



**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE
17 JULY 2018**

PRESENT

Chairman	Councillor M W Helm
Vice-Chairman	Councillor R P F Dewick
Councillors	P G L Elliott, M S Heard, N R Pudney, S J Savage and Miss S White

274. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

275. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor I E Dobson.

276. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 06 June 2018 be received.

The Chairman advised the Committee that it had been agreed at the full meeting of the Council held on 28 June 2018 the following amendments to the minutes:

Minute No. 144 – Moorings, Leases and Licences Update

Rewording to minute recommendation (ii) of this minute “*that the Planning and Licensing Committee be recommended to request that the Director of Planning and Regulatory Services look into increasing the interest in using the Blackwater and Crouch Rivers*”.

Minute No. 147 – Office Accommodation and Lease

An amendment to the second paragraph of the report so that it read “...interest *as he occasionally worked at Maldon Police Station* and did not return to the meeting¹.”.

¹ Minute No. 379 (29 August 2018)

The Committee agreed the amendment to the following minute:

Minute No. 141 – 2017/18 Programme of Work Update and 2018/19 Programme of Work

Rewording of the minute (i) to read “*That* an update...” in place of “*Than* an update...”.

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 06 June 2018 be confirmed.

277. PUBLIC PARTICIPATION

There was none.

278. DISCLOSURE OF INTEREST

Councillor M S Heard disclosed a pecuniary interest in Agenda Item 11 – Office Accommodation and Lease Update, as he works at the Police Station, and advised that he would withdraw from the chamber for this item.

279. PROGRAMME OF WORK 2018 / 19

The Committee received the report of the Director of Resources confirming the Committee’s Work Programme for 2018/19, as attached at Appendix 1 to the report.

Following receipt of the report Members made comments on the following items:

- Provision of Healthcare Services - It was agreed that the CCG would be invited to provide an update at a future meeting of the Committee.

Residents within the Maldon District had received a letter from Nick Alston, Chairman of the Mid Essex Hospital Services NHS Trust (MEHT).

It was agreed that a copy of the letter was to be provided to the Director of Resources, and Councillor N R Pudney will report back to a future meeting of the Committee following his next meeting with the Trust.

- Internal and External Communications – A briefing with the Deputy Monitoring Officer is being arranged, Councillors S J Savage and M W Heard would be invited to attend as email communications would be discussed. The Director of Resources advised that this will take place over the weeks following this meeting.
- Staff Sickness – this item was discussed and noted under Minute 280 of the Overview and Scrutiny Committee, 17 July 2018.

Members were requested to suggest new items of scrutiny for future meetings of this Committee, and it was agreed that the following items would be considered for the Programme of Work:

- Review on the Provision of Fire Services - Concern was raised that the Fire Authority was looking into closing fire stations within the Maldon District, i.e. Tillingham and Burnham-on-Crouch. It was noted that were this to happen the closest Fire Service to the Dengie would be located at South Woodham Ferrers.
- Provision of Car Parking - Members raised concern over the lack of car parking within the town centre and noted the recent impact that this had on residents within the vicinity of Promenade Park. The Director of Resources advised the Committee that this was being looked into and on the agenda for a future meeting of the Asset Management Working Group (AMWG).
- Crematorium - The Director of Resources advised members that a report was to be provided to a future meeting of the Council meeting in August.
- Waste Disposal within the District - In response to Members questions the Director of Resources advised that the contractor was being scrutinised following issues surrounding the reliability of vehicles and the impact on the delivery of service. A report would be provided for a future meeting of the Committee, and include feedback on the size and reliability of vehicles.
- Delivery of Tourism - Following a query on the pending closure of the Burnham Tourist Information Centre (TIC), it was requested that the delivery of tourism within the Maldon District was added as an item for scrutiny and the best strategic and operational delivery looked into.
The Director of Resources to confirm this would not be a duplication of work undertaken by other Committees before adding this as an item for scrutiny.

Members complimented the Burnham TIC on the high standard of customer service provided.

- Office Accommodation and Leases - It was requested that following the recent report, leases held by external companies working from the Council offices would be looked at and reported back to a future meeting of the Committee. It was noted that this would include previous lease holders, Moat Housing, and organisations who use the facilities for meetings.
- Jobcentre Plus - Members were pleased to see the Jobcentre Plus had located to the Council Offices and requested confirmation on their success at the site. Members asked whether they were still only accepting appointments for claimants aged twenty five and under, and whether there was any plans to extend this to Burnham as an Outreach Project.
In response to Members questions, the Director of Resources agreed to provide a short report to a future meeting of the Committee.
- Ignite - Following the recent and ongoing changes to the Councils structure Members agreed that this was to be scrutinised at a future meeting of the Committee.

- Planning and Treeworks – A member queried whether planning protocol was being adhered to on applications for council owned premises. Correspondence to be circulated to Members from the Director of Customers and Community over concerns raised over Promenade Park.
The Director of Resources to look at the trees on around Downs Road and feedback to Councillor S J Savage.
- Waste and Foul Water – The Committee raised concerns over the use of an experimental pumping system for foul water removal at new developments within the district, the lack of capacity at pumping stations, and the liability for any failure of foul water drainage which may occur.
Members discussed the responsibility of foul water removal at new developments within the District, and voiced frustration over conflicting reports from Anglian Water. It was requested that Anglian Water attend a future meeting of the Committee and provide a report on the removal of foul water.

RESOLVED:

- (i). that the content of the report and actions as outlined above be noted.
- (ii). that items listed below are added to the Programme of Work 2018/19, with the following Members as sponsors (where named):
 - a. Review on the Provision of Fire Services; *Councillor P G L Elliott.*
 - b. Provision of Car Parking (to include provision and enforcement during events); *Councillor M W Heard.*
 - c. Waste Disposal within the District; *Councillor M W Heard.*
 - d. Delivery of Tourism; *Councillors P G L Elliott and Miss S E White.*
 - e. Office Accommodation and Leases (to include any external organisations to utilise the Council offices); *Councillor S J Savage.*
 - f. Jobcentre Plus; *Councillor M W Heard.*
 - g. Crematorium

280. ATTENDANCE MANAGEMENT UPDATE 2017 / 18 AND QUARTER ONE 2018 / 19

The Committee received the report of the Director of Resources confirming the attendance management levels for 2017/18 financial year, and quarter one of 2018/19.

It was noted that attendance in quarter one for 2018/19 had improved and, inclusive of long term sickness, the total annual days lost per Full Time Equivalent (FTE) had improved on previous years and was the lowest since 2014/15. Members were directed to section 3.8 of the report which addressed concerns previously raised on supporting Managers on dealing with absence.

Members stated they were pleased to see a reduction in the loss of days. It was queried whether injury types (as laid out in figure 3.4 of the report) were localised to certain departments within the Council. The Director of Resources confirmed for Members that there was no obvious link to work related injury, and it was also worth considering

that significant changes in the workplace could impact levels of sickness across the authority.

The Director of Resources confirmed that although the figures from the previous year had been impacted by the flu pandemic, the Council had also implemented stronger internal controls. This included an improvement in managing medium to long term sickness, reporting of short term sickness, looking at patterns of absence, provision of hand gels, changing the cleaning regime, and providing staff with the option to have a flu vaccination.

It was recommended that the Committee continues to observe the item, and the report for Quarter Two 2018/19 to be brought to this committee.

RESOLVED that the report and subsequent actions, as outlined above, be noted.

281. ANY OTHER ITEMS OF SCRUTINY MEMBERS WISH TO CONSIDER

There was none.

282. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

283. OFFICE ACCOMMODATION AND LEASE UPDATE

Councillor M S Heard left the meeting at 20:15, due to a potential conflict of interest as he occasionally worked at Maldon police station, and did not return to the meeting².

The Director of Resources delivered a report in response to questions raised at a previous meeting of the Committee.

Members discussed the report and asked further questions which the Director of Resources duly answered.

RESOLVED that the contents of the report be noted.

There being no further items of business the Chairman closed the meeting at 8.15 pm.

M W HELM
CHAIRMAN

² Minute No. 379 (29 August 2018)