

# Overview & Scrutiny Committee



THE PUBLIC MAY ATTEND THIS MEETING

Please note this meeting will be audio recorded.

**Date: Wednesday 8th June 2016**

**Time: 7.15pm**

**Venue: Council Chamber, Braintree District Council, Causeway House,  
Bocking End, Braintree, Essex, CM7 9HB**

## **Membership:**

Councillor C Bailey  
Councillor S Canning  
Councillor Mrs M Cunningham  
Councillor J Goodman  
Councillor P Horner  
Councillor D Hufton-Rees

Councillor D Mann (Vice Chairman)  
Councillor R Ramage  
Councillor F Ricci  
Councillor Miss V Santomauro  
Councillor P Schwier  
Councillor C Siddall (Chairman)

**Members are requested to attend this meeting, to transact the following business:-**

## **PUBLIC SESSION**

### **1 Apologies for Absence**

### **2 Member Declarations**

1. To declare the existence and nature of any interests relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
2. To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 9th March 2016 (copy previously circulated).

**4 Public Question Time**

(See paragraph below)

**5 Scrutiny Review in to Health in the Braintree District 5 - 16**

**6 Annual Work Programme for 2016-18 17 - 24**

**7 Committee Anticipated Work Plan for 2016-18 25 - 28**

**8 Decision Planner**

To consider the Decision Planner for the period 1st June 2016 to 31st October 2016 (previously circulated).

**9 Urgent Business - Public Session**

To consider any matter which, in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

**10 Exclusion of the Public and Press**

To agree the exclusion of the public and press for the consideration of any items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.

*At the time of compiling this agenda there were none.*

## **PRIVATE SESSION**

### **11 Urgent Business - Private Session**

To consider any matter which, in the opinion of the Chairman, should be considered in private by reason of special circumstances (to be specified) as a matter of urgency.

E WISBEY  
Governance and Member Manager

**Contact Details**

If you require any further information please contact the Governance and Members Team on 01376 552525 or email [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk)

**Public Question Time**

Immediately after the Minutes of the previous meeting have been approved there will be a period of up to 30 minutes when members of the public can speak.

Members of the public wishing to speak should contact the Governance and Members Team on 01376 552525 or email [demse@braintree.gov.uk](mailto:demse@braintree.gov.uk) at least 2 working days prior to the meeting.

Members of the public can remain to observe the whole of the public part of the meeting.

**Health and Safety**

Any persons attending meetings at Causeway House are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding during the meeting, you must evacuate the building immediately and follow all instructions provided by a Council officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

**Mobile Phones**

Please ensure that your mobile phone is either switched to silent or switched off during the meeting.

**Comments**

Braintree District Council welcomes comments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please let us have your comments setting out the following information

Meeting Attended..... Date of Meeting.....

Comment .....

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Contact Details: .....

<b>Scrutiny Review in to Health in the Braintree District</b>		<b>Agenda No: 5</b>
<b>Portfolio:</b>		
<b>Corporate Outcome:</b>	<b>Encouraging flourishing communities Building a prosperous district – Boost employment skills and support businesses, Promoting and improving our town centre, Securing appropriate infrastructure and housing growth</b>	
<b>Report presented by:</b>	<b>Lee Crabb, Head of Environment &amp; Leisure</b>	
<b>Report prepared by:</b>	<b>Lee Crabb, Head of Environment &amp; Leisure</b>	
<b>Background Papers:</b>		<b>Public Report</b>
Reports and Minutes of Overview and Scrutiny Committee of 23rd September 2015, 9th December 2015, 24th February 2016 and 9th March 2016.		<b>Key Decision: No</b>
<b>Executive Summary:</b>		
<p>Further to the Committee's scrutiny review in to Health in the Braintree District, Members are asked to consider the Scrutiny Report and the recommendations to Cabinet contained therein. For ease of reference the recommendations are set out in the recommended decision box of this covering report</p> <p>Subject to the Committee's approval, the Scrutiny Report will be presented to Full Council on 27<sup>th</sup> June 2016 and the meeting of Cabinet on 18<sup>th</sup> July 2016.</p>		

## **Recommended Decision**

1. To consider and refer the Scrutiny Review Report into Health in the Braintree District to the meeting of Full Council on 27<sup>th</sup> June 2016 and the meeting of Cabinet being held on 18<sup>th</sup> July 2016.
2. As a result of the Scrutiny Review into Health the Overview and Scrutiny Committee Recommend to Cabinet:

### Recommendation 1:

Braintree District Council should continue to support the work being undertaken by ECC Public Health by:-

1. continuing to “own” public health at a local level
2. driving economic development and regeneration in the district
3. supporting “early years” and “school readiness” interventions and opportunities
4. supporting vulnerable people via a facilitative and flexible housing approach
5. continuing to support and promote physical activity
6. promoting active transport
7. ensuring community safety

### Recommendation 2:

Essex County Council should re-visit the role/terms of reference of the Essex Health and Wellbeing Board recommending they switch their focus on local public health issues and actions.

### Recommendation 3:

Braintree District Council should continue to support the MECCG’s clinical ‘livewell’ initiative and further develop our own lifestyle Livewell programme and in doing so creating an effective working partnership to address all aspects of our resident’s health and wellbeing.

### Recommendation 4:

In light of the fact that 57% of “Reception Year” children living in the Braintree District have not been adequately prepared for school, the Braintree District Council should work alongside its health partners and other local stakeholders to tackle the rising issues surrounding school readiness.

### Recommendation 5:

The Committee request that it is provided with more information on the work being carried out locally on mental health to establish if there are areas where the Council can support Mid Essex Clinical Commissioning Group.

### Recommendation 6:

Braintree District Council needs to:

1. Support the continued work of the EPIC Project to attract more GP's to the County
2. Recognise that the traditional small GP practice model no longer works in our district and coupled with the proposed 7 day per week working by the NHS, supports creating larger local "health hubs" in the District.
3. Work with local health partners to place more emphasis on preventative self-care to keep residents out of the clinical services, with special emphasis on post discharge care.

Recommendation 7:

The Committee require regular updates on the following surgery developments:

1. St Lawrence
2. Mount Chambers
3. Premdor
4. Maltings Lane Witham

Recommendation 8:

Braintree District Council needs to be instrumental in educating the public on how to use the local health services, for example:

1. when to go to AE
2. when to see the GP
3. when to call NHS direct

Recommendation 9:

It is recommended that Braintree District Council:

1. Continues to support ECC Public Health's "Tuck In" project. This looks at encouraging independent takeaways to provide better healthier menu options and use more healthy cooking practices.
2. Work with ECC Public Health in the creation of a whole systems approach model to childhood obesity specific to the Braintree District.
3. Encourage the adoption of the daily mile in local schools. It involves students running or walking for one mile every day, it has been scientifically proven that running a mile per day reduces obesity and improves children's fitness, behaviour and increases concentration levels.
4. Look at ways of promoting the use of green open spaces to increase the availability of areas to carry out structured activity.
5. Continues to see health and wellbeing as a growing concern and a main priority for the Council going forward.
6. Continue to support the funding of the Council's Health & Wellbeing Programme manager post.

Recommendation 10:

It is recommended that Essex County Council continue with the provision of public health expertise to the council via the employment and hosting of a Health Improvement Officer by Braintree District Council.

Recommendation 11:

Closer working with NHS England at pre-application stages to provide a better coordinated and holistic approach to developing new health care facilities (Health Hubs) in the District.

Recommendation 12:

The Council continues to support the MECCG in the creation of their Strategic Estates Plan so that there is established a coordinated plan for health facilities throughout the whole district.

Recommendation 13:

That the Council's Development Services need to ensure where possible that residents have access to affordable housing and that developers meet minimum standards, providing open spaces and sports facilities, allotment provision as well as well-designed plans that encourage people to partake in active travel.

Recommendation 14:

The Committee is provided with an update on the review that has been carried out on the open spaces standards.

Recommendation 15:

The Council must work with NHS England to try and identify sites within Witham for new purpose built medical facilities (Health Hubs) which would then attract new GP's in to the district.

**Purpose of Decision:**

To enable the Committees' report to be referred to Full Council and Cabinet in accordance with the Procedure Rules for Scrutiny.



Any Corporate implications in relation to the following should be explained in detail	
<b>Financial:</b>	None arising out of this report.
<b>Legal:</b>	None arising out of this report.
<b>Safeguarding</b>	None arising out of this report.
<b>Equalities/Diversity</b>	None arising out of this report.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	None arising out of this report.
<b>Consultation/Community Engagement:</b>	As set out in the report.
<b>Risks:</b>	None arising out of this report.
<b>Officer Contact:</b>	Lee Crabb
<b>Designation:</b>	Head of Environment & Leisure
<b>Ext. No.</b>	2227
<b>E-mail:</b>	<a href="mailto:lee.crabb@braintree.gov.uk">lee.crabb@braintree.gov.uk</a>

# Overview and Scrutiny Committee Scrutiny Review of Health in the Braintree District

25<sup>th</sup> May 2016

# Overview and Scrutiny Committee

## Scrutiny Review of Health in the Braintree District

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### 1. Terms of Reference

At its meeting on 15<sup>th</sup> July 2015, the Overview and Scrutiny Committee agreed that the main topic for review would be Health in the Braintree District.

The review would specifically look at the provision of health care for residents of the Braintree District with emphasis on access to primary health care and future planning for growth in the Braintree District.

The terms of reference for the review were agreed by the Committee and are set out below:

1. To consider and understand the health needs of the District with respect to differences in population and relative health issues and to gain an understanding of the various health services that are available to residents and who commissions these services.
2. To consider and understand the provision of primary care services which are available to residents and the basis for the distribution of resources.
3. To consider the District Councils role in Health Prevention and how it can implement and support appropriate alternatives to primary health care.
4. To review projected growth and demographic trends and consider the impact this may have on the provision of Health services and how the various organisations are going about planning for the future.

### 2. Recommendations of the Overview and Scrutiny Committee to Cabinet:

Further to the scrutiny review, the Overview and Scrutiny make the following recommendations to Cabinet.

The recommendations have been formulated further to the consideration of the evidence gathered by the Committee.

#### Recommendation 1:

Braintree District Council should continue to support the work being undertaken by ECC Public Health by:-

1. continuing to “own” public health at a local level
2. driving economic development and regeneration in the district
3. supporting “early years” and “school readiness” interventions and opportunities
4. supporting vulnerable people via a facilitative and flexible housing approach
5. continuing to support and promote physical activity
6. promoting active transport
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#### Recommendation 2:

Essex County Council should re-visit the role/terms of reference of the Essex Health and Wellbeing Board recommending they switch their focus on local public health issues and actions.

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Braintree District Council should continue to support the MECCG's clinical 'livewell' initiative and further develop our own lifestyle Livewell programme and in doing so creating an effective working partnership to address all aspects of our resident's health and wellbeing.

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The Committee request that it is provided with more information on the work being carried out locally on mental health to establish if there are areas where the Council can support Mid Essex Clinical Commissioning Group.

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1. Continues to support ECC Public Health's "Tuck In" project. This looks at encouraging independent takeaways to provide better healthier menu options and use more healthy cooking practices.
2. Work with ECC Public Health in the creation of a whole systems approach model to childhood obesity specific to the Braintree District.
3. Encourage the adoption of the daily mile in local schools. It involves students running or walking for one mile every day, it has been scientifically proven that running a mile per day reduces obesity and improves children's fitness, behaviour and increases concentration levels.
4. Look at ways of promoting the use of green open spaces to increase the availability of areas to carry out structured activity.
5. Continues to see health and wellbeing as a growing concern and a main priority for the Council going forward.
6. Continue to support the funding of the Council's Health & Wellbeing Programme manager post.

#### Recommendation 10:

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The Committee is provided with an update on the review that has been carried out on the open spaces standards.

### Recommendation 15:

The Council must work with NHS England to try and identify sites within Witham for new purpose built medical facilities (Health Hubs) which would then attract new GP's in to the district.

### 3. Evidence Gathering

The Committee held four evidence gathering sessions during its meetings of the 23<sup>rd</sup> September 2015, 9<sup>th</sup> December 2015, 24<sup>th</sup> February 2016 and 9<sup>th</sup> March 2016.

A range of stakeholders were identified and invited to attend the Committee's evidence gathering sessions; those participating were:

- Dr James Booth - Vice-Chairman of Mid Essex Clinical Commissioning Group Board
- Dr Mike Gogarty - Director of Public Health, Essex County Council
- Mrs Caroline Russell - Accountable Officer, Mid Essex Clinical Commissioning Group
- Dr Kamilla Porter – Clinical Lead for the EQUIP and EPIC Project
- Ms Carolyn Larsen – Head of Commissioning, NHS England - Midlands and East (East)
- Dr Laura Taylor Green, Public Health Consultant, Essex County Council
- Sian Brand, Lead Project Manager, Connect Well, Mid Essex Social Prescribing Project
- Melanie Crass – Executive Director for Primary Care and Resilience, Mid Essex CCG
- Kerry Harding – NHS England

In addition to the above organisations the following Officers of the Council were identified to provide evidence.

- Lee Crabb – Head of Environment & Leisure,
- John Krischock – Health & Wellbeing Programme Manager,
- Emma Goodings – Planning Policy and Land Charges Manager, Planning Policy
- Neil Jones – Principal Planner, Development Management

### 4. Additional Evidence/Resource considered

- King's Fund – Improving The Public's Health A Resource For Local Authorities
- News Articles - [The East Anglian Times](#) (16<sup>th</sup> February edition) on the retention of GPs. The focus of the article was the areas of North Essex (Colchester and Tendring) and Suffolk.
- Study by Bath University (joint funded by Health Education England and NHS England) published on [British Journal of General Practice](#) on 7<sup>th</sup> January 2016, which looks at the loss of GPs.

## 5. Themes identified by Scrutiny review

There are associated health problems which have significant economic impact on the NHS and local authorities, apart from these direct health care costs, obesity has financial implications for the wider economy through loss of productivity, certified incapacity and increased benefit payments.

## 6. Other matters raised during the Evidence Gathering Session

As part of the Scrutiny Review, an invitation was extended to those who participated to make suggestions for potential recommendations. The following are the direct responses received when asked “*what would you like to see as a recommendation from the Council which will help your organisation?*”

### MECCG

*“To continue to work collaboratively on the Live Well agenda. The Council needs to continue to embrace our corporate responsibility for our citizens, as the Live Well initiative has been a massive spark which has allowed all stakeholders to focus on how we can improve outcomes for everyone.”*

### PUBLIC HEALTH

*“Public Health would really welcome Braintree’s continued emphasis and support for the broader determinates of health, particularly building on the issues of poor housing and supporting the vulnerable.”*

*“The Council should continue with its excellent work it has achieved in mobilising communities to help each other and tackling isolation. The Council should also continue to providing high class opportunities to take part in activities and making better use of open/green space and better use of cycling/walking routes.”*

*“The Council must continue to support Public Health campaigns/initiatives that impact upon the health priorities population of Braintree.”*

### CONNECT WELL

*“Engagement in strategic planning across key stakeholders of Connect Well to support the community and voluntary sector in delivering the desired outcomes of improved health and well-being through better prevention and self-care/self-management locally.”*

## 7. Records of evidence gathering sessions

The reports and minutes of the meetings of the Overview and Scrutiny Committee during which the evidence gathering sessions were held are available on the Council’s website.

[http://www.braintree.gov.uk/meetings/committee/13/overview\\_and\\_scrutiny\\_committee](http://www.braintree.gov.uk/meetings/committee/13/overview_and_scrutiny_committee)

The evidence gathering sessions were held on:

- [23rd September 2015](#),
- [9th December 2015](#)
- [24th February 2016](#)
- [9th March 2016](#)

#### 8. Acknowledgements:

The Overview and Scrutiny Committee would like to record its thanks to all those persons who took part in the scrutiny review and in particular, expresses its appreciation and thanks to the under mentioned individuals who contributed their time and expertise during the information gathering stage of the process:-

Dr James Booth - Vice-Chairman of Mid Essex CCG Board  
 Dr Mike Gogarty - Director of Public Health, Essex County Council  
 Mrs Caroline Russell - Accountable Officer, Mid Essex CCG  
 Dr Kamilla Porter – Clinical Lead for the EQUIP and EPIC Project  
 Ms Carolyn Larsen – Head of Commissioning, NHS England - Midlands and East (East)  
 Dr Laura Taylor Green – Public Health Consultant, Essex County Council  
 Sian Brand – Lead Project Manager, Connect Well, Mid Essex Social Prescribing Project  
 Melanie Crass – Executive Director for Primary Care and Resilience, Mid Essex CCG  
 Kerry Harding – NHS England  
 Lee Crabb – Head of Environment & Leisure,  
 John Krischock – Health & Wellbeing Programme Manager,  
 Emma Goodings – Planning Policy and Land Charges Manager, Planning Policy  
 Neil Jones – Principal Planner, Development Management

#### 9. Reference Materials

- NHS Primary Care Strategy for Braintree - NHS Mid Essex clinical Commissioning Group
- Connect Well – The Social Prescribing Project in Mid Essex – Connect Well
- Health Prevention/Promotion - Alternatives to medical intervention – Essex County Council
- [The King's Fund Improving the Public's health – A resource for local authorities](#)



Annual Work Programme for 2016/18		Agenda No: 6
Portfolio:	Overall Corporate Strategy and Direction	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Emma Wisbey, Governance and Member Manager	
Report prepared by:	Emma Wisbey, Governance and Member Manager	
Background Papers:	Public Report	
Member topic submissions	Key Decision: No	
Executive Summary:		
<p>During the period of 15<sup>th</sup> March to 11<sup>th</sup> April 2016, all Members were invited to submit topics for the Annual Scrutiny Work Programme for 2016/17. 7 topics were received and are outlined in this report.</p> <p>The Overview and Scrutiny Committee is responsible for setting its own work programme and in doing so it shall take into account wishes of the Members of the Committee and have regard to the Scrutiny Steering Board’s recommendations.</p> <p>The Scrutiny Steering Board (comprising of the Chairman of the Overview and Scrutiny Committee and Group Leaders) and the Council’s Management Board have considered the submissions, and in doing so have recommended the following topics for the Committee’s work programme:</p> <p>Scrutiny Review by the Overview and Scrutiny Committee</p> <ul style="list-style-type: none"><li>1) Broadband Provision</li><li>2) Employment Sites and Premises</li></ul> <p>Scrutiny Review by a Task and Finish Group</p> <ul style="list-style-type: none"><li>1) Obesity</li></ul>		

## **Recommended Decision**

It is recommended:

- 1) That the main topics for Scrutiny Review are:
  - a) Broadband Provision – June to November 2016.
  - b) Employment Sites and Premises – November 2016 to March 2018.
- 2) That the topic for Scrutiny Review by the Task and Finish Group is Obesity – June to March 2017.
- 3) That the work programme for 2016/17 to be extended to March 2018.
- 4) That the topic submission of Braintree District Council Investment Policy in 2016/2017 regarding long and short term investments be referred to the Governance Committee.
- 5) That the Governance and Members Manager to commence the call for expressions of interest for Members to form the Task and Finish Group.
- 6) The determination of the Membership of the Task and Finish Groups is delegated to the Chairman of the Overview & Scrutiny Committee in consultation with the Scrutiny Steering Board.

## **Purpose of Decision:**

To comply with the Council Procedural Rules for Scrutiny Reviews and to set down the annual work programme.

**Any Corporate implications in relation to the following should be explained in detail**

<b>Financial:</b>	None arising out of this report.
<b>Legal:</b>	None arising out of this report.
<b>Safeguarding</b>	None arising out of this report.
<b>Equalities/Diversity</b>	None arising out of this report.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	None arising out of this report.
<b>Consultation/Community Engagement:</b>	None arising out of this report.
<b>Risks:</b>	If the topics are not agreed there will be a delay in commencing the work of the Overview and Scrutiny Committee and its Task and Finish Group.
<b>Officer Contact:</b>	Emma Wisbey
<b>Designation:</b>	Governance and Member Manager
<b>Ext. No.</b>	2610
<b>E-mail:</b>	<a href="mailto:emma.wisbey@braintree.gov.uk">emma.wisbey@braintree.gov.uk</a>

## Annual Scrutiny Work Programme for 2016/17

During the period of 15<sup>th</sup> March to 11<sup>th</sup> April 2016, Members were invited to submit topics for the Annual Scrutiny Work Programme for 2016/17.

7 topics have been submitted, which are outlined below.

<b>Councillor</b>	<b>Topic</b>	<b>Council's Vision/Outcome &amp; Corporate Priorities</b>
	<b>Economic Development / Infrastructure</b>	
Cllr P Schwier	Request Task and Finish Group be set up to investigate the opportunity of important links between Braintree District's rich culture, tourism and economic development.	A prosperous district that attracts business growth and provides high quality employment opportunities.  Attracting tourism and promoting the heritage of the District.
Cllr R Ramage	Look into the reasons why our schools in Braintree District are not achieving as they should.	A prosperous district that attracts business growth and provides high quality employment opportunities.  Developing educational attainment and skills that are attractive to employers.
Cllr B Rose	To review the enabling of suitable employment sites and premises in the District.	A prosperous district that attracts business growth and provides high quality employment opportunities.  Enabling suitable employment sites and premises.
Cllr R van Dulken	Traffic issues in Braintree District	A well connected and growing district with high quality homes and infrastructure.  Supporting the delivery of strong sustainable transport infrastructure links.
	<b>Health</b>	
Cllr S Canning	Provision of mental health services in Braintree	Residents live well in healthy and resilient communities where residents feel supported.  Ensuring provision of excellent leisure, health and wellbeing opportunities. Supporting our residents to be healthy and live well. Protecting the vulnerable.

<b>Councillor</b>	<b>Topic</b>	<b>Vision/Outcome &amp; Corporate Priorities</b>
Cllr Mrs S Wilson	Obesity	Residents live well in healthy and resilient communities where residents feel supported.  Ensuring provision of excellent leisure, health and wellbeing opportunities. Supporting our residents to be healthy and live well. Protecting the vulnerable.
	<b>Finance</b>	
Cllr P Horner	Braintree District Council Investment Policy in 2016 – 2017 regarding long and short term investments.	A high performing organisation that delivers excellent and value for money services.  Strengthening the Council's financial independence.

#### Proposals from Management Board:

In addition to the submitted topics by Members, Management Board also wished to put forward the topic of Broadband Provision for a Scrutiny Review.

The topic of Broadband Provision would look at the options available to those communities not included in the Broadband roll out programme.

Management Board consider this is an important topic for the District which is often raised by Members on behalf of constituents and businesses and an essential part of the District's infrastructure.

#### Recommended Topics for Scrutiny Review

The Scrutiny Steering Board considered all of the submissions including the recommendation from Management Board.

The following 3 topics are recommended as scrutiny reviews:

1. Employment Sites and Premises
2. Broadband Provision
3. Obesity

Due to the current work with the Local Plan, it was also considered that it would be appropriate to delay the start of the scrutiny review into Employment Sites and Premises to the late Autumn/Winter (November 2016), which would provide the Committee with an opportunity to carry out a short scrutiny review into Broadband Provision during Summer/Autumn 2016 with a view to extending the Scrutiny review into Employment Sites and Premises to Spring 2018 (March 2018).

This approach would be a departure from traditional Scrutiny review cycles, but would provide a greater period to carry out a comprehensive review.

It is recommended that the following timescales be adopted for the scrutiny reviews, extending the traditional civic year programme to March 2018.

- Overview and Scrutiny Committee: Broadband Provision – June to November 2016.
- Overview and Scrutiny Committee: Employment Sites and Premises – November 2016 to March 2018.
- Task and Finish Group: Obesity – June to March 2017.

It is proposed that in March/April 2017, that there would be a call for items for topics for scrutiny reviews by Task and Finish Groups for 2017/18.

### Scrutiny Reviews - Terms of Reference

Members are requested to consider and approve the Terms of Reference for the Scrutiny Reviews. Members are advised that Officers have produced the Terms of Reference having regard to the Councillor Topic Submission and the Council's resources.

#### **1. Scrutiny Review into Broadband Provision – Terms of Reference**

Review Body: Overview and Scrutiny Committee.

Scrutiny Review Period: June to November 2016<sup>1</sup>

Terms of Reference:

1. Review of the process and progress of Essex Superfast Broadband Programme:
  - a) Delivery of Phase 1 of the Programme
  - b) Delivery of Phase 2a of the Programme
  - c) Government Subsidised Interim Schemes
2. To review the Communication on the Broadband improvement programme to the general public and businesses.
3. To consider other technologies to establish Superfast Broadband in areas not likely to be connected including the:
  - a) effectiveness,
  - b) availability, and
  - c) affordability
4. To review how businesses can obtain reliable, fast access to broadband across the District.
5. To review future growth in the District and how this growth can access superfast broadband.
6. Future requirements of Superfast Broadband to meet District Needs.

Lead Officer: Nathan Rowland, Economic Development Officer

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<sup>1</sup> In order to complete the Scrutiny Review it may be necessary to hold additional meetings.

## **2. Scrutiny Review into Employment Sites and Premises – Terms of Reference**

Review Body: Overview and Scrutiny Committee.

Scrutiny Review Period: November 2016 to March 2018<sup>2</sup>

Terms of Reference:

1. Does current provision meet the growth needs of current businesses and potential inward investors?
  - a) To consider and understand the employment premises needs of the District with respects to towns, villages and rural areas
  - b) To identify how business grow and move to new or larger premises
  - c) To identify how we attract inward investment of new business into the District
2. What will be the future need for employment sites and premises to meet Local Plan growth aspirations (Employment Land Needs Assessment and economic growth priorities)
  - a) How will the employment need change in relation to the new Local Plan and pending growth in the District?
  - b) How should we develop our offer to attract specific sectors and clusters?
3. How can we meet future needs?
  - a) What is the mismatch between current provision and future need?
  - b) What are the barriers to delivery?
    - i. To understand what are the barriers to the delivery of allocated employment areas and how we can unlock them
    - ii. To consider and determine what are the necessary requirements to delivering a successful business site
4. What is the Council's role in overcoming barriers to delivery:
  - a) Identify the role/opportunities available to the Council in investing or facilitating growth

Lead Officer: To be confirmed<sup>3</sup>.

## **Scrutiny Review into Obesity – Terms of Reference**

Review Body: Task and Finish Group<sup>4</sup>.

Scrutiny Review Period: June 2015 to April 2016<sup>5</sup>

Terms of Reference:

1. To identify and assess obesity and related issues in the District.
2. Understand the social, economic, health and educational impact of obesity on our residents.

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<sup>2</sup> In order to complete the Scrutiny Review it may be necessary to hold additional meetings.

<sup>3</sup> At the time of preparing the report the Lead Officer has not been identified from the Economic Development Service.

<sup>4</sup> Membership to be determined.

<sup>5</sup> The Task and Finish Groups will determine what meetings it requires to complete the Scrutiny review within the review period.

3. Outline our partners and our own current interventions to tackle obesity.
4. Identify any gaps in the current interventions and propose where our partners and the district council can fill them.

Lead Officer: Lee Crabb, Head of Environment and Leisure

### Call for Expression of interest of the Membership of the Task and Finish Group and size of group

#### 1. Size of Task and Finish Group

The Constitution does not specify the size or composition of a Task and Finish Group. The convention is for a Task and Finish Group to consist of 8-10 Members.

The membership is selected from the expressions of interests received following an invitation to all Members of the Council to participate in a Task and Finish Group.

The Task and Finish Groups are not subject to the rules of political balance; however fair representation of the composition of the Council is attempted from expressions of interest received. All Members, including Members of the Overview and Scrutiny Committee, be invited to submit an expression of interest.

It is proposed that the invitation to Members will be sent on 9<sup>th</sup> June 2016 for expression of interests to be received by 20<sup>th</sup> June 2016.

#### 2. Membership of the Task and Finish Group

Following the call for expressions of interest from Members to participate in a Task and Finish Groups, traditionally a report is brought to the Committee to approve the Memberships of the Task and Finish Groups following consultation with the Scrutiny Steering Board.

The Chairman<sup>6</sup> of the Task and Finish Group is selected by the Group itself from its Membership.

To expedite the commencement of the Task and Finish Group's scrutiny review, it is proposed that the decision to determine the Membership of the Task and Finish Groups is delegated to the Chairman of the Overview and Scrutiny Committee in consultation with the Scrutiny Steering Board.

A report will be brought to the Committee to advise of on the Membership of the Task and Finish Group.

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<sup>6</sup> The Chairman of a Task and Finish Group are entitled to receive a Special Responsibility Allowance in accordance with the [Member Allowance Scheme](#)



Committee Anticipated Work Plan for 2016/18		Agenda No: 7
Portfolio	Overall Corporate Strategy and Direction	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Emma Wisbey, Governance and Member Manager	
Report prepared by:	Emma Wisbey, Governance and Member Manager	
Background Papers:		Public Report
None.		Key Decision: No
Executive Summary:		
<p>Members are requested to note the anticipated work plan for the Overview and Scrutiny Committee for 2016/18. The work plan outlines the keys dates and stages for the Committee’s scrutiny activities.</p> <p>There may be ad-hoc reports or issues added at Member request or as a result of call-in work arising during the year.</p>		
Recommended Decision:		
To note the anticipated work plan for 2016/18.		
Purpose of Decision:		
To inform the Committee of their anticipated work plan for 2016/18.		

**Any Corporate implications in relation to the following should be explained in detail.**

<b>Financial:</b>	None arising out of this report.
<b>Legal:</b>	None arising out of this report.
<b>Safeguarding:</b>	None arising out of this report.
<b>Equalities/Diversity:</b>	None arising out of this report.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	None arising out of this report.
<b>Consultation/Community Engagement:</b>	None arising out of this report.
<b>Risks:</b>	None arising out of this report.
<b>Officer Contact:</b>	Emma Wisbey
<b>Designation:</b>	Governance and Member Manager
<b>Ext. No:</b>	2610
<b>E-mail:</b>	<a href="mailto:emma.wisbey@braintree.gov.uk">emma.wisbey@braintree.gov.uk</a>

## Overview and Scrutiny Committee's Anticipated Work Programme for 2016/18

This work programme is prepared on the presumption that the Committee has agreed the scrutiny topics for the forthcoming cycle and have agreed to extend the programme to March 2018.

Additional meetings may be required between June and November 2016 to complete the scrutiny review into Broadband Provision.

8 <sup>th</sup> June 2016	First meeting of the Civic Year. Determination of the Scrutiny Topics for 2016/18.
13 <sup>th</sup> July 2016	1) Annual Report of the Braintree District Community Safety Partnership for 2015/16.  2) Notice of Members of Task and Finish Group.  3) Evidence Gathering Session for the Committee's Scrutiny Topic into Broadband Provision.
21 <sup>st</sup> September 2016	Evidence Gathering Session for the Committee's Scrutiny Topic into Broadband Provision.
23 <sup>rd</sup> November 2016	1) Scrutiny Review Report into Broadband Provision – To finalised report and recommend to Council and Cabinet.  2) Scrutiny of the Priorities for 2017/18 and Initial Budget Position**.
7 <sup>th</sup> December 2016	Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.
1 <sup>st</sup> February 2017	1) Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.  2) Scrutiny of the Council Budget for 2016/17 – Update**.
8 <sup>th</sup> March 2017	Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.
March/April 2017	Task and Finish Group Scrutiny Review into Obesity to be completed.  Annual call for items from all Councillors for topics for scrutiny review by Task and Finish Groups for 2017/18.
April 2017***	Scrutiny Steering Board – meeting to recommend topics for scrutiny review for 2017/18.
June 2017*	Determination of the topics for scrutiny review by Task and Finish Groups for 2017/18

	<p>Call for expressions of interest for Members participation in Task and Finish Groups for 2017/18.</p> <p>To receive the Task and Finish Groups' Reports into Obesity and recommendation to Full Council and Cabinet.</p> <p>Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.</p> <p>Annual Report of the Braintree District Community Safety Partnership for 2016/17.</p>
July 2017*	Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.
September 2017*	Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.
November 2017*	Scrutiny of the Priorities for 2018/19 and Initial Budget Position**.
December 2017*	Evidence Gathering Session for the Committee's Scrutiny Topic into Employment Sites and Premises.
January 2018*	Scrutiny of the Council Budget for 2018/19 – Update**.
March 2018*	Scrutiny Review Report into Employment Sites and Premises – To finalised report and recommend to Council and Cabinet.
March/April 2018	Annual call for items from all Councillors for topics for scrutiny review by Task and Finish Groups for 2018/19.
April 2018***	Scrutiny Steering Board – meeting to recommend topics for scrutiny review for 2018/19.

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\*Dates of meetings to be confirmed at the Annual General Meeting of Full Council for the Civic Year 2017/18 on 24<sup>th</sup> April 2017.

\*\* All Members are invited to attend these meetings of the Overview and Scrutiny Committee as part of the Member Development Programme.

\*\*\*Dates to be arranged with the Scrutiny Steering Board.