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HEAD OF PAID SERVICE'S OFFICE
HEAD OF PAID SERVICE
Richard Holmes

02 April 2019

Dear Councillor

You are summoned to attend the meeting of the;

OVERVIEW AND SCRUTINY COMMITTEE

on **WEDNESDAY 10 APRIL 2019** at **7.30 pm**.

in the Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully



Head of Paid Service

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor M W Helm

VICE-CHAIRMAN

Councillor R P F Dewick

COUNCILLORS

I E Dobson
P G L Elliott
M S Heard
N R Pudney
S J Savage
Miss S White

Please note: Limited hard copies of this agenda and its related papers will be available at the meeting.
Electronic copies are available via the Council's website www.maldon.gov.uk.

Maldon District Council's Corporate Goals

- Strengthening communities to be safe, active and healthy;
- Protecting and shaping the District;
- Creating opportunities for economic growth and prosperity;
- Delivering good quality, cost effective and valued services;
- Focusing on key projects.



**AGENDA
OVERVIEW AND SCRUTINY COMMITTEE**

WEDNESDAY 10 APRIL 2019

1. **Chairman's notices (please see overleaf)**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 12)

To confirm the Minutes of the meeting of the Overview and Scrutiny Committee held on 27 February 2019 (copy enclosed).

4. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes on a specific agenda item, the time slots to be allocated on a "first come first served" basis.
3. Participation may take the form of a statement, or alternatively a question to be addressed to the Chairman. There will be no discussion on questions put unless it is formally moved. In line with the current scheme applied to other Committees, the questions must:
 - not be defamatory, frivolous, vexatious or offensive;
 - not be the same or substantially the same as another question to the same meeting or anything so put in the last six months;
 - not involve the disclosure of confidential or exempt information.
4. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

5. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

6. **2018/19 Programme of Work Update and 2019/20 Programme of Work** (Pages 13 - 18)

To consider the report of the Director of Resources (copy enclosed).

7. **Any other items of scrutiny Members wish to consider**
8. **Any other items of business that the Chairman of the Committee decides are urgent**

9. **Exclusion of the Public and Press**

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

10. **Transformation Programme Summary** (Pages 19 - 34)

To consider the report of the Director of Resources (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

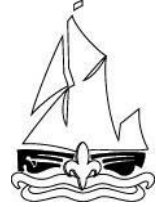
In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.



**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE
27 FEBRUARY 2019**

PRESENT

Chairman	Councillor M W Helm
Vice-Chairman	Councillor R P F Dewick
Councillors	P G L Elliott, M S Heard, R Pratt, CC, N R Pudney and S J Savage
Substitute Councillor(s)	R Pratt, CC

896. CHAIRMAN'S NOTICES

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

897. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor I E Dobson. In attendance as substitute was Councillor R Pratt, CC.

898. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 9 January 2019 be received.

Minute No. 727 – 2018 / 19 Programme of Work

Councillor S J Savage requested that the minute was amended to read as follows:

“Councillor S J Savage provided information regarding the need for a licence for the sewage works throughout the district, and public/press awareness when discharging into a river.”

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 9 January 2019 be confirmed.

899. PUBLIC PARTICIPATION

There was none.

900. DISCLOSURE OF INTEREST

There were none.

901. PRESENTATION FROM THE CLINICAL COMMISSIONING GROUP

On behalf of the Committee, the Chairman welcomed guest speakers Dr Julie McGeachy, Clinical Vice Chair, Mid Essex Clinical Commissioning Group (CCG) / Senior Partner, Dengie Medical Partnership, and Mr James Wright, Chief Strategy and Transformation Officer, Mid Essex CCG, to the meeting.

Dr McGeachy and Mr Wright provided Members with an update on the work of the CCG over the past twelve months, provided the following information on current and future projects:

- The CCG looked forward to working with Maldon District Council (MDC) to continuously improve service provision;
- The CCG was committed to the National Health Service (NHS) Long Term Plan. This includes educating the public on their health, prevention, and relevant lifestyle factors such as employment, housing and air quality.
- It was acknowledged that MDC was also working with the plan by promoting active lifestyles and weight management.

- **Primary Care Foundations Project** (Mid Essex)
 - Look to effectively utilise funding
 - Continue the recruitment of General Practitioners (GPs);
 - Diversify the offers available to the public and encourage them to see a relevant primary care specialist, such as a nurse or pharmacist, to release GPs appointments for more complex cases.
- **NHS Long Term Plan** (available on the [NHS website](#))
 - Move away from traditional acute services to enable strong primary care and complimentary services;
 - Provide sustainable healthcare for the future by working on prevention.
 - Work towards social prescribing from clinical pharmacists, physiotherapists, paramedics etc;
 - Build up Primary Care Networks to form strong networking clusters and groups;
 - The Long Term Plan is expected to be fully embedded by May 2019.
 - Sharing resources between local practices to provide the best possible service.
- **GP Recruitment**
 - Acknowledged that recruitment was an ongoing problem;
 - From 2020, 50% of GPs' in Essex would be eligible to retire, failure to recruit would adversely impact Maldon and the surrounding areas;
 - It takes 10 years for a GP to qualify;

- The William Fisher Medical Centre, Southminster has become a training practice, trainees will undertake 18 months at the centre, and initially deal with no more than 6 patients a day.

The Committee was informed of a visit to Holland in October 2018 where progressive working has been identified and is currently being translated into working practice within the Dengie. Projects included the following:

- **15 Minute Project**
 - A collaborative project between NHS England, LMC, CCG, and Neighbourhood Care.
 - If delivered, fewer consultations will be required. This could result in a more attractive offer and aid the recruitment and retention of GPs.
- **Neighbourhood Care**
 - Neighbourhood Care aimed to create teams of care workers with set geographic areas. It was considered that this would allow consistency for patients and families.

The Chairman, on behalf of the Committee, thanked the CCG for a comprehensive and informative presentation. The CCG provided the following information in response to Members questions:

- **Section 106:** A meeting would take place in March 2019 with the CCG's Director of Estates. This would be an appropriate forum to discuss the potential spending of Section 106 funds.
- **St Peter's Hospital:** A meeting to discuss the replacement of St Peter's Hospital was expected to take place. By September 2019, it was hoped that development and site options would be agreed. Hospital visitors should be reassured that there was a commitment to ensure no disruption would occur to primary care services.
- **Education of the public:** The education of the general public was expected to free up GPs time for complex cases, as primary care could also be provided by a Nurse Practitioner.

Members suggested the inclusion of a flyer with the annual Council Tax Bill for raising public awareness. The Director of Resources advised that the deadline for inclusion this year has been missed. Members suggested that the CCG attend a September 2019 meeting of the Committee to discuss the inclusion of information with the 2020/2021 bill.

The CCG advised that by continuing to work with MDC on the Live Well Campaign and Health and Wellbeing Strategy would aid in tackling the current demands placed on the Health Service. More digital options should also be considered to help rural areas.

- **Retention of General Practitioners:** It was acknowledged by the CCG that recruiting and retaining GPs in coastal regions was very difficult. It was hoped that projects such as the "15 Minute Project" would help overcome this.
- **Communications campaigns:** There are a number of health projects being promoted at present. These are being promoted through various means including screens in GP surgeries, posters, and social media.

The Chairman thanked Dr McGeachy and Mr Wright for their detailed responses and ongoing work within the district.

RESOLVED

- (i) That an invitation to the CCG would be sent for the November 2019 meeting of the Committee.

902. ADJOURNMENT OF THE MEETING

RESOLVED that the meeting be adjourned at 20:18.

903. RESUMPTION OF BUSINESS IN OPEN SESSION

RESOLVED that the meeting of the Overview and Scrutiny Committee be resumed at 20:19.

904. SECTION 106 AGREEMENTS

Members received the report of the Director of Strategy, Performance and Governance which provided the six-monthly update on Section 106 infrastructure projects. The report set out the progress on Section 106 projects delivered by Maldon District Council, NHS England, and Essex County Council.

The Director of Strategy, Performance and Governance introduced the report making reference to the Appendices. The Committee was advised that the monitoring and recording of Section 106 Agreements (S106) had significantly improved.

A short discussion ensued where the following answers were provided in response to Members questions:

- Funds secured, totalling £14,520.00, are not enough for the provision of community allotments. This was undergoing consultation and would be reported back to a future meeting of the Committee.
- Affordable housing schemes within the district were subject to an allocations policy. Subsequent to the meeting, Officers confirmed that Maldon District Council has 100% nomination rights on first lets to people registered on the Housing Register (Gateway to Homechoice) currently living in the District followed by people who have a local connection to the District (parents, siblings, or children). Generally, subsequent lets are advertised on the System allowing applicants from all 7 Councils in the Gateway to Homechoice System (Babergh, Braintree, Colchester, Ipswich, East Suffolk, Maldon, Waveney) to apply.
- Sheltered housing within the district is subject to S106. The additional facilities are provided as a requirement.
- Burnham Town Council would be receiving £12,000.00. Clarification on spending is to be checked and provided to the town council.

- The BMX youth facility in Burnham-on-Crouch would have consultees for the project. Subsequent to the meeting, Officers have confirmed that on-site consultation will take place with users of the existing ramps and skate park, and that Social Media would be used to gain a wider opinion. Suggestions have been that it should be aspiring to a scale-able version of the Great Baddow and Hadleigh facilities if at all deliverable.
- Primary Schools within Burnham were subject to S106 as clarified in Appendix B of the report.

RESOLVED:

- (i) Provision of funds for allotments within the Garden Suburb would be reported back to a future meeting of the Committee.
- (ii) Clarification on the spending of £12,000.00 to Burnham Town Council to be confirmed and provided to the relevant parties.

905. REVIEW OF PERFORMANCE - QUARTER 3 2018/19

Councillor M Heard declared a non-pecuniary interest in this item as he was employed by Essex Police as an Auditor until the end of March 2019.

The Committee received and confirmed that the report of the Director of Resources. The report supplied Members with details of performance against targets set for 2018/19 to ensure that progress is being achieved toward the overall corporate goals and objectives detailed in the Corporate Plan.

The Director of Resources then provided Members with the following information in response to questions on the report:

Levels of Reported Crime

- Members were advised that there was no Quarter 1 on the report so that figures provided for Quarters 2 and 3 can be compared to the previous municipal year.
- The figures provided for the Levels of Crime refer to those reported. Members were advised that any further questions around these would need to be directed towards the Police, Fire and Crime Commissioner.

Homelessness Prevention

- Figures in the report are those provided by the Maldon District Council Housing Team.

North Heybridge Garden Suburb

- The report covers the period up to December 2018. An update for Members will be provided at the next meeting of the Extraordinary Council (Planning) on 28 February 2019.
- The Council cannot make comment on any live Enforcement Notices.

Site S2g

- An update on enforcement will be provided at a future meeting of the Committee.

Flooding

- This is being considered at the next meeting of the Extraordinary Council (Planning) on 28 February 2019.

Waste

- There are over 16000 collections per day; an average of 10 missed collections is considered a good number.
- Missed collections are usually a result of remote properties or issues around access.
- The figures provided were a result of garden waste tonnage due to a particularly dry summer.
- Figures provided do not demonstrate whether it was the same properties that had missed collections. The data collected does not allow for this information to be identified.

Central Area Masterplan (CAMP)

- Owners of property and local businesses will be consulted as part of the project.
- At present no contracts have been issued, CAMP sites are currently undergoing procurement.

Air Quality

- Air quality on Market Hill had exceeded the legal limit.
- Chelmsford City Council have won the bid and are writing an action plan to improve air quality. This is a process which is expected to take 12 months to complete.

Revenues and Benefits

- It is expected that the department will be fully staffed by June 2019, there is a mitigation plan in place were this not to happen.
- Where there is a delay in the assessment of Council Tax Support (CTS) no compensation is paid. This is due to the applicant's liability being monitored by the Council and payment of CTS being applied directly to their billing account. Applicants are not pursued for non/under-payment whilst there is a pending claim.
- Parish precepts should be set bases of the difference between forecast income and expenditure for the following year. Some Parish Councils were looking to set the precept rather than charge residents for the difference.
- It was agreed that clarification will be sought on the following questions from Members:
 - Whether an empty relief is applicable to newly built, empty properties.
 - How the date liability for Council Tax is determined following the completion of a new build property.

- Whether any compensation is offered to claimants where there is a delay on the assessment of benefit which results in arrears on their rent.

Planning Applications

- Members requested that a report be provided to a future meeting of the Committee on any staffing or processing which may cause delays in the processing of planning applications.

The Chairman advised Members that they should look to submit questions on reports in advance of the meetings and by doing so it would allow the Corporate Leadership Team to prepare efficient responses.

RESOLVED:

- (i) Quarter 1 figures on reported crime levels were to be included on future reports.
- (ii) An update on Enforcement would be provided to a future meeting of this committee.
- (iii) The aforementioned questions on Revenues and Benefits would be raised and responses would be circulated to Members.
- (iv) An update on the processing of planning applications would be reported back to a future meeting of the Committee.

906. 2018/19 PROGRAMME OF WORK UPDATE

Members received the report of the Director of Resources which provided an update on the progress of items included in the Programme of Work for 2018/19.

The Committee received and confirmed the report of the Director of Resources. Members had no questions on the Programme of Work Update.

907. ANY OTHER ITEMS OF SCRUTINY MEMBERS WISH TO CONSIDER

The Director of Resources requested that Members advise any items they wish to be considered for inclusion in the Committee Programme of Work. The following issues were raised:-

- **Tennis Courts at Promenade Park** - The Council owned tennis courts at the Promenade Park are currently leased out and following the end of the contract will be going out to tender in April 2019.
- **Provision for a Business Advisor to Local Businesses for support following BREXIT** - Members questioned whether a business advisor could be provided within the district to advise on import/export tariffs under the World Trade Act following BREXIT on 29 March 2019. After a brief discussion the Committee agreed that this was not an item for the programme of work.

- **Ownership of the Burnham-on-Crouch Allotments** - Councillor P G L Elliott provided information to the Committee in support of his request for the Council Solicitor to take the case of Ownership of the Burnham-on-Crouch Allotments at no expense to the Parish Council. Included in this was a timeline of the ownership for the Allotments as follows:
 - 1932 land gifted to Burnham Town Council.
 - 1972 transferred to MDC.
 - 1995 Plume (now Moat) acquired the land from MDC.

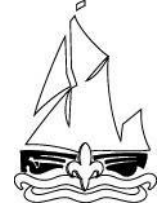
Members agreed this was a legal issue and not an item for scrutiny. It was requested that Burnham Town Council provide suitable information to Moat.

RESOLVED:

- (i) That no items be added to the Programme of Work at this time.

There being no further items of business the Chairman closed the meeting at 9.22 pm.

M W HELM
CHAIRMAN



REPORT of DIRECTOR OF RESOURCES

to
OVERVIEW AND SCRUTINY COMMITTEE
10 APRIL 2019

2018/19 PROGRAMME OF WORK UPDATE AND 2019/20 PROGRAMME OF WORK

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this paper is to provide an update on the work programme of this Committee for 2018/19 and to allow for a Committee discussion of potential areas for the 2019/20 work programme.

2. RECOMMENDATION

That the contents of this report be noted and, following a discussion at the meeting on potential areas for the 2019/20 work programme, the Director of Resources work with the Chairman and Vice-Chairman of this Committee to produce the 2019 / 20 work programme.

3. SUMMARY OF KEY ISSUES

- 3.1 This report is for Members' information only.
- 3.2 The Committee has previously considered and agreed a programme of work for 2018/19; other issues have been added subsequently. **APPENDIX 1** provides an update on each of the agreed scrutiny topics.

4. CONCLUSION

- 4.1 The work programme for 2018 / 19 progressed in line with expectation and where agreed, ongoing scrutiny topics will be carried over to the 2019/20 work programme.
- 4.2 Additional areas arising from discussion at this Committee meeting will be scoped and added to a work programme which will be presented at the next Committee meeting.

5. IMPACT ON CORPORATE GOALS

- 5.1 The work of the Overview and Scrutiny Committee supports the Corporate Goal of: "Delivering good quality, cost effective and valued services".

6. IMPLICATIONS

- (i) **Impact on Customers** – Scrutiny work may aid in improvements to service to the public by the Council and external authorities.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – Recommendations arising from scrutiny could assist in mitigating corporate risks.
- (iv) **Impact on Resources (financial)** – Officer time in preparing the reports and supporting information.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background papers: None.

Enquiries to: Emma Foy, Director of Resources, (Tel: 01621 875762).

Overview and Scrutiny Committee

2018 / 19 Programme of Work

Scrutiny topic	Member Sponsor	Lead Officer	Scope of Scrutiny
Provision of Healthcare Services - including the recruitment and retention of GPs	Councillor N R Pudney	Director of Service Delivery	<p>Representatives from the Clinical Commissioning Group (CCG) attended the February 2019 meeting and provided Members with an update on the work of the CCG over the past twelve months and updates on the following current and future projects:</p> <ul style="list-style-type: none"> • Primary Care Foundations Project (Mid Essex); • NHS Long Term Plan; • GP Recruitment. <p>The Committee was informed of a visit to Holland in October 2018 where progressive working has been identified and is currently being translated into working practice within the Dengie. Projects included the following:</p> <ul style="list-style-type: none"> • 15 Minute Project; • Neighbourhood Care; <p>An invitation would be sent to the CCG would be sent for the October 2019 meeting of the Committee.</p>
Section 106	Councillor I E Dobson	Director of Strategy, Performance and Governance	<p>It was agreed that the Committee would receive an update on Section 106 Agreements on a six monthly basis.</p> <p>A detailed report was submitted to the Committee for its February 2019 meeting which set out the progress on Section 106 projects delivered by Maldon District Council, NHS England, and Essex County Council.</p> <p>The Committee was advised that the monitoring and recording of Section 106 Agreements (S106) had significantly improved.</p> <p>It was agreed that:</p> <ol style="list-style-type: none"> (i) Provision of funds for allotments within the Garden Suburb would be reported back to a future meeting of the Committee. (ii) Clarification on the spending of £12,000.00 to Burnham Town Council to be confirmed and provided to the relevant parties. <p>The next six-monthly report will be submitted to this Committee in August 2019.</p>

Scrutiny topic	Member Sponsor	Lead Officer	Scope of Scrutiny
Provision of Car Parking	Councillor M W Helm	Director of Service Delivery	<p>Arrangements are being made for the Director of Service Delivery, Councillor S J Savage, and the operational Manager from the South Essex Parking Partnership to meet to discuss enforcement issues near to prom Park during events.</p> <p>A report will be submitted to a future meeting of the Committee following a meeting between Councillor S J Savage and Director of Service Delivery in April 2019.</p>
Monitoring of the Organisational Change Programme	Councillor P G L Elliott Councillor R P F Dewick	Director of Resources	<p>Following the decision by Council on 7th June 2018 to progress with Ignite's Future Council model, the Committee will monitor the implementation of this organisational change programme.</p> <p>An update on the implementation was provided to the Committee for its October 2018 meeting when it was agreed that Members will receive regular updates on the progress of the Council Transformation and that minutes of the Transformation Board will be available through the Modern.Gov application.</p> <p>An update for Members is being presented at the April 2019 meeting.</p>
Review of Fire and Rescue Service provision in the Dengie	Councillor P G L Elliott	Director of Service Delivery	<p>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.</p> <p>A public meeting with the Essex Police, Fire and Crime Commissioner took place on 8th January 2019. A private briefing for Members took place on 7th February 2019.</p> <p>Director of Service Delivery will provide a verbal update at the April 2019 meeting.</p>
Waste Contract – reliability of the contractor vehicles	Councillor R P F Dewick Councillor M S Heard	Director of Service Delivery	<p>In response to questions raised, Members were advised that the waste contractor was being scrutinised following issues surrounding the reliability of vehicles and the impact on the delivery of service.</p> <p>Members were also seeking clarification/confirmation of where the District's recycling is sent to following processing.</p> <p>A detailed report was provided to the Committee previously (October 2018) which updated Members on the collection of waste within the District and addressed concerns surrounding contractor vehicles and the end destination of recycling. The Recycling and Recovery UK Regional Manager from Suez also attended the meeting.</p> <p>Following discussions at the meeting, the content of the report and actions being undertaken were noted. No further action on this scrutiny topic is required, although a watching brief will be maintained on performance.</p>

Scrutiny topic	Member Sponsor	Lead Officer	Scope of Scrutiny
<p>Dealing with Waste Water</p>	<p>Councillor Miss S White</p>	<p>Director of Strategy, Performance and Governance</p>	<p>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.</p> <p>Members discussed the responsibility of foul water removal at new developments within the District and voiced frustration over conflicting reports from Anglian Water Authority (AWA). It was requested that Anglian Water attend a future meeting of the Committee and provide a report on the removal of foul water.</p> <p>Following on from the Committee’s request, a meeting was held with Cllr. Miss S White which identified two issues and two work streams.</p> <ol style="list-style-type: none"> 1. The first is the consistency between Anglian Water Authority’s consultation responses to planning applications and comments that have been made in meetings about capacity constraints; and 2. the wider issue of the long-term adequacy of the sewerage and surface water drainage systems (combined in many areas) to cope with growth and storms. <p>Officers have actioned the above matters as follows: The principle of a position statement has been requested from Anglian Water and officers are awaiting confirmation that this approach is feasible. The scope of such a statement will be agreed directly this is confirmed.</p> <p>A separate meeting has taken place with Essex County Council with regards to working in partnership to develop a district wide Water Cycle Study as a future project. In 2010 the Council commissioned a Scoping Water Cycle Study for Maldon Town & Heybridge only. Any future Study will extend the area across the whole district and will be aimed at a strategic approach to the management of all water streams alongside any proposed growth for the Maldon district.</p> <p>The issues will be discussed further at the Coastal and Flooding meeting on 26th February 2019. The Director of Strategy, Performance and Governance to provide a verbal update at the April 2019 meeting.</p>

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