



**MINUTES of  
OVERVIEW AND SCRUTINY COMMITTEE  
30 AUGUST 2017**

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**PRESENT**

Chairman	Councillor M W Helm
Vice-Chairman	Councillor R P F Dewick
Councillors	Mrs P A Channer, CC, P G L Elliott, N R Pudney, S J Savage and Mrs M E Thompson
Substitute Member	Councillor Mrs N G F Shaughnessy

**347. CHAIRMAN'S NOTICES**

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

**348. APOLOGY FOR ABSENCE AND SUBSTITUTION NOTICE**

An apology for absence was received from Councillor M S Heard. In accordance with notice duly given Councillor Mrs N G F Shaughnessy was attending as a substitute for Councillor Heard.

**349. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 21 June 2017 be received.

**Minute No. 174 – Apologies for Absence**

Councillor P G L Elliott advised that he had tendered his apologies for this meeting but they were not recorded in the Minutes.

**RESOLVED**

- (ii) that subject to the above amendment, the Minutes of the meeting of the Committee held on 21 June 2017 be confirmed.

**350. PUBLIC PARTICIPATION**

There was none.

### 351. DISCLOSURE OF INTEREST

Councillor Mrs P A Channer disclosed a non-pecuniary interest as an Essex County Councillor and made specific reference to Agenda Item 8 – Section 106 Agreements. She also disclosed an interest as Chairman of the Planning and Licensing Committee and a member of the South Eastern Area Planning Committee who discuss enforcement cases.

### 352. 2017-18 PROGRAMME OF WORK

The Committee received the report of the Director of Resources confirming the Committee's Work Programme for 2017 / 18, attached as Appendix 1 to the report.

Members were provided with the following updates and commented on the scrutiny items detailed on the 2017 / 18 programme of work:

- **Provision of Healthcare Services** – It was noted that the Chief Executive had attended the recent Health Hub Partnership Board meeting and progress appeared to be slow. Mid Essex Health Trust had requested that the Health Hub offers full maternity services and an outline business case was expected in mid-October. The business case for the Heybridge Primary Care unit was due to be finalised in November with completion of the building within three years.

Councillor N R Pudney provided a brief update in relation to the Maldon Health Hub. Councillor Pudney made specific reference to the following updates / newsletters, advising he would circulate them to Members:

- West Essex Clinical Commissioning Group consultation;
- Gluten free prescribing service restriction policy;
- Scrutiny Committee proposals for future scrutiny of the Suffolk and North East Essex Sustainability and Transformation Plan and extension of the children and young people's emotional wellbeing and mental health contract;
- Broomfield / Southend / Basildon hospitals current situation;

Councillor Pudney referred to a meeting he attended with John Ryland and highlighted some concerns raised in relation to the conditions of GP surgeries with the growing population and new housing growth. Members were advised of a meeting Councillor Pudney and the Director of Resources were attending with the Clinical Commissioning Group the following week.

Councillor Mrs P A Channer declared that she sat on the Maldon Health Hub.

In response to a question regarding the rate of progress, the Director of Resources informed the Committee that this had been raised at a meeting with the Homes and Community Agency to identify if there was anything strategic that the Council could do to move the process forward.

- **Section 106 / Elections** – These topics were the subject of separate reports on this meeting's agenda.

- **Planning Enforcement** – Councillor M W Helm was due to meet with the Group Manager - Planning Services.

Councillor Mrs Channer provided Members with an update following a discussion at the recent Committee Chairmen’s meeting regarding the receipt of planning enforcement reports. At this point she reiterated her earlier declaration being a member of the South Eastern Area Planning Committee.

Councillor S J Savage declared a non-pecuniary interest as a Member of the Central Area Planning Committee and provided an update on how the Committee dealt with the quarterly planning enforcement reports.

- **Primary School education in the District** – A report on this topic would be brought to the next meeting of the Committee. It was noted that Councillor Mrs M E Thompson was the Member sponsor and not Councillor P G L Elliott.
- **Procurement and Delivery of the 2016 / 17 Capital Programme** – An update report was scheduled for the October meeting of the Committee.

In response to a question regarding the removal of Staff Sickness from the Work Programme, the Director of Resources advised that it was agreed Councillors Mrs Channer and N R Pudney would continue to receive staff sickness statistics. Following a comment regarding stress training, the Director of Resources advised she would speak to the Group Manager - People, Performance and Policy regarding organising a training session on this for Councillors Mrs Channer, Pudney and Mrs Thompson.

The Chairman suggested that the Committee could receive an update on Staff Sickness in six months’ time, to allow embedding of the new system. This was agreed. Councillor Mrs Channer requested that her vote against this be recorded as she felt staff sickness should have remained on the Work Programme to enable the Committee to monitor it.

#### **RESOLVED**

- (i) that the contents of the report be noted;
- (ii) that a report on Staff Sickness statistics be brought back to this Committee in six months’ time (February 2017).

### **353. REVIEW OF PERFORMANCE - QUARTER 1 2017 / 18**

The Committee considered the report of the Chief Executive which provided details of performance against targets set for 2017 / 18 (attached at Appendix 1 to the report) and to ensure that progress was being achieved towards overall corporate goals and objectives set out in the Corporate Plan 2015 – 19.

Members’ discussed the report in detail focussing on those activities behind schedule or at risk. In response to a number of questions the following information was provided:

- Identifying and implement Strengthening Communities Strategy Projects – It was noted that the Strengthening Communities Member Task and Finish Working Group would be meeting in October. Endorsement of the

Strengthening Communities Strategy would be sought at this time. Officers were engaged in developing projects under this strategy.

- Level of reported crime – Members were advised that the Council was working with the Police to look at crime figures. The Community Safety Partnership would be producing a plan to address local need which was due to be considered by the Responsible Authorities Group in October.

The Police were arranging a workshop with representatives from the rural community in September and the Director of Customers and Community advised that he would circulate the details to Members once they were confirmed.

Concern was raised regarding gangs and drug problems within the district. The Director of Customers and Community reported on a recent meeting he had attended regarding drugs and the work being done to address these concerns. It was noted that Essex County Council was working with other Services including the Youth Offenders department in respect of gangs.

- Work with partners to seek funding / bring forward flood relief projects for identified surface and coastal flooding risk areas in the District – In respect of the North Heybridge Flood Relief Scheme the Council was seeking Environment Agency funding which would add to the viability of the project.
- Adopt the Maldon District Design Guide – The Planning Policy Manager advised that a report on the public consultation was due to be considered by the Planning and Licensing Committee at its next meeting.
- Percentage of total number of decisions on applications made during the assessment period overturned at appeal – Members were reminded that the Local Development Plan (LDP) had now been approved by the Secretary of State and it was anticipated that this should seek to address appeals overturned because of the Council's lack of an up to date Local Plan.

Concern was raised by Members regarding the inconsistency of Planning Inspectorate decisions and reference was made to specific applications.

- Total number of long term empty homes in the District – The Director of Resources reported that the total number for the Maldon District was low in relation to other areas.

The Director of Customers and Community agreed to feedback to Members regarding what was being done to reduce the number of empty properties.

- Implement the ICT Strategy projects for 17 / 18 (b) Upgrade the email system) – Members were informed that Thurrock Council had recently carried out an review of the Council's email system and identified two options available to the Council. In response to questions the Director of Resources outlined the different options and the advantages / disadvantages of both.

The Director of Resources reported that the IT Manager Role had been successfully recruited into.

In response to a question regarding the Council's document retention policy, Members were informed of the new General Data Protection Regulations coming into force on 25 May 2018 and a new document retention policy was

currently being received in line with this new regulation. Disaster recovery, data recovery and backup were also being looked at.

**RESOLVED** that the report on performance for quarter one 2017 / 18 be noted.

### **354. SECTION 106 AGREEMENTS**

The Committee considered the report of the Chief Executive providing an update on the arrangements for the collection of Section 106 contributions, trigger points and how money is billed; what sums have been received and how they are held; and what the decision making process is for the allocation of funds. It was noted that this report was an update to the report considered by the Committee at its meeting on 8 February 2017.

At its last meeting this Committee had agreed to include in its Work Programme for 2017 / 18 confirmation of arrangement the collection of Section 106 (S106) (and Section 52) contributions and the decision making process for allocation.

The report provided detailed background information regarding S106 agreements, including the:

- arrangements for the collection of S106 contributions;
- decision making process for allocation;
- Corporate Officer Working Group.

A comment was raised regarding Tesco Stores Ltd, Maldon and the Planning Policy Manager advised that discussions were taking place with Tesco regarding the importance of the bus service continuing.

In response to a question the Planning Policy Manager advised that the Council did not have a Community Infrastructure Levy (CIL) at this moment as evidence had to be renewed, given the delay in the approval of the LDP, and now that the LDP had been approved, that work would take place leading and a public examination undertaken.

It was noted that the Committee would receive an update on Section 106 Agreements on a six monthly basis.

**RESOLVED** that the contents of the report be noted.

### **355. ELECTIONS UPDATE**

The Committee received the report of the Director of Resources providing an update documenting the effectiveness of the Council's ability to deliver both the Essex County Council Election on 4 May 2017 and the Parliamentary Election on 8 June 2017.

The report provided detailed information regarding each of the elections, including:

- project planning;
- registration;
- polling stations and ballot box preparation;

- processing of postal votes;
- the count.

A debrief was held after each election and the conclusions detailed within the report. It was noted that there had been a number of learning and development points which had been recorded in the Action Plan (attached as Appendix 1 to the report) and implementation of the plan would continue to help improve service delivery.

In response to a number of questions and comments the Director of Resources provided the Committee with additional information regarding the two elections and processes. It was noted that there had been a problem with residents receiving postal votes and the time taken for first class delivery. Members were informed that Royal Mail were holding a specific investigation into what had happened with the Council's delivery and the results of this would be fed back to Members.

**RESOLVED** that the contents of the report and Action Plan be noted.

**356. ANY OTHER ITEMS OF SCRUTINY MEMBERS WISH TO CONSIDER**

There were none.

There being no further items of business the Chairman closed the meeting at 9.04 pm.

M W HELM  
CHAIRMAN