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**MINUTES OF THE MEETING OF THE COMMUNITY LEADERSHIP OVERVIEW AND  
SCRUTINY COMMITTEE,  
HELD ON MONDAY, 28TH JUNE, 2021 AT 7.30 PM  
IN THE PRINCES THEATRE - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,  
CO15 1SE**

<b>Present:</b>	Councillors Chittock (Chairman), Amos (Vice-Chairman), Clifton, Codling, Davis, Miles and Steady.
<b>In Attendance:</b>	Keith Simmons (Head of Democratic Services and Elections) and Emma Haward (Leadership Support Assistant) and Matthew Cattermole (Communications Assistant).

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence had been received from Councillors Davidson and Skeels with no substitution.

**2. MINUTES OF MEETINGS OF THE COMMITTEE**

The minutes of the Committee held on Monday 8 February 2021 and Monday 22 March 2021 were moved by Councillor Amos, seconded by, Councillor Chittock and approved as a correct record and were then signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

There were none on this occasion.

**4. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38**

There were none on this occasion.

**5. REPORT OF THE HEAD OF DEMOCRATIC SERVICES & ELECTIONS - A.1 -  
REVIEW OF THE YEARS 2019-2021 AND WORK PROGRAMME FOR 2021/22 FOR  
THE COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received and considered a report of the Head of Democratic Services and Elections, which provided it with a review of the work it had carried out in the two years 2019/2020 and 2020/2021 and sought Members' approval to a draft Work Programme for the remainder of the 2021/2022 municipal year for recommendation to the annual meeting of the Council to be held on 13 July 2021.

The Council's Head of Democratic Services and Elections reported that Appendix A to the report was the review of the work carried out in 2019-2021.

Councillor Davis referenced that there were no page numbers and some of the text was on a black background. She requested that in future, such documents be available as black text on a white background. In addition, and while acknowledging the agenda and

reports had been published by the required deadline, she asked whether written materials could be available earlier.

With the consent of the Committee, the Head of Democratic Services and Elections invited Members to email suggestions or questions regarding the work set out in 2019/2021 prior to the agenda for Council being published.

The Committee then considered Appendix B to the report which set out the draft work programme for 2021/2022. This included suggestions for two panels with the Resources and Services Overview & Scrutiny Committee.

Councillor Steady suggested that the proposed joint panel on climate change produce a presentation at a Full Council meeting, at the conclusion of their deliberations.

The Committee then examined the individual enquiries set out in the work programme. In this regard, an update of the draft programme was circulated with proposed dates for the enquiries as discussed between the Committee's Chairman and the Head of Democratic Services and Elections. The Committee's attention had been drawn to the Leader of the Council's submission to the work programme and the consultation of Cabinet to support enquiries as necessary.

Following discussion, it was **RESOLVED** that -

- (a) the report on the review of the years 2019/21, as detailed in Appendix A to item A.1 of the Report of the Head of Democratic Services and Elections be agreed for submission to Council and;
- (b) the draft 2021/22 Work Programme for the Committee, as set out in the Appendix to these minutes be agreed for submitted to Council for approval, subject to:-
- (c) That the Head of Democratic Services and Elections, following consultation with the Committee's Chairman, be actioned to make further minor adjustments to the documents in (a) and (b) above in response to proposals from the Members of the Committee received 5 July 2021.

The Resources and Services Committee's attention to the possibility of including the positives on Clinical Waste in that Committee's examination of waste/litter.

The meeting was declared closed at 9.15 pm

**Chairman**