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Resources and Services Overview and
Scrutiny Committee

30 June 2022

**MINUTES OF THE MEETING OF THE RESOURCES AND SERVICES OVERVIEW
AND SCRUTINY COMMITTEE,
HELD ON THURSDAY, 30TH JUNE, 2022 AT 7.30 PM
IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors M Stephenson (Chairman), Scott (Vice-Chairman), Allen, Amos, Barry, Codling, Griffiths, Morrison and Skeels
In Attendance:	Keith Simmons (Head of Democratic Services and Elections), Keith Durran (Committee Services Officer), Hattie Dawson-Dragisic (Performance and Business Support Officer) and Taylor Turner (Apprentice (Democratic Services & Elections))

10. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence submitted or substitutions on this occasion.

11. MINUTES OF THE LAST MEETING

It was **RESOLVED** that the minutes of the meeting of the Committee held on Tuesday 24 May 2022 be approved as a correct record.

12. DECLARATIONS OF INTEREST

There were no declarations of interest by Councillors in relation to any item on the agenda for this meeting.

13. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

On this occasion no Councillor had submitted notice of a question.

14. TASK AND FINISH GROUP - DELIVERING HIGH QUALITY SERVICES/MINIMISE WASTE: MAXIMISE RECYCLING AND PUBLIC SPACES TO BE PROUD OF IN URBAN AND RURAL AREAS

The Chairman reminded the Members of the Committee that they had all received a copy of the recommendations from the Task and Finish Group. There were discussions around looking at this topic again after it had been submitted to Cabinet. The Head of Democratic Services and Elections advised the Committee that this will eventually be added to the Recommendations Monitoring Report and this will provide a further opportunity for Members to be aware of developments in this matter. In addition, the Committee was also informed that, on the draft Work Programme, it had been proposed to undertake an enquiry into the specification for the 2026 contract for waste, recycling and litter services. As such this would be a further opportunity to enquire into this topic, provided the Committee agree to add this to the Work Programme for 2022/23.

It was **RESOLVED TO RECOMMEND** to **CABINET**:

In respect of the recycling elements of the enquiry:

- (1) That the capacity of the Street Scene Team to undertake a range of engagement and recycling promotion work with school age children, members of community organisations and the public through roadshows, Council Tax Bills etc. be assessed and plans brought forward to support this capacity. The Committee believes that this work is vital to ensure we have a well-informed local population about recycling and the benefits of it and that the capacity of the team should provide for this work to be undertaken systematically and consistently;**
- (2) That, in addition to the steps in (1) above, available data, or proxies for it, about recycling rates within the District be examined to identify those areas where recycling rates are lowest and that the available resources for promotional activity be targeted to those areas to increase recycling rates there. The Committee is conscious of the need to use data to guide action and that this is an area where finite resources can be directed where the need for action is most required.**
- (3) That proposals for new style three chamber litter bins to separate out general waste from plastic/can recyclables and card recyclables be examined with a view to these being installed in the centres of towns in the District. The Committee considers that these new style bins would help reinforce the message around recycling and further the Council's commitment to it (and positively reinforce the Council's Community Leadership role);**
- (4) That the expected standards for cleanliness/removal of broken glass at the recycling bring sites in the District be developed and publicised and, alongside these, deployment response times for the cleaning/clearing of those sites be established for reports of issues at those sites when the standards are not being met. This recording will include each incident of 'fly tipping' at the sites. The Committee believes the recycling bring sites provide a valuable addition to the kerbside recycling collection service and believes that working with the public we can look to keep the sites in the best possible condition by sharing with them the standards they should expect, the means of reporting when those standards are not met and a response regime to those reports that can manage expectations while returning the site to the expected standards as soon as possible; and**
- (5) That the introduction of an online (MyTendring) form to report a missed bin collection for garden waste collections (Brown bin) be pursued. The Committee regards the availability of a missed bin collection online form for the general waste (Black bin) and recycling boxes (red and green boxes) as positive and that the same 24/7 reporting route should be provided for garden waste where there is a missed collection.**

In respect of the public space litter elements of the enquiry:

- (6) That the proposals for uniquely coloured (purple) bags for those undertaking Community Litter picks (to distinguish these bags from other forms of waste/recycling) be warmly supported;**
- (7) That the large blue litterbins used as part of the Summer Plan along the seafront should be retained throughout the low season to create a year round approach to litter collection in those spaces. The removal of the litterbins means that out of season there is a reduced litterbin service along the seafront. For residents in those areas and local individuals who use the seafront this reduced service is perceived as a lower standard for them than is provided for tourists. Retaining the bins, even with a reduced emptying regime would demonstrate the obvious commitment of the Council to its residents;**
- (8) That consideration be given to a pilot scheme along the stretch of the A120 from Ardleigh Crown to Horsley Cross to install high visibility litter bins in the laybys and evaluate the extent of their use (and any potential consequential fly tipping from their introduction) for a 12 months period (and that the experience be used to inform the approach along this road and the A133 going forward). The Committee believes that the pilot approach will provide the Council with valuable information as to whether litter bins in the laybys of major roads in the District would be advantageous;**
- (9) That the verge litter-picking schedule for the A120 from the new roundabout to the Auction roundabout be increased to six times a year. The current frequency is, in the view of the Committee, demonstrably insufficient to keep the verges concerned clear of litter and this then could encourage further littering to take place by those who see the extent of litter that is not cleared sufficiently frequently to deter it taking place;**

In respect of future service provision

- (10) The Committee welcomed the opportunity to input into the specification for the waste, recycling and street cleaning contract that will be the basis of service provision in those areas from 2026.**

[Note: Further to item (10) in the above recommendations, the Committee proposed the development of proposals for the waste, recycling and street cleaning contract specification from 2026 be included in the work programme of enquiries for the Committee for 2022/23 (Minute 16 refers).]

15. SCRUTINY OF PROPOSED DECISIONS

The Head of Democratic Services and Elections informed the Committee of the publish notice of forthcoming decisions since the agenda for the Committee's last meeting had been published. Under the Overview and Scrutiny Rule 13, no notice of a question on the forthcoming decisions had been given.

In respect of items on the list of forthcoming decisions, the Chairman informed the Committee that the Review of the Beach Hut Strategy would be picked up later in the meeting (Minute 16 refers), he also confirmed that the Committee had recently received off-agenda briefing note on the progress with the Clacton Leisure Centre Artificial Grass Pitch.

It was **RESOLVED** to note the report.

16. WORK PROGRAMME FOR 2022/23 AND REVIEW OF THE YEAR 2021/22

The Committee had before it a report of the Head of Democratic Services and Elections, which invited Members to consider a draft Work Programme for 2022/23 for recommendation to Council on 12 July 2022. The report also referenced a review of the work that had been carried out in the Year 2021/22 in respect of Overview and Scrutiny (an "Annual Report").

The draft Annual Report in respect of the scrutiny function in 2022/23 was circulated to the Committee at the meeting. It had been prepared in conjunction with the Chairmen of the two Overview and Scrutiny Committees of the Council. The Committee was advised that this report was a reflection of the last year of Scrutiny through this Committee and through the Community Leadership Overview and Scrutiny Committee. The Committee was invited to comment as to what stand out parts it wanted to see reflected in the Annual Report that will go to Full Council on 12 July 2022 (with the Work Programme).

The Committee was advised as to the process for developing Work Programme items for the Committee. This included consultation with a range of stakeholders. The consultation response were set out in Appendix A.

Appendix B to the report was a draft Work Programme for 2022/23, that the Committee were invited to consider and determine what it should recommend to Council on 12 July 2022. There were discussions around the items on the proposed draft Work Programme.

A proposal was made to add an item on the Work Programme to enquire into Health and Wellbeing in relation to travel issues in the District. The Committee was advised that this would be in terms of reference of the Community Leadership Overview and Scrutiny Committee. The Head of Democratic Services and Elections informed the Committee that although Community Leadership Overview and Scrutiny have already agreed on their items for the Work Programme it had also agreed to organise an informal meeting following Full Council and that he could look to adding that item into that process.

The Committee requested a briefing on the Climate Change action plan. The details of the briefing paper, would be developed at the Committee's meeting on 23 August 2022.

Cllr Allen spoke to his proposal, included in Appendix A in relation to a decision made by the Portfolio Holder for Environment and Public Space.

It was **RESOLVED**:

The Head of Democratic Services and Elections be authorised in consultation with the Committee's Chairmen, to finalise the Overview and Scrutiny Annual Report for 2021/22.

It was **RESOLVED TO RECOMMEND** to **FULL COUNCIL** that:

1. The Work Programme set out at Appendix A to these Minutes be approved.
2. That the Annual Report 2021/22 on the Scrutiny function, as finalised in accordance with the delegation from this Committee, be approved.

The meeting was declared closed at 8.53 pm

Chairman

**RECOMMENDATIONS TO COUNCIL ON 12 JULY 2022 FROM
RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE
FOR ENQUIRIES TO BE UNDERTAKEN IN 2022/23**

Item	Date of Enquiry	Relevant Corporate Plan Theme/Annual Cabinet Priority	Information to be provided in advance	Those to be invited to attend	Articulated value of undertaking the review
Scrutiny of the Council's proposals to review the Beach Hut Strategy	Commencing Summer 2022	Delivering High Quality Services (Public Spaces to be Proud of)	A copy of the 2013 Beach Hut Strategy and the proposals for the review, which will be subject to consultation with stakeholders.	Portfolio Holder for Leisure and Tourism Interim Corporate Director - Projects Delivery Assistant Director, Economic Growth and Leisure	To feed the committees views into the review of the Beach Hut Strategy, prior to consideration by Cabinet.
Planning Enforcement – Review of current powers, policies, procedures, data on the use of current enforcement powers, effectiveness of approach and	Commencing Summer 2022	Delivery of High Quality Services	Current Planning Enforcement Policy. Casework examples (i.e. priority and non-priority cases)	Portfolio Holder for Planning, Chairman of the Planning Committee, Director of Planning,	To ensure that the Planning Enforcement Service efficiently prioritises enforcement cases ensuring timely closure of casework.

<p>assessment of how cases should be prioritised.</p>				<p>Assistant Director of Planning</p>	
<p>Cyber Security for the Council. Looking at the threats, our approach to those threats and the future vulnerabilities. There was agreement that this might be a good subject for scrutiny.</p>	<p>Commencing Summer 2022</p>	<p>Strong Finance & Governance</p>	<ol style="list-style-type: none"> 1. Copy of All Member Cybersecurity Briefing Presentation 23/02/22. 2. Cyber incident log examples explained. 	<p>Deputy Leader, Portfolio Holder for Corporate Finance and Governance,</p> <p>Head of IT & Resilience,</p> <p>Cybersecurity & Systems Manager</p>	<p>To challenge/ better understand the cybersecurity risks, defences and mitigations the council has in place.</p>
<p>Council procurement and Contract Management – using potential exemplars from:</p> <ul style="list-style-type: none"> -The housing maintenance contract awarded to Rapid, its delivery of work and the management of it. - The management of the previous cremator 	<p>Initial informal meeting in the summer to discuss the issues and hear of proposals from Officers and then to reconvene in the winter to look at</p>	<p>Delivery of High Quality Services</p> <p>Effective and positive Governance</p>	<p>The Procurement Strategy</p> <p>Confirmation of procurement and contract management requirements</p> <p>Details of the procurements in the exemplars</p> <p>Details of the contract</p>	<p>Management Team</p>	<p>To ensure that procurement and contract management at the Council is functioning as it should and is fit for purpose.</p>

<p>maintenance contract, the need to stop the use of those cremators and the process for securing replacement cremators given the sensitivity around this service and the budgetary implications for the Council while these cremators are out of action.</p> <p>- The Leisure Centre Investment – specifications, securing contractors and delivery of those works and maintenance of the equipment at the Centres.</p>	<p>progress with any measures implemented</p>		<p>management in the exemplars</p> <p>Details of measures to improve procurement and contract management at the Council</p> <p>Procurement Project Pipe Line for programming future projects</p>		
<p>Customer Service</p> <p>Particularly face to face, telephone and email contact across a range of services</p>	<p>Autumn 2022</p>	<p>Delivery of High Quality Services</p>	<p>Customer Service Commitments</p> <p>Visitor and Call statistics</p>	<p>Relevant Portfolio Holders</p> <p>Relevant Directors</p>	<p>To provide an opportunity to assess the level of customer service provided against policies and</p>

<p>including Council Tax, Waste-Recycling and Leisure</p>			<p>Complaint handling</p> <p>Ombudsman focus report on equal access</p>		<p>provide recommendations around both of these matters. In addition to ensure reasonable adjustments are in place to reflect the needs of those with disabilities.</p>
<p>Waste, recycling and litter beyond 2026.</p> <p>To consider how best to balance the expectations of residents, cost and service provision.</p>	<p>Spring 2022</p>	<p>Delivery of High Quality Services</p>	<p>The Specification for the current contracts to 2026.</p> <p>The key milestones in the development of specification for the service provision beyond 2026.</p> <p>The budget income, recycling credits and expenditure over the most recent five years.</p> <p>Relevant comparator data for waste, recycling and litter over time and in other</p>	<p>Relevant Portfolio Holders</p> <p>Relevant Directors</p>	<p>To identify what a high quality waste, recycling and litter should look like for Tendring District beyond 2026.</p>

<p>Carbon Neutral by 2030. The assessment of measures to progress towards the policy unanimously agreed by Full Council and adopted into the Council's Policy Framework. How will these carbon reduction measures affect the Council and its r partners financially (and is there a consequence for job numbers/skills of the individual measures)?</p>	<p>Off-Agenda Briefing Paper in the Autumn</p>	<p>Delivering High Quality Services/ A7 - Carbon Neutral by 2030</p>	<p>comparator councils. To be scoped by the Committee in August 2022</p>	<p>Not applicable</p>	<p>To ascertain progress against the Action Plan 2020-2023 prior to the end of the period of the Action Plan and inform a process of informing the development of the Action Plan for the next period towards the 2030 net zero policy objective.</p>
<p>Post decision scrutiny of the decision of the Portfolio Holder for Environment & Public Space (as follows): (a) To give</p>	<p>Not specified</p>	<p>Not specified</p>	<p>A link to the decision on the Council's website is here: <u>Decision - Frinton Summer Theatre - Application for Consent to use Frinton Greensward</u></p>	<p>Portfolio Holder for Environment and Public Space Assistant Director – Building and Public Realm</p>	<p>To review the consultation with all the parties that will be affected by the decision along with the Councillors whose wards will be affected.</p>

<p>consent for the use of the section of Frinton Greensward identified between 14 August 2022 and 5 September 2022 by the Frinton Summer Theatre subject to any necessary licences being obtained and conditions being adhered to; and (b) That the details of any consents given make it clear that consent is given for this event only and that future events will be evaluated on their merits at the time.</p> <p>The decision followed an application from Frinton Summer Theatre to provide a tented theatre for the production of plays</p>			<p>tendringdc.gov.uk</p> <p>In addition to the decision itself, the objections received to the application are available at the same link; together with the report of the Assistant Director – Building and Public Realm who advised the Portfolio Holder on the application.</p> <p>The report considered by the Portfolio Holder prior to the decision to authorise the use of the Greensward references issues raised in the consultation undertaken in respect of concerns about residual costs falling on the Council in respect of additional demand for public lavatories, additional parking, remedial work</p>		<p>To determine the residual cost falling on the Council in respect of additional demand for public lavatories, additional parking, remedial work on the Greensward following the end of the Summer Theatre’s use of it.</p>
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<p>for four weeks on the Greensward at Frinton-on-Sea in the summer of 2022.</p> <p>The request from the Leader of the Tendring First Group is that the decision made by Portfolio Holder be brought to the Committee to be scrutinised as he believes it was made without a full and thorough consultation with all the parties that will be affected by the decision along with the Councillors whose wards will be affected.</p>			<p>on the Greensward following the end of the Summer Theatre's use of it.</p>		
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In addition, there will be scrutiny for the 2022/23 Budget proposals and this work is scheduled for 4 and 11 January 20