

## PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE – 7 March 2024

### MATTERS ARISING FROM THE MINUTES

Minute Number	Minute Title		Action By	Completion Date / Update
7	Follow-Up of Recommendations Report	To provide Members with the details of action c) as detailed on page 25 of the agenda pack as this information was missing.	Andrew Billingham, BDO LLP	Follow-Up report amended (see page 9).
8	Review of Corporate Performance – Quarter 3	In respect of the delivery of the One Maldon District (OMD) multi-agency partnership action, why had the Council only reached 30% and was therefore off its targets?	Richard Holmes, Director of Service Delivery	<ul style="list-style-type: none"> <li>• The OMD action plan covers multiple years (i.e., 3 years)</li> <li>• The percentage complete, as is currently reported, measures % completion of actions within the entirety of the 3-year plan.</li> <li>• The OMD group is holding a Thriving Places workshop on 13 June as part of the Council's vanguard work with Mid Essex Alliance and the Centre for Thriving Places.</li> <li>• Given OMD's data driven approach to defining the priority areas that sit within the action plan, it is expected that actions for this upcoming year will be refined and strengthened in line with OMD partners' collective understanding of the TPI data.</li> <li>• Alongside reviewing actions, the OMD programme lead is liaising with the Council's performance lead about amending the definition of the current percentage completion metric so that it measures % completion of actions achieved in-year. It is felt this will give the Council a better representation of delivery being achieved by OMD partners.</li> </ul>
		Written reports relating to the Nature Conservation Study and Employment Land and Premises Study would be made available either through Mod.Gov or SharePoint once received	Matt Winslow, Assistant Director – Planning and Implementation	This work is being done. It should be uploaded shortly.

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		A guide on how to select / view Working Group Minutes on Mod.Gov is to be recirculated.	Cheryl Hughes, Assistant Director – Programmes, Performance and Governance	Emailed to Members 7 June 2024.
		<u>Local Cycling and Walking Infrastructure Plans (LCWIPs)</u> - Location of the drafted cycle routes.	Richard Holmes, Director of Service Delivery	There are two LCWIPs being drafted by Essex County Council's (ECC's) consultants at the moment. One is the County-wide strategic LCWIP (where strategic walking and cycling routes in the District are being worked up to link cross boundary) and the other is the Maldon and Heybridge (M&H) LCWIP (for places over 20K population) that will be a main connecting place for walking and cycling from the strategic routes. The M&H LCWIP is at the very early drafting stages for routes but the main objective is to have safe walking and cycling routes to vital facilities and services within Maldon and Heybridge i.e. all schools, supermarkets, bus stops etc. The first local workshop was in early May where locals inputted their ideas for routes. This work is still in progress so route plans are not yet available to share.

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	An update on the Digital Steering Group with Essex County Council (ECC) following its last meeting.	Richard Holmes, Director of Service Delivery	Some highlights from the Essex Digital Partnership (EDP).  <b>Joint projects:</b> Civica to Dynamics – working with HSO and Microsoft to produce a Civica replacement.  Cyber Assurance Framework (CAF) – Working jointly to trial CAF and CAF ready (£65k grant to Maldon District Council (MDC) for this).
	Clarification of the recently published figure that 25% of general waste was food and whether this directly related to the Maldon District.	Richard Holmes, Director of Service Delivery	Regarding the stated percentage of food waste that is thrown away in the general rubbish bin.  This recent sticker campaign was funded by Essex County Council and is designed to increase food recycling rates. In preparation for this campaign, Essex County Council (ECC) conducted waste composition analysis (i.e., sampled refuse collected) in order to derive the quoted “25% of waste thrown away in general rubbish is food” statistic.  Members concern is noted that this percentage appears artificially high in comparison to personal experience; there are a number of factors that indicate that this is an accurate representation: <ul style="list-style-type: none"> <li>• Whilst Maldon District does have a comparatively high food waste recycling rate, approximately 60% of our residents do not participate in the</li> </ul>

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				<p>scheme (Resource Futures- October 2023).</p> <ul style="list-style-type: none"><li>• Food recycling rates vary week by week and we see higher collection rates in alternate weeks between the general refuse collection.</li><li>• Analysis of waste is conducted by mass and food waste is comparatively dense/ heavy compared with other items within the general refuse.</li><li>• The 25% figure has been supported by a recent study in Chelmsford and aligns with composition studies undertaken in other areas.</li></ul> <p>Therefore, although the analysis undertaken by ECC was not Maldon District specific, we have no reason to suspect that our food recycling rates are significantly different to that quoted.</p> <p>Whilst we appreciate concerns raised by some residents about the colour and wording of the sticker, the campaign is proving to be highly effective at encouraging behaviour change. Other districts which implemented the scheme before Maldon have seen improved food waste collection rates (of approximately 24%). Additionally, our service has seen an increased demand for food waste caddies as a result of the scheme.</p>

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9	Review of Corporate Risk – Quarter 3	Further details of the recent Government change, enabling a reduction to the Five-Year Housing Land Supply.	Matt Winslow, Assistant Director – Planning and Implementation	The only change to the Government guidance on the 5-year supply which affects Maldon District is the removal of the 5% buffer. This has been done in relation to this year's supply information.
		Review other Local Authorities to identify any practices relating to triggers that this Council could implement	Matt Winslow, Assistant Director – Planning and Implementation	The methodology of the 5-year supply was set out and approved by Council the only change to it is the removal of the 5% buffer which the Council can do as per the updated NPPF and planning guidance.
10	Balance Scorecard Exceptions	Information regarding the fall in the performance measure relating to the percentage of planning applications granted and decided on time.	Matt Winslow, Assistant Director – Planning and Implementation	Verbal update to be provided.
14	Annual Governance Statement Actions Update	Confirm what advice was given to Burnham-on-Crouch Town Council regarding the five year review of their Neighbourhood Plan.	Matt Winslow, Assistant Director – Planning and Implementation	Verbal update to be provided.