

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

#### COMMUNITY LEADERSHIP AND PARTNERSHIPS COMMITTEE

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

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

## SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

<b>Meeting Date</b>	<b>Topic</b>
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"> <li>◆ Review of Sea and Beach Festival 2017</li> <li>◆ Review of Clacton Air Show 2017</li> <li>◆ Litter from Fast Food Outlets around the District and on A120</li> </ul>
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.