

OVERVIEW AND SCRUTINY COMMITTEE AGENDA

Wednesday, 11th April 2018 at 7:15 PM

Council Chamber, Causeway House, Braintree, CM7 9HB

THIS MEETING IS OPEN TO THE PUBLIC
(Please note this meeting will be audio recorded)

www.braintree.gov.uk

Members of the Overview and Scrutiny Committee are requested to attend this meeting to transact the business set out in the Agenda.

Councillor P Barlow (Chairman)
Councillor Mrs M Cunningham
Councillor Mrs D Garrod
Councillor J Goodman
Councillor A Hensman
Councillor P Horner

Councillor G Maclure
Councillor Mrs I Parker
Councillor R Ramage
Councillor B Rose
Councillor P Schwier
Councillor C Siddall (Vice Chairman)

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 by 3pm on the day of the meeting.

A WRIGHT
Chief Executive

INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS

Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest

Any member with a Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest 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 Disclosable Pecuniary Interest or other Pecuniary Interest 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.

Question Time

The Agenda allows for a period of up to 30 minutes when members of the public can speak. Members of the public wishing to speak are requested to register by contacting the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk no later than 2 working days prior to the meeting. The Council reserves the right to decline any requests to register to speak if they are received after this time. Members of the public can remain to observe the public session of the meeting.

Please note that there is public Wi-Fi in the Council Chamber, users are required to register in order to access this. There is limited availability of printed agendas.

Health and Safety

Any persons attending meetings in the Council offices 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 an alarm you must evacuate the building immediately and follow all instructions provided by officers. 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 switched to silent during the meeting in order to prevent disturbances.

Webcast and Audio Recording

Please note that this meeting will be audio recorded only.

Documents

Agendas, reports and minutes for all the Council's public meetings can be accessed via www.braintree.gov.uk

We welcome comments from members of the public to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these via governance@braintree.gov.uk

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 Public Question Time
(See paragraph above)

4 Minutes of the Previous Meeting

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 7th March 2018 (copy previously circulated).

5 Scrutiny Review into the Role of the Highway Authority in the Braintree District - Work Programme for 2018-19 **4 - 8**

This item will also include a presentation by the Lead Officer for the Scrutiny Review.

6 Task and Finish Group Update

To provide a verbal update on the work of the Task and Finish Groups.

7 Decision Planner

To consider the Decision Planner for the period 1st May 2018 to 31st August 2018 (previously circulated).

Scrutiny Review into the Role of the Highway Authority in the Braintree District - Work Programme for 2018/19		Agenda No: 5
Portfolio	Environment and Place	
Corporate Outcome:	A sustainable environment and a great place to live, work and play	
	A well connected and growing district with high quality homes and infrastructure	
Report presented by:	Emma Wisbey, Governance and Members Manager and Samir Pandya, Commercial and Business Support Manager	
Report prepared by:	Emma Wisbey, Governance and Members Manager and Samir Pandya, Commercial and Business Support Manager	
Background Papers:	Public Report	
<u>Overview and Scrutiny Committee – Report and Minutes – 7th March 2018</u>	Key Decision: No	
Executive Summary:		
<p>This report outlines the work programme for the Scrutiny Review into the Role of the Highway Authority in the Braintree District. Members are invited to note the dates of the work programme and to consider what elements of the Scrutiny Review they wish to examine at each evidence gathering session held during each meeting of the Overview and Scrutiny Committee commencing 10th May 2018.</p> <p>Members are reminded that this Scrutiny Review is to conclude within the Civic Year, with their report being presented to Full Council on 25th March 2019.</p>		
Recommended Decision:		
To agree the Work Programme.		
Purpose of Decision:		
To ensure that the Scrutiny Review into role of the Highway Authority in the Braintree District is completed within the Civic Year 2018/19 and complies with the procedure rules for the Overview and Scrutiny Committee.		

Any Corporate implications in relation to the following should be explained in detail.	
Financial:	None arising out of this report.
Legal:	None arising out of this report.
Safeguarding:	None arising out of this report.
Equalities/Diversity:	None arising out of this report.
Customer Impact:	None arising out of this report.
Environment and Climate Change:	None arising out of this report.
Consultation/Community Engagement:	None arising out of this report. Within the work programme there will be opportunities to engage with relevant stakeholders.
Risks:	The purpose of the work programme is to give a structure to the Scrutiny Review. Should the work programme not be agreed, there is a risk that the Scrutiny Review will not be completed within the timescale.
Officer Contact: Emma Wisbey	
Designation: Governance and Member Manager	
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E-mail: emma.wisbey@braintree.gov.uk	

Scrutiny Review into the role of the Highway Authority in the Braintree District
Work Programme – 2018/19

On 7th March 2018, the Overview and Scrutiny Committee selected its topic for its Scrutiny Review for 2018/19 and agreed the Terms of Reference which are set out in Appendix 1.

This report sets out the work programme for the Overview and Scrutiny Committee for the Civic Year, including annual work items for the Committee.

The work programme commences with a presentation by the Lead Officers to ensure that Members of the Committee have the same understanding of the subject matter, which will be followed by evidence gathering sessions held during each meeting of the Overview and Scrutiny Committee.

Members are invited to note the dates of the work programme and to consider what elements of the Scrutiny Review they wish to examine at each evidence gathering session commencing 10th May 2018.

Work Programme:

<p>Overview and Scrutiny Committee – 11th April 2018</p> <ul style="list-style-type: none">• First Session for Scrutiny Review into the role of the Highway Authority in the Braintree District – presentation by Lead Officers• Progress of Task and Finish Groups• Decision Planner
<p>Overview and Scrutiny Committee – 10th May 2018</p> <ul style="list-style-type: none">• First Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed)• Progress of Task and Finish Groups• Decision Planner
<p>Overview and Scrutiny Committee – 6th June 2018</p> <ul style="list-style-type: none">• Second Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed)• Progress of Task and Finish Groups• Decision Planner
<p>Overview and Scrutiny Committee – 11th July 2018</p> <ul style="list-style-type: none">• Third Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed)• Annual Report of the Braintree District Community Safety Partnership for 2017/18• Progress of Task and Finish Groups

<ul style="list-style-type: none"> • Decision Planner
<p>Overview and Scrutiny Committee – 19th September 2018</p> <ul style="list-style-type: none"> • Fourth Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed) • Progress of Task and Finish Groups • Decision Planner
<p>Overview and Scrutiny Committee (Budget meeting) – 21st November 2018</p> <ul style="list-style-type: none"> • Fifth Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed) • Scrutiny of the Priorities for 2019/20 and Initial Budget Position* • Progress of Task and Finish Groups • Decision Planner <p>*All Councillors are invited this meeting for the Scrutiny of the Priorities for 2019/20 and Initial Budget Position as part of the Member Development Programme.</p>
<p>Overview and Scrutiny Committee – 5th December 2018</p> <ul style="list-style-type: none"> • Sixth Evidence Gathering Session for Scrutiny Review – to include: (content to be agreed/confirmed) • Progress of Task and Finish Groups • Decision Planner
<p>Overview and Scrutiny Committee (Budget meeting) – 30th January 2019</p> <ul style="list-style-type: none"> • Seventh Evidence Gathering Session for Scrutiny – to include: (content to be agreed/confirmed) <p><i>Note: This meeting is the last meeting of the Overview and Scrutiny Committee before the Committee considers the draft report on 6th March 2019.</i></p> <ul style="list-style-type: none"> • Scrutiny of the Council Budget for 2019/20 – Update • Progress of Task and Finish Groups • Decision Planner
<p>Overview and Scrutiny Committee – 6th March 2019</p> <ul style="list-style-type: none"> • To approve the Scrutiny Review Report into the role of the Highway Authority in the Braintree District • To receive the Scrutiny Review Reports of Task and Finish Groups

Scrutiny Review for 2018/19

Terms of Reference¹

Title: Role of the Highway Authority in the Braintree District

“Operation of Essex County Council highway functions in terms of liaison with the District to reflect local priorities and to influence use of various budgets to focus on the District’s needs”.

The Scrutiny Review would explore the functions of the Highway Authority to give:

- a. A broad understanding of the functions and the role of the Highway Authority.
- b. An understanding of the relationship between the Highway Authority and the District Council.
- c. The functions of the Braintree District Highways Panel and how that fits in to the relationship between the Highway Authority and Braintree District Council.
- d. The management of highway functions including:
 1. Highway maintenance including Public Rights of Way
 2. Management and maintenance including cutting of grass verges
 3. NEPP

Lead Officer: Samir Pandya, Commercial and Business Support Manager
sampa@braintree.gov.uk

Time Scale: 11th April 2018 to 6th March 2019

Final report to be considered by the Overview and Scrutiny Committee on 6th March 2019. Report to be referred to Full Council on 25th March 2019. Cabinet to receive and respond to the report in the new Administration following the District Elections on 2nd May 2019.²

¹ Agreed by the Overview and Scrutiny Committee on 7th March 2018

² Agreed by the Overview and Scrutiny Committee on 7th March 2018