.

2. North East Essex Clinical Commissioning Group Sustainability Transformation Plan

Susannah Howard (STP Programme Director) attended the Committee and gave a presentation on their Sustainability Transformation Plan. Her presentation covered the following:

- (1) Introduction;
- (2) NHS structure;
- (3) Working together and moving forward;
- (4) Suffolk and North East Essex footprint statistics;
- (5) The three main areas of the STP Plan;
- (6) The required steps to help achieve and deliver the complex programme;
- (7) The conclusions of the Kings Fund Review of STPs;
- (8) Taking the STP forward;
- (9) Work streams;
- (10) Governance;
- (11) STP programme board – Terms of reference;
- (12) Process of aligning work streams to the STP;
- (13) Work stream delivery mandate;
- (14) Dashboard reporting; and
- (15) Forthcoming interactive programme events.

Members asked questions on various issues which included GP Services and Social Care issues, financial savings, collaborative working, what the STP meant for Tendring and the best way to move forward.

Following discussion it was **RESOLVED** that Susannah Howard be invited back to a future meeting along with representatives from the North East Essex Clinical Commissioning Group and Essex County Council in order to discuss a more detailed plan of what STP means for Tendring.

It was **AGREED** that Cabinet be requested to contact the appropriate person to seek assurance that when the STP Plan is at a more detailed level, there will be a consultation with this Council.

REVIEW OF WORK CARRIED OUT BY THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE: MAY 2016 – APRIL 2017

FORWARD PLAN

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

1 JUNE 2016

1. Overview of the Licensing Service

The Licensing Manager (Simon Harvey) was in attendance and gave the Committee an overview of the Licensing Service.

The Committee **RESOLVED** that: the Licensing Manager explore the possibility of extending the number of days whereby Taxi vehicle checks could be undertaken;

That **CABINET NOTES** the comments of the Service Development and Delivery Committee:

- (a) That the Licensing (GP) Sub-Committee is seeing less and less taxi drivers coming in front of the Sub-Committee for being caught using their mobile phones whilst driving;
- (b) That the relationship between the TDC Licensing Team and Licensees is very good and the service is seen as good value for money;
- (c) That the Committee would investigate the possibility of a working party being set up to explore the safety of taxi drivers which would mean liaising with Community Safety; and
- (d) That the presentation had been excellent and very informative on a very complex subject.

At the Cabinet meeting held on 5 August 2016, having considered the comments of the Service Development and Delivery Committee:-

It was moved by Councillor Stock, seconded by Councillor Ferguson and **RESOLVED** that the contents of the report be noted.

18 JULY 2016

1. Clacton Air Show Business Plan

The Council's Head of Sport & Leisure (Mike Carran) was in attendance and gave the Committee a presentation on the Clacton Air Show Business Plan.

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.

2. Review of Refurbishment of Sports Facilities

The Council's Head of Sport & Leisure (Mike Carran) was in attendance and gave the Committee a presentation on the Refurbishment of Sports Facilities.

3. 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.

19 SEPTEMBER 2016

1. Dog Fouling and Bin Provision

The Council's Street Scene Officer (Jonathan Hamlet) gave a presentation to the Committee on the provision of waste bins and also the issue of the District's problem with dog fouling.

The Committee **RESOLVED** that:

CABINET NOTES the **RECOMMENDATIONS** of the Service Development and Delivery Committee:

- (a) That the relevant Officers work with the Council's Communications Manager to compose a press release reminding residents of the number of litter bins the Council provided and that they could be used for bagged dog waste and that the press release should include details of the number of Fixed Penalty Notices that had been issued regarding dog fouling;
- (b) That the relevant Officers produce a schedule for the Faeces Intake Disposal Operation (FIDO) which would state when and where FIDO would be in operation and that the schedule should be placed on the Council's website;
- (c) That an information sharing forum be created to include Members from the Council, County Council and Town and Parish Councils, to discuss topics affecting them, such as street sweeping, dog fouling and waste bin provision, in order to promote the co-ordination of activities and promote best practice; and
- (d) That the relevant group look at incorporating dog fouling within the new Open Space Public By-law.

At the Cabinet meeting held on 4 November 2016, the Environment Portfolio Holder had considered recommendations of the Service Development and Delivery Committee and had responded as follows:-

"The Portfolio Holder for Environment has confirmed that he is very happy with the report of the Service and Development Committee and its recommendations to Cabinet."

Having considered the recommendations of the Service Development and Delivery Committee and the Portfolio Holder's response thereto:-

It was moved by Councillor Talbot, seconded by Councillor Watling and **RESOLVED** that the Environment Portfolio Holder's response be endorsed.

24 OCTOBER 2016

1. Spendalls House and Honeycroft – Update

The Council's Head of Housing (Tim R Clarke) gave an update to the Committee on the progress towards the creation of a feasibility study and consultation piece on Spendalls House and Honeycroft.

2. Impact of the £1.5 Million 3 Year Strategic Investment Strategy

The Committee received a presentation from the Council's Head of IT & Corporate Resilience (John Higgins) on the impact on the Council of the £1.5 million, three year strategic investment strategy.

The Committee **RESOLVED** that the Head of IT & Corporate Resilience be required to attend a further meeting of the Committee in twelve months' time to give a practical demonstration of the Council's new IT systems in operation such as Microsoft Skype for Business.

The Committee further **RESOLVED** that **CABINET** be requested to consider the **RECOMMENDATION** of the Service Development and Delivery Committee that the Head of IT & Corporate Resilience arrange an IT Surgery for Members over the course of an afternoon and evening together with an ongoing schedule of IT training for Members.

At the Cabinet meeting held on 25 November 2016, the Enforcement and Community Safety Portfolio Holder had considered the Service Development and Delivery Committee's recommendation and had responded as follows:-

"Arrangements will certainly be put in hand for another IT surgery for Members as the Committee has suggested and consideration will be given to the provision of further IT training for Members."

Having considered the recommendation of the Service Development and Delivery Committee and the Portfolio Holder's response thereto:-

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

RESOLVED that the Enforcement and Community Safety Portfolio Holder's response be endorsed.

3. Review of the In-House Public Convenience Cleaning Contract and Working Arrangements

The Committee discussed the new in-house public convenience cleaning contract and working arrangements and other issues such as safety and anti-social behaviour at Magdalen Green and Holland Haven public conveniences.

The Committee **RESOLVED** that the Corporate Management Committee be requested to investigate and confirm that there are robust procedures in place to ensure that the contractual terms of all future contracts entered into by the Council are sound and fully protect this Council's interests.

23 NOVEMBER 2016

1. Testing Taxi and Private Hire Vehicles

Further to its meeting on 1 June 2016, the Committee were addressed on the possibility of extending the days available to the taxi and private hire trades for vehicle testing at the Northbourne Road Depot, Clacton-on-Sea.

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

- (a) The Committee notes the report of the Corporate Director (Operational Services) regarding taxi testing and private hire vehicles and that the Committee believes that there is sufficient capacity within the Northbourne Road Garage and that therefore there is no need for further taxi testing days to be offered; and

RECOMMENDED TO CABINET:

- (b) Further consideration be given to putting the booking of taxi testing online as part of the Channel Shift agenda.

2. Clacton Air Show 2016 - De-Brief

The Committee received a de-brief from the Council's Head of Sport and Leisure (Mike Carran) on the Clacton Air Show 2016.

3. Sea and Beach Festival 2016

The Head of Sport and Leisure (Mike Carran) gave a presentation to the Committee on the Sea and Beach Festival 2016.

25 JANUARY 2016 – Cancelled

27 FEBRUARY 2017

1. Update on review of Spendells & Honeycroft sheltered housing schemes

The Council's Head of Housing (Tim R Clarke) was in attendance and gave an update to the Committee on the review of Spendells & Honeycroft sheltered housing schemes.

Following discussion, it was **AGREED** that Officers be requested to be innovative whilst looking at the possible future mix of accommodation in the Sheltered Housing stock.

2. Update on the current situation regarding water quality at Walton Lifestyles

The Committee received a written update from the Council's Head of Sport and Leisure (Mike Carran) which provided an overview of the sequence of events and background information in regards to the positive test of Legionella Bacteria at Walton-on-the-Naze Lifestyles.

The Leisure and Partnerships Portfolio Holder (Councillor McWilliams) informed the Committee that Mr Carran would attend a future meeting to discuss the position in more depth and to update Members on the programme of works that were being undertaken at all other appropriate Council facilities.

The Chairman requested that the Council's Head of Sport and Leisure (Mike Carran) attend the next meeting of the Committee on 3 April 2017 with Councillor McWilliams to give a formal update and to enable all questions and concerns to be addressed.

The Chairman confirmed that he would draft the brief for this item and it would be likely to be broadened to include all of the Council's leisure facilities and that he would circulate questions to Members and Officers prior to the next meeting. It was requested that the report should include details of any additional costs incurred by the Council as a result of the Legionella case and whether costs were likely to be recouped from the contractor.

3. Car Parks and effects of free parking

The Commercialisation, Seafronts and Parking Portfolio Holder (Councillor Turner) and the Council's Head of Public Realm (Ian Taylor) were in attendance and gave an update to the Committee on Car Parks and the effects of free parking.

4. Update on relationship with the North East Essex Parking Partnership

The Commercialisation, Seafronts and Parking Portfolio Holder (Councillor Turner) and the Council's Head of Public Realm (Ian Taylor) gave an update to the Committee on the Council's relationship with the North East Essex Parking Partnership and especially the offer made by Essex County Council to extend the current term of the Joint Committee Agreement by four years.

Following discussion, the Committee **RESOLVED** that:

- the relevant Heads of Service research the legalities with regards to the Portfolio Holder for Commercialisation, Seafronts and Parking inviting the Chair of the North East Parking Partnership to attend an appropriate meeting of the Service Development and Delivery Committee.

The Committee further **RESOLVED** that **CABINET**:

- be requested to acknowledge the excellent job that the Parking Services team and their Portfolio Holder have done with regards to the building of relationships with the North East Parking Partnership.

- be requested to ensure that the North East Parking Partnership Terms of Reference are scrutinised by the relevant committee before the next contract is signed by TDC (likely 2021).

3 APRIL 2017

1. Review of the Year 2016/17 and Work Programme for 2017/18

The Committee discussed and agreed the report to be submitted to the Annual Meeting of the Council.

2. Update on Walton Lifestyles and other TDC Leisure Centres

The Chairman confirmed that the Council's Corporate Director (Operational Services) had produced a written update statement on Walton Lifestyles and other TDC Leisure Centres.

The Council's Head of Customer and Commercial Services (Mark Westall) read the statement out to the Committee which confirmed the following:

1. *"Following a comprehensive risk assessment at Walton Lifestyles, undertaken by an independent specialist water management company, all priority works have been completed.*
2. *Whilst legionella bacteria was only identified within certain locations the entire water system serving the centre has been super chlorinated and systematically tested to ensure that legionella has been eliminated from the site.*
3. *Risk assessments have been undertaken at all other leisure centres by the same independent water management company and any matters identified have either been remedied or are programmed to be rectified in accordance with the risk profile.*
4. *Staff have been retrained at all sites and a comprehensive review of legionella policy has been undertaken across TDC with all appropriate actions and recommendations being implemented as required.*
5. *I am satisfied that all necessary measures have been put in place across all TDC leisure centres to ensure that effective legionella controls are in place.*
6. *Given the ongoing investigation by the HSE it would be inappropriate to provide any further information or to speculate on the cause or location of the legionella proliferation."*

3. Decline in Fly Tipping Performance

The Environment Portfolio Holder (Councillor Talbot) introduced the item and gave a political overview to the Committee.

The Council's Head of Environmental Services (John Fox) and Technical Officer (Jon Hamlet) were in attendance and informed the Committee of the decline in fly tipping performance.

The following areas were covered:

- The varying levels of fly tipping – a black bin bag to a tipper load;
- The Council's target for clearing 90% of all reported fly tipping incidents within 72 hours;
- Clearing carried out by Veolia, who the Council had a contract with;
- Reasons why performance may vary;
- Grouping of workload where possible to help performance;
- Statistics;
- Difficulties/issues experienced; and

- Causes of delays.

Members raised questions and concerns in regards to fly tipping which Officers responded to.

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

- a) the Service Development & Delivery Committee being concerned about the extent of fly-tipping, which is a criminal offence, around the District request Cabinet to investigate the extent of the Council's surveillance powers and the extent of the penalties the Council could expect to be imposed if a prosecution is successful; and
- b) an analysis is undertaken to understand the cost of surveillance versus possible fines that could be imposed.

4. Essex County Council's Contribution to this Council's Clear Up Costs

The Environment Portfolio Holder (Councillor Talbot) introduced the item and gave a political overview to the Committee.

The Council's Head of Environmental Services (John Fox) and Technical Officer (Jon Hamlet) informed the Committee of Essex County Council's proposed contribution to this Council's (TDC) clear-up costs.

Members were informed that, as of November 2016, Essex County Council (ECC) had changed the rules at recycle centres which had resulted in business waste being refused and restrictions put in place and that there had been concerns that there would be an increase in fly tipping in the District resulting from the changes to the rules.

Members were informed that, at many of the recycle centres in the District, businesses had been dumping their waste when they should have been taking it to a site specifically for disposal of business waste and paying for it.

Councillor Talbot informed the Committee that there was a verbal agreement that ECC would pay the cost of clearing up an increase in fly tipping if it should occur.

A leaflet provided by Essex County Council which gave guidance as to what residents could, and could not, take to recycle centres was distributed to the Committee for information.

The Council's Technical Officer (Jon Hamlet) informed the Committee that the Council had been monitoring the figures in relation to fly tipping and that at this early stage it was difficult to spot any differences in trend since the new rules had come into place. Mr Hamlet confirmed that the figures would be checked and monitored on a month-by-month basis.

Members raised questions which Officers responded to.

Following discussion, it was **RECOMMENDED** that Cabinet recognise that TDC's Environmental Services team has a good working partnership with Essex County Council.

This page is intentionally left blank