



# **CORPORATE POLICY DEVELOPMENT COMMITTEE AGENDA**

**Wednesday, 11<sup>th</sup> October 2023 at 7.15pm**

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

**THIS MEETING IS OPEN TO THE PUBLIC**

Members of the public will be able to view and listen to this meeting via YouTube.  
To access the meeting please use the link below:

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**Members of the Corporate Policy Development Committee are requested to attend this meeting to transact the business set out in the Agenda.**

Councillor M Ault  
Councillor J Bond  
Councillor G Courtauld (Chairman)  
Councillor J Edwards  
Councillor M Fincken  
Councillor J Hayes  
Councillor L Jefferis

Councillor S Rajeev (Vice Chairman)  
Councillor M Staines  
Councillor B Taylor  
Councillor P Thorogood  
Councillor E Williams  
Councillor T Williams

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by 3pm on the day of the meeting.

D GASCOYNE  
Chief Executive

## **INFORMATION FOR MEMBERS – DECLARATIONS OF MEMBERS' INTERESTS**

### **Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI) or Non-Pecuniary Interests (NPI).**

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

### **Public Question Time – Registration and Speaking**

The Agenda allows for a period of up to 30 minutes for Public Question Time. Members of the public may ask questions or make statement to the Committee on matters listed on the agenda for this meeting.

All questions or statements should be concise and should be able to be heard within the 3 minutes allotted to each speaker.

Anyone wishing to ask a question or make a statement is requested to register their interest by completing the Public Question Time registration [online form](#) by **midday on the second working day** before the day of the meeting.

For example, if the meeting is on a Tuesday, the registration deadline is midday on Friday, (where there is a Bank Holiday Monday you will need to register by midday on the previous Thursday). The Council reserves the right to decline any requests to register to speak if they are received after this time.

When registering for Public Question Time please indicate whether you wish to attend the meeting 'in person', or to participate remotely. People who choose to join the meeting remotely will be provided with the relevant link and joining instructions for the meeting.

Please note that completion of the on-line form does not guarantee you a place to speak during Public Question Time. You will receive email notification from the Governance Service confirming whether your request is successful.

The Chairman of the Committee has discretion to extend the time allocated to registered speakers and to amend the order in which they may speak.

In the event that a registered speaker is unable to connect to the meeting, or if there are any technical issues, their question/statement may be read by a Council Officer.

Further information on Public Question Time is available on the [Council's website](#).

### **Health and Safety**

Anyone attending a meeting of the Council is asked to make themselves aware of the nearest available fire exit. In the event of an alarm sounding, you must evacuate the building immediately and follow all instructions provided by staff. You will be directed to the nearest designated assembly point where you should stay until it is safe to return to the building.

**Documents**

Agendas, Reports and Minutes may be accessed via [www.braintree.gov.uk](http://www.braintree.gov.uk)

**Data Processing**

For further information on how the Council processes data, please see the Council's Privacy Policy.

[https://www.braintree.gov.uk/info/200136/access\\_to\\_information/376/privacy\\_policy](https://www.braintree.gov.uk/info/200136/access_to_information/376/privacy_policy)

**Mobile Phones**

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

**Webcast and Audio Recording**

Please note that this meeting will be webcast and audio recorded. You may view webcasts for up to 6 months after the meeting using this link: <http://braintree.public-tv/core/portal/home>

The meeting will also be broadcast via the Council's YouTube Channel.

**Comments and Suggestions**

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended you may send these to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**1 Apologies for Absence**

**2 Declaration of Interests - Scrutiny Committee**

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 Corporate Policy Development Committee held on 25<sup>th</sup> July 2023 (copy previously circulated).

**4 Public Question Time**

Only Registered Speakers will be invited by the Chairman to speak during public question time.  
Please see the agenda notes for guidance.

**5 Corporate Strategy 2024/28 Development**

**5 - 7**

**6 Programme of Works 2023/24**

**8 - 10**

**7 Urgent Business - Public Session**

There are no items of urgent business.

<b>Report Title:</b> Corporate Strategy 2024/28 Development	
<b>Report to:</b> Corporate Policy Development Committee	
<b>Date:</b> 11 <sup>th</sup> October 2023	<b>For:</b> Noting
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> N/A
<b>Report Presented by:</b> Tracey Headford, Business Solutions Manager / <a href="mailto:tracey.headford@braintree.gov.uk">tracey.headford@braintree.gov.uk</a>	
<b>Enquiries to:</b> Jessica Mann, Scrutiny Officer / <a href="mailto:jessica.mann@braintree.gov.uk">jessica.mann@braintree.gov.uk</a>	

## 1. Purpose of the Report

- 1.1 To provide Members with an overview of development of the Corporate Strategy 2024/28 (the Strategy):-
- 1.2 To receive a presentation from Tracey Headford, Business Solutions Manager, on the development of the Strategy, including an explanation of the reasons behind the Strategy, the research and data used to help identify the main areas of focus, and a high-level overview of the results and feedback received during the public consultation held from 17<sup>th</sup> July 2023 to 1<sup>st</sup> September 2023.
- 1.3 To receive a timeline detailing the development process of the Strategy through to its publication.

## 2. Recommendations

- 2.1 The Committee is asked to consider the contents of the presentation and consider putting forward any recommendations to be considered in the finalisation of the Corporate Strategy 2024/28.

## 3. Summary of Issues

### 3.1 Corporate Strategy Development

As part of its broader scrutiny function, the Corporate Policy Development Committee (the Committee) is authorised to conduct reviews of the Council's policies, services and aspects of services where there is an identifiable need. In doing so, the Committee can make new recommendations on the development of future policies, as well as suggest new policies where appropriate.

In exercising the above function, the Committee is not permitted to review matters which relate to Planning or Licensing policies, or those matters which are reserved to Council.

On 21<sup>st</sup> June 2023, the Committee met on an informal basis in order to consider its future Work Programme, which was subject to the approval of Cabinet. The Committee considered policies that are currently in place within the Council and sought to identify those which could be the subject of a future refresh, as well as those areas that the Council may benefit from having a policy in place. The Corporate Strategy 2024/28 (the Strategy) was one area of work identified by the Committee.

As the Strategy sets out the Council's objectives and priorities for the District, broader engagement in the Strategy's drafting is considered to be beneficial, especially given the longer-term impact the document will have on policy development across the Council's Services.

At its meeting on 25<sup>th</sup> September 2023, the Cabinet agreed that the Committee would be engaged in the Council's review of the Strategy as part of its initial programme of works.

#### **4. Consultation**

4.1 A public consultation on the Council's draft Corporate Strategy 2024-2028 (the Strategy) was held from 17<sup>th</sup> July 2023 to 1<sup>st</sup> September 2023.

4.2 The policy review by the Corporate Policy Development Committee of the Strategy forms part of the organisation's wider engagement process with its internal stakeholders on the development of the Strategy.

#### **5. Next Steps**

5.1 The Committee is asked to consider any next steps it may wish to take in relation to its review of the Strategy.

#### **6. Financial Implications**

6.1 There are no financial implications arising from this report.

#### **7. Legal Implications**

7.1 There are no legal implications arising from this report.

#### **8. Equality and Diversity Implications**

8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not

- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

## **9. List of Appendices**

- 9.1 None.

## **10. Background Papers**

- 10.1 [Agenda and Minutes of the Cabinet meeting – 25<sup>th</sup> September 2023.](#)
- 10.2 [Coporate Strategy 2020 - 2024](#)

<b>Report Title:</b> Programme of Works 2023/24	
<b>Report to:</b> Corporate Policy Development Committee	
<b>Date:</b> 11 <sup>th</sup> October 2023	<b>For:</b> Decision
<b>Key Decision:</b> No	<b>Decision Planner Ref No:</b> N/A
<b>Report Presented by:</b> Councillor George Courtauld, Chairman of the Corporate Policy Development Committee	
<b>Enquiries to:</b> Jessica Mann, Scrutiny Officer / <a href="mailto:jessica.mann@braintree.gov.uk">jessica.mann@braintree.gov.uk</a>	

**1. Purpose of the Report**

- 1.1 To agree the Programme of Work for the Corporate Policy Development Committee (the Committee) for 2023/24, following its presentation at Cabinet.

**2. Recommendations**

- 2.1 Members are asked to agree the draft Work Programme for the Committee as attached at **Appendix 1**.

**3. Summary of Issues**

- 3.1 On 21<sup>st</sup> June 2023, the Committee met on an informal basis in order to consider its future Work Programme, which was subject to the approval of Cabinet. The Committee considered policies that are currently in place within the Council and sought to identify those which could be the subject of a future refresh, as well as those areas that the Council may benefit from having a policy in place.
- 3.2 The initial programme of works identified that the Committee will be engaged in the Council's review of the Corporate Strategy 2024/28 (the Strategy) and the Policy for Household Waste and Collections. A review of the Strategy was considered to be of benefit to the organisation as the document will set out the Council's objectives and priorities for the District and will have a longer-term impact on policy development across the Council's services. A review of the emerging Household Waste and Collection Policy would require support from relevant officers to help inform the Committee's considerations.
- 3.3 At its meeting on 25<sup>th</sup> September 2023, the Cabinet agreed that the Committee would be engaged in the Council's review of the Strategy and the



Household Waste and Collection Policy as part of its initial Programme of Work.

#### **4. Next Steps**

- 4.1 The Committee will proceed with its Work Programme as part of the Council's wider policy review programme.

#### **5. Financial Implications**

- 5.1 There are no financial implications arising from this report.

#### **6. Legal Implications**

- 6.1 There are no legal implications arising from this report.

#### **7. Equality and Diversity Implications**

- 7.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

- 7.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 7.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

#### **8. List of Appendices**

- 8.1 Appendix 1 – Draft Work Programme 2023/24.

#### **9. Background Papers**

- 9.1 [Agenda and Minutes of the Cabinet meeting – 25<sup>th</sup> September 2023.](#)

## **CORPORATE POLICY DEVELOPMENT COMMITTEE**

### **DRAFT WORK PROGRAMME 2023/24**

#### **1. Purpose**

The Corporate Policy Development Committee will perform the following functions in line with a work programme agreed with Cabinet:

- (a) To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through the establishing of a task and finish group;
- (b) To make suggestions on the development of policies and suggest new policies where appropriate; and
- (c) To work with or appoint representatives to work with other local authorities to carry out joint scrutiny.

The work programme will not include matters relating to planning or licensing policies or such matters reserved to Council.

#### **2. Draft Programme 2023/24**

- (a) Corporate Strategy 2023/24; and
- (b) Policy for Household Waste and Recycling Collections.

#### **3. Review mechanism**

The engagement and review of existing or new policies may take place at:

- (a) A scheduled meeting of the Committee; or
- (b) Through Task and Finish Groups where appropriate.

In the event that the Committee are engaged through the second route, a report will be taken to the next available meeting of the Committee to note the policy considered, and report on the discussion and any recommendations put forward by the Committee.

#### **4. Future inclusion**

This is a rolling Work Programme and will as such be subject to review and updated accordingly throughout the duration of the Civic Year.

Any additional items to be included within the Programme of Works, will be identified by either:

- (a) The Lead officer for the relevant policy; or
- (b) The relevant Cabinet Member.