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DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE'S OFFICE
DIRECTOR OF STRATEGY, PERFORMANCE
AND GOVERNANCE
Paul Dodson

25 November 2020

Dear Councillor

You are summoned to attend the meeting of the;

OVERVIEW AND SCRUTINY COMMITTEE

on **THURSDAY 3 DECEMBER 2020** at **6.00 pm**.

Please note that this will be a **remote meeting** – Members to access the meeting via Microsoft Teams. Members of the press and public may listen to the live stream via the [Council's YouTube channel](#).

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor V J Bell

VICE-CHAIRMAN

Councillor B S Beale MBE

COUNCILLORS

M G Bassenger
R G Boyce MBE
R P F Dewick
Mrs J L Fleming
C Mayes
C P Morley
C Morris

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

Maldon District Council's Strategic Themes

- Front line services retained;
- Best value procurement and project management ensured;
- Customers' expectations exceeded;
- Customer access through technology promoted;
- An open and transparent organisation;
- Fair funding proactively sought;
- Outcome led engagement and smart partnering;
- Continuing to work sustainably;
- Resilience and autonomy maintained;
- Increased income through commercialisation;
- Current Local Development Plan reviewed;
- Preparation for the next Local Development Plan period;
- A clean and tidy District;
- Reduced household waste;
- Our open spaces maintained for the enjoyment of all;
- Improved air quality;
- Partnership working to protect our countryside and coastline;
- Sound and tested environmentally friendly initiatives delivered;
- A five-year housing land supply maintained;
- Strategic sites delivered in accordance with the Local Development Plan brought forward;
- Affordable housing targets in the Local Development Plan achieved;
- Section 106 planning agreements are effectively discharged;
- Partnerships are developed to maintain coastal defences;
- Improved access to Superfast Broadband across the District;
- Working with communities and partners to support our health and wellbeing priorities: obesity, mental health, social isolation and loneliness, and older people's health;
- Partnership working to safeguard vulnerable adults, children and families;
- Effective engagement to support strong and resilient communities;
- Delivery of strategic employment sites in accordance with the Local Development Plan;
- Partnership working to provide an Enterprise Centre;
- Rural business and diversification supported;
- Improved access to Superfast Broadband across the District;
- Tourism supported and encouraged;
- Efficient and effective engagement with businesses.



AGENDA
OVERVIEW AND SCRUTINY COMMITTEE
THURSDAY 3 DECEMBER 2020

1. **Chairman's Notices**

2. **Minutes of the last meeting** (Pages 7 - 10)

To confirm the Minutes of the meeting of the Overview and Scrutiny Committee held on 15 October 2020 (copy enclosed).

3. **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).

4. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:
www.maldon.gov.uk/publicparticipation.

5. **Working Group of the Committee** (Pages 11 - 12)

To consider the report of the Programmes, Performance and Governance Manager (copy enclosed).

6. **Update on Overview and Scrutiny Process Implementation** (Pages 13 - 14)

To consider the report of the Programmes, Performance and Governance Manager, (copy enclosed).

7. **Appointment of Representatives on Liaison Committees** (Pages 15 - 16)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

8. **Any other items of business that the Chairman of the Committee decides are urgent**

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session. At the start of the meeting an announcement will be made about the recording.

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**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE
15 OCTOBER 2020**

PRESENT

Chairman	Councillor M W Helm
Vice-Chairman	Councillor R P F Dewick
Councillors	V J Bell, Mrs J L Fleming, S P Nunn, R H Siddall and W Stamp
In Attendance	Councillors Mrs P A Channer, A Hull, C Morris and C Swain

1. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the first remote meeting of the committee, held under new regulations which came into effect on 4 April 2020 in response to the COVID-19 pandemic. He took Members through some general housekeeping issues, together with the etiquette for the meeting and then asked Officers present to introduce themselves.

This was followed by a roll call of all Members present.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R P F Dewick and M S Heard.

In accordance with notice duly given Councillor W Stamp was in attendance as a substitute for Councillor M S Heard.

3. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 5 March 2020 be approved and confirmed.

4. PUBLIC PARTICIPATION

There was none.

5. DISCLOSURE OF INTEREST

There were none.

6. COMMITTEE OPERATING PROTOCOL AND WORKING PRACTICES

The Committee considered the report and associated appendices of the Director of Strategy, Performance and governance that sought approval of a revised operating protocol and working practices for the committee.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. She drew Members attention to Appendix A that provided a suggested committee protocol for adoption. The aim was to set clear, detailed ways of working and agreed standards for defining and progressing items for overview and scrutiny thereby addressing the findings in the Corporate Governance Audit and comments raised in the Corporate Governance Working Group.

Appendix A also included a suggested terms of reference for the Overview and Scrutiny Working Group with the intention that this group meet ahead of the Overview and Scrutiny Committee meetings to review the detail of items and recommend additions to the workplan.

In summary, she said the intention of the report and recommendations was to establish a good foundation and clear direction for the Committee, so that when it was reconstituted at the Statutory Annual meeting on 5 November 2020, the members appointed would have a clear direction for how they agreed their workplan, and work going forwards.

The Chairman moved the recommendations in the report and they were seconded by Councillor Stamp.

The committee thanked the Programmes, Performance and Governance Manager for the report and agreed that it provided much needed clarity. Councillors Bell and Siddall stressed the importance of Overview and Scrutiny training for new members post the Statutory Annual meeting on 5 November 2020. Councillor Nunn, referring to recent history, said that Overview and Scrutiny was an integral part of the Council's governance arrangements and should be used appropriately. Councillor Stamp raised an issue on behalf of Councillor Heard on predetermination and the Joint Standards Committee. It was acknowledged that a clear understanding of the Council's procedures was a priority for all Members.

The Chairman then put the recommendations to the committee and they were agreed by assent.

RESOLVED

- (i) That the Terms of Reference for the Overview and Scrutiny (O&S) Working Group was agreed as at Appendix A.
- (ii) That the use of the O&S Working Group as an operational mechanism to review and recommend workplan items, and a standing requirement for the working group to meet ahead of the Committee meeting was agreed.

- (iii) That the revised operating protocol for the Committee be agreed

RECOMMENDED

- (iv) That the revised operating protocol be adopted by way of updating the constitution

7. MECHANISM FOR SUBMITTING AN OVERVIEW AND SCRUTINY ITEM

The Committee considered the report and associated appendices of the Director of Strategy, Performance and Governance to agree an approach to manage the identification of Overview and Scrutiny items and the development of a Workplan for the Committee.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. She took the committee through the report that provided a suggested approach, building on previous conversations and best practice around the mechanism for bringing forwards and managing Overview and Scrutiny items to their conclusion. It was intended that this process would be underpinned by officer support and through the established Overview and Scrutiny Working Group.

A step by step framework was outlined at Appendix A, which showed the robust review stages a scrutiny proposal would go through to determine if it was a valid item for the committee workplan. She concluded by drawing Members' attention to Appendix B that contained an outline of the form that would start off the process and what it would capture for member review and adoption.

The Chairman moved the recommendations in the report and they were seconded by Councillor Bell.

The Committee thanked the Programmes, Performance and Governance Manager for the report that provided a structure and clarity to the scrutiny process. With reference to the workflow circular diagram Councillor Nunn asked if proposers would receive feedback at stage 2. on the diagram (Forms are reviewed in Working Group meeting against tick list/criteria for whether it is valid). The Manager reassured Members that feedback would be provided on all category submissions. Councillor Siddall suggested that a flowchart as opposed to a circular diagram might work better as ostensibly the proposal could revert at any stage. For completeness he asked if the Overview and Scrutiny Committee would have sight of those unsuccessful proposals. The Programmes Performance and Governance Manager advised that the Committee agenda would have a standing item in the form of a report from the Overview and Scrutiny Working Group, therefore would have sight of all category proposals.

Councillor Stamp asked about political balance on the membership of the Overview and Scrutiny Working Group. It was agreed that this should be built into the terms of reference for the group but that given the Committee had just agreed those under the previous item this issue would be dealt with at the next Overview and Scrutiny Committee meeting.

The Chairman then put the recommendations to the Committee and they were agreed by assent.

RESOLVED

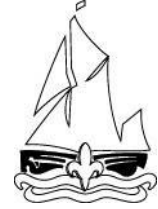
- (i) That the Committee agreed the proposed process set out at Appendix A to manage the way Overview and Scrutiny work is undertaken, to ensure efficiency and the delivery of clear outcomes;
- (ii) That the Committee agreed as part of the new process the form at Appendix B for use by all Members to submit a proposed scrutiny item;
- (iii) That the Committee's Working Group be convened ahead of scheduled meetings of the Committee to review submitted scrutiny requests and report to the Committee with a view to their inclusion in the Committee's Workplan.

8. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN DECIDES ARE URGENT

Councillor Helm thanked the Committee for its input and support during his term as Chairman.

There being no further items of business the Chairman closed the meeting at 6.28 pm.

M W HELM
CHAIRMAN



REPORT of PROGRAMMES, PERFORMANCE AND GOVERNANCE MANAGER

to
OVERVIEW AND SCRUTINY COMMITTEE
3 DECEMBER 2020

WORKING GROUP OF THE COMMITTEE

1. PURPOSE OF THE REPORT

- 1.1 To establish an Overview and Scrutiny Committee Working Group (the Working Group).

2. RECOMMENDATION

That Members of the Overview and Scrutiny Committee are appointed to sit on the Working Group of the Committee, as set out in section 3.4 below.

3. SUMMARY OF KEY ISSUES

- 3.1 At the Overview and Scrutiny Committee meeting of 15 October 2020 the Working Group Terms of Reference were agreed.
- 3.2 The Working Group is set to meet in the daytime ahead of Committee meetings and produce a report to be considered at the meeting, to include review of any Forms received where Members have recommended an item for the Overview and Scrutiny Committee.
- 3.3 Meetings of the Working Group are likely to be scheduled for the week following the Committee, to allow time to generate the associated report ahead of the next Committee meeting.
- 3.4 Further to agreement of the Terms of Reference in October, Members of the Committee requested that the Working Group be politically balanced. Should the Committee choose to establish the Working Group in this manner, based on four Committee Members this would be as set out below:

Group	Seat number	Rounded seat allocation
Independent	2	2
Conservative	1.32	1
Democratic Alliance	0.52	1

4. CONCLUSION

- 4.1 The details are provided so that Members of the Committee can establish the Working Group, and Committee working practices can be put in place.

5. IMPACT ON STRATEGIC THEMES

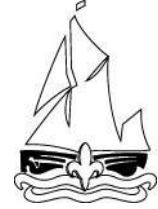
- 5.1 Regular review and scrutiny work will help to confirm that we are delivering to our strategic themes. The link to these is defined in the form where Members can submit an item for review.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (NA).
- (ii) **Impact on Equalities** – NA.
- (iii) **Impact on Risk** – Good Overview and Scrutiny management will help to manage Corporate Risk management.
- (iv) **Impact on Resources (financial)** – NA.
- (v) **Impact on Resources (human)** – Running the Working Group alongside the Committee will require additional officer support, but also allow for a more efficient approach to handling items for the Overview and Scrutiny Committee.
- (vi) **Impact on the Environment** – NA.
- (vii) **Impact on Strengthening Communities** – NA.

Background Papers: Agenda item 6, Overview and Scrutiny Committee – 15 October 2020

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.



REPORT of PROGRAMMES, PERFORMANCE AND GOVERNANCE MANAGER

to
OVERVIEW AND SCRUTINY COMMITTEE
3 DECEMBER 2020

UPDATE ON OVERVIEW AND SCRUTINY PROCESS IMPLEMENTATION

1. PURPOSE OF THE REPORT

- 1.1 To update Members on process implementation, and seek feedback that will help make further improvements

2. RECOMMENDATION

That Members review and feedback on the information provided

3. SUMMARY OF KEY ISSUES

- 3.1 As agreed at the meeting of the Committee on 15 October 2020, an online form has been created which is available to all Members at the following link:
https://forms.office.com/Pages/ResponsePage.aspx?id=VH_RilQmuUumwvI0YlcqFJCd4KzoXBdDs1brNZU39TJUNDNSUIJIQkxRVzIlgSE1LVjJIMk1XNE1OMS4u
- 3.2 Following the recommendation of the protocol and process being agreed at the Council meeting on 5 November 2020, an all Member email was circulated on 6 November 2020 promoting the form.
- 3.3 As at 19 November 2020, we have received no forms to review.
- 3.4 Views are sought on how to promote and highlight the form availability to Members.
- 3.5 Once established, the Working Group of this Committee would meet to review the forms and discuss items of scrutiny to be put forward to be considered for the workplan. A regular agenda item will be put in for 'report of the Working Group'.
- 3.6 It is also intended that future meetings of this Committee will also receive a report of any lessons learned that are reported to the Project Management Office, as a way to identify potential areas of scrutiny.

4. CONCLUSION

- 4.1 The report seeks to provide an update on the process implementation so far.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Regular review and scrutiny work will help to confirm that we are delivering to our strategic goals. The link to these is defined in the form where Members can submit an item for review.

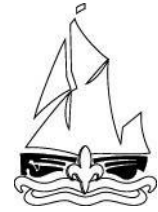
6. IMPLICATIONS

- (i) **Impact on Customers** – Managing scrutiny in a transparent and visible way to be clear to internal and external customers.
- (ii) **Impact on Equalities** – Not applicable (NA).
- (iii) **Impact on Risk** – Good scrutiny management process will support Corporate Risk management.
- (iv) **Impact on Resources (financial)** – NA.
- (v) **Impact on Resources (human)** – By following through and managing scrutiny items through this more robust process, it will be a more efficient use of Member and Officer time.
- (vi) **Impact on the Environment** – NA.
- (vii) **Impact on Strengthening Communities** – NA.

Background Papers:

Agenda items 6 and 7, Overview and Scrutiny Committee – 15 October 2020.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

to
**OVERVIEW AND SCRUTINY COMMITTEE
3 DECEMBER 2020**

APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to remind Members of the existing representatives on Liaison Committees and for new appointments to be made for the remainder of the municipal year, to May 2021.

2. RECOMMENDATION

That the Committee appoints representatives to the body detailed below, for the remainder of the municipal year, to May 2021.

3. SUMMARY OF KEY ISSUES

- 3.1 Members are asked to nominate representatives to serve on the following Liaison Committee, aligned to the Strategy and Resources (S&R) Committee, for the remainder of the municipal year, to May 2021.

Body	Current Representative(s)
Health, Overview and Scrutiny Committee	Chairman of the Overview and Scrutiny Committee

Background Papers: None.

Enquiries to: Tara Bird, Committee Services Officer, (Tel. 01621 875791).

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