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**MINUTES OF THE MEETING OF THE SERVICE DEVELOPMENT AND DELIVERY  
COMMITTEE, HELD ON WEDNESDAY 31 MAY 2017 AT 7.30 PM,  
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, THORPE ROAD, WEELEY**

<b>Present:</b>	Councillors Griffiths (Chairman), V E Guglielmi (Vice-Chairman), Amos, Bush, Chapman, Fowler, Miles (except items 1-3) and Pemberton
<b>Also Present:</b>	Councillors Alexander, G V Guglielmi (Resources and Corporate Services Portfolio Holder), Honeywood (Housing Portfolio Holder), Raby (except items 5-6), Stephenson (except items 5-6) and Watson (except items 5-6)
<b>In Attendance:</b>	Mark Westall (Head of Customer and Commercial Services), Andy White (Head of Property Services) (except items 5-6), Claire Ellington (Control Centre Service Development Manager) and Katie Sullivan (Committee Services Officer)
<b>Also In Attendance:</b>	Sharon Corcoran (Jaywick Resource Centre Committee member) (except items 5-6)

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were none.

**2. MINUTES OF THE LAST MEETING**

At the last meeting of the Committee, the Chairman had requested that the Council's Head of Housing (Tim R Clarke) respond to Councillor I Henderson in regards to clarification regarding the £100,000 HRA deficit from cuts in Housing Related Support Funding and if the cuts completely related to Careline alarms (Minute 38 – Update on review of Spendells and Honeycroft Sheltered Housing Schemes referred).

The following response had been emailed to Councillor I Henderson and copied to the Committee:

"I understand that at the recent meeting of the Service Development and Delivery Committee the Chairman requested that I respond to you with clarification regarding the £100,000 HRA deficit from cuts in Housing Related Support Funding (HRS) and clarify if the cuts completely related to Careline alarms.

The funding cuts relate to both the provision of Careline alarms for sheltered housing residents and the provision of support to them. The funding received in 2016/17 was split roughly 30% for Careline and 70% for the support officer posts funded through the Housing Revenue Account (HRA). The funding had already been reduced by around £34,000 from 15/16.

The removal of the funding for the 2017/18 financial year is part of a wider programme of HRS funding reductions undertaken by ECC that I understand have totalled £5 million across Essex and have included reductions for floating support services and supported housing for young persons.

The reductions in funding to TDC will be borne by the HRA for 2017/18 but the review of Spendells and Honeycroft requested by the committee will now include options for dealing with the deficit in future years.

I hope this clarifies the situation but please let me know if you would like any further information.”

The minutes of the last meeting of the Committee, held on 3 April 2017, were then approved as a correct record and signed by the Chairman.

### **3. DECLARATIONS OF INTEREST**

There were none.

### **4. JAYWICK COMMUNITY RESOURCE CENTRE**

The Resources and Corporate Services Portfolio Holder (Councillor G V Guglielmi) who was in attendance, introduced this item to the Committee and gave an overview of the current situation regarding Community Halls owned by Tendring District Council (TDC).

The Council’s Head of Property Services (Andy White) was also in attendance and gave a verbal briefing to the Committee. He confirmed:

- The ownership of the land and Community Hall;
- That draft terms for the Lease of the Community Hall (which were subject to negotiation) had been sent to the Tenant and not a Lease or Contract;
- How the ‘CAROS’ scheme worked; and
- That an assessment by experts had been carried out to establish the appropriate rental charge for Council owned Community Halls.

Sharon Corcoran, Councillor Watson and Councillor Raby were in attendance to represent the Jaywick Resource Centre Committee. The Chairman gave them the opportunity to address the Committee with their concerns.

Members raised questions on various issues throughout this item which were responded to by the Head of Property Services and the Resources and Corporate Services Portfolio Holder.

It was confirmed that:

- The Resources and Corporate Services Portfolio Holder and the Council’s Assets Team would offer to meet with the Jaywick Resource Centre Committee members on site before lease negotiations began;
- The Resources and Corporate Services Portfolio Holder assured the Jaywick Resource Centre Committee members that Cabinet would take into consideration the special nature of the site during any negotiations;

- Any public body that used the facility should be offering a financial consideration towards the upkeep of the Jaywick Resource Centre; and
- The Jaywick Resource Centre Committee members should supply the requested financial documents to TDC Officers in advance of any negotiations.

Following discussion it was **RECOMMENDED** to **CABINET** that:

- (a) Any future contract between TDC and the Tenant of the Jaywick Resource Centre includes the terms of the tenant's liabilities; and
- (b) Any outstanding repairs at the Jaywick Resources Centre are reported to the appropriate Officers at TDC and that the repairs are investigated and actioned as work schedules allow.

## 5. UPDATE ON WALTON LIFESTYLES

The Chairman confirmed that the Council's Head of Sport and Leisure (Mike Carran) 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) was in attendance and read the statement out to the Committee which confirmed the following:

*"Following a request from the Chairman, the Corporate Director for Operational Services provided the following position statement to the April meeting of the Service Development and Delivery Committee:*

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 at this time.*

The Committee were then given an up to date position:

1. *The management team have continued to work closely with the independent water management company, to ensure all recommended control measures throughout the Sports Facilities are working effectively.*
2. *The regular legionella testing regime at Walton Lifestyles has returned 'satisfactory' results at every stage since re-opening the facility. The latest samples were taken on 17<sup>th</sup> May 2017. The continued satisfactory results provide assurance that the remedial works and ongoing operational procedures are working effectively.*
3. *The programme of checks and balances in place across TDC leisure centres, both internally and from the external water management company, continue to provide assurance that controls continue to manage the risk of legionella across all sites.*
4. *The HSE investigation remains an ongoing process, so point 6 above is still pertinent at this time."*

The statement was **NOTED**.

## **6. CARELINE SERVICES PROVIDED AT BARNES HOUSE**

The Housing Portfolio Holder (Councillor Honeywood) introduced this item to the Committee.

The Council's Control Centre Service Development Manager (Claire Ellington) was in attendance and gave the Committee a presentation on the Council's Control Centre Services. The presentation covered the following:-

- Update on services;
- Growth over the last 7 years;
- Future risks and opportunities;
- Careline turning 30 years old;
- External Contracts;
- Statistics;
- Wristband Service;
- Key Safes;
- CCTV;
- Careline's involvement in Emergency Planning;
- Staff Training;
- Careline - TSA Platinum Accreditation for the third year running;
- Update on the 'Lifting' service; and
- Recruitment difficulties.

The Control Centre Service Development Manager informed the Committee that the Council had been successful with a Tender submitted to Rochford District Council for 'out of hours' work which had been confirmed by letter that day.

Members were then given the opportunity to ask questions.

Following discussion the Committee thanked the Control Centre Service Development Manager and all of her staff at the Control Centre for their hard work and particularly for the good work in winning external contracts.

It was **RECOMMENDED** that:

- The Portfolio Holder for Leisure and Partnerships and relevant Officers should revisit results from a previous falls prevention project and meet with Officers at the NEE CCG in order that they should understand the value of funding a Local Authority Lifting Service, building on past and current pilot projects and the lifting service offered by Tendring Careline.

The meeting was declared closed at 9.48 pm

**Chairman**