



CORPORATE POLICY DEVELOPMENT COMMITTEE AGENDA

Wednesday 26th July 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:

<http://www.braintree.gov.uk/youtube>

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 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

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

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

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

This meeting marks the Committee's first formal meeting and There are no minutes of previous meetings to approve.

4 Public Question Time

(See paragraph above)

5 Draft Work Programme for 2023/24

5 - 15

6 Decision Planner - 1st August 2023 to 31st October 2023

14 - 19

This item is for noting only.

7 Cabinet Responses to Scrutiny Reviews

Members are asked to note the responses of Cabinet at its meeting on [10th July 2023](#) to the recent Scrutiny Reviews into 'Litter Management across the Braintree District' and 'Markets and Associated Events.'

8 LGIU Scrutiny Training

Members of the Committee are asked to make a note of the proposed training dates:-

- Wednesday 13th September 2023 at 7.00pm - Introduction to Scrutiny
- Wednesday 25th October 2023 at 7.00pm - Questioning Skills

The training sessions will be held virtually - details to be confirmed.

Agenda Item: 5

Report Title: Draft Work Programme 2023/24	
Report to: Corporate Policy Development Committee	
Date: 26 th July 2023	For: Decision
Key Decision: No	Decision Planner Ref No: N/A
Report Presented by: Councillor George Courtauld, Chairman of the Corporate Policy Development Committee	
Enquiries to: Jessica Mann, Scrutiny Officer Jessica.mann@braintree.gov.uk	

1. Purpose of the Report

- 1.1 To provide an outline of the of the anticipated Work Programme of the Corporate Policy Development Committee (the Committee) for 2023/24.

2. Recommendations

- 2.1 To agree the Topics Suggestions and draft Work Programme as set out in Appendix A and B respectively.
- 2.2 To agree to delegate authority to the Chairman of the Committee to finalise the topics suggestions and draft Work Programme following the discussions of the Committee on 26 July 2023.

3. Summary of Issues

- 3.1 On 25th May 2023, Braintree District Council (the Council), at its Annual General Meeting agreed the establishment of the Committee, with its terms of reference set out within the Councils Constitution. This Committee forms one of the three Scrutiny Committees within the Council.
- 3.2 As part of its broader scrutiny function, the Committee is required 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. In doing so, the Committee can make suggestions on the development of policies and suggest new policies where appropriate.
- 3.3 It is important to note that 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.

- 3.4 On 21st June 2023, the Committee met on an informal basis to identify those policies that were currently in place within the Council and which may be subject of a future refresh, and those areas where they considered the Council may benefit from having a policy in place. In order to support Members during their deliberations, Dan Gascoyne, Chief Executive Officer of the Council, was in attendance alongside Governance Officers.
- 3.5 A total of 11 suggestions were subsequently made by Members during that meeting, as set out below:
- ‘Corporate Strategy 2024/28’
 - ‘Communication between the Council and residents’
 - ‘Anti-Social Behaviour across the District’
 - ‘Bullying in Schools’
 - ‘Engagement of younger generations in ‘Civic World’ and Elections’
 - ‘Climate Change policies’
 - ‘Colne Valley as part of the District’
 - ‘Braintree District Council’s progress in respect of Levelling Up, especially in Rural Areas’
 - ‘How proactive is the Council in respect of public transport?’
 - ‘Latest recycling targets for the Council’
 - ‘How can the Council help Tourist Centres thrive?’
- 3.6 Although a number of suggestions were made by Members of the Committee during the meeting, a topic area that received widespread support from both Members and Officers as the subject of a review was the Council’s emerging ‘Corporate Strategy 2024/28.’ Such a review would be beneficial to the organisation given the longer-term impact the document will have on policy development across the Council’s Services.
- 3.7 Following the meeting, the topics were circulated with a request that Committee Members provide further information as to the intended purpose, scope and outcome of each topic, should they be taken forward for review. This feedback is set out in Appendix A.
- 3.8 To support the Topic Suggestions, a draft Work Programme has been prepared, this is set out in Appendix B. This sets out scheduled meetings of the Committee and the proposed reviews to be undertaken during the course of this financial year. This is a living document, and will be updated, in consultation with the Chairman of the Committee, as topics are identified, and scope are defined.
- 3.9 In discussing the Draft Work Programme, Members of the Committee should be mindful of the potential scope, timescale, and resource implications for each topic. Any further suggestions from Members will then be incorporated within the Draft Work Programme before it is presented for the consideration of Cabinet ahead of its implementation.

6. Next Steps

- 6.1 The Committee will finalise its proposed works programme, which will be presented to Cabinet for consideration.

7. Financial Implications

7.1 There are no financial implications arising from this report.

8. Legal Implications

8.1 There are no legal implications arising from this report.

9. Equality and Diversity Implications

9.1 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; and
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

9.2 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).

9.3 The Equality Impact Assessment will be undertaken at the appropriate time for each review undertaken, as necessary.

10. List of Appendices

10.1 Appendix A - Topic Suggestions

10.3 Appendix B – Draft Work Programme

11. Background Papers

11.1 [Strategy and Policy Documents – Braintree District Council Website](#)

**Appendix A – Topic Suggestions
from Members**

<p align="center">Topic Suggestions</p>	<p align="center">Please explain <i>why</i> you think this topic should be reviewed e.g. What evidence is there? What is the intended outcome? What are the potential resource implications in reviewing the topic?</p>
<p>Corporate Strategy 2024-2028</p>	<p>The Committee were in agreement that the topic should be reviewed, as the Council’s Corporate Strategy will have a profound influence on policy development. It was added that it would be useful for the Committee to look at past Council strategies and how they were implemented, their effectiveness, and the Corporate Strategies of other District Councils.</p>
<p>Communication between the Council and Residents</p>	<p>In undertaking this topic, the Committee should explore how as well as what we communicate. Councillor Jefferis highlighted a recent issue that was raised at an Eastlight meeting, whereby there is an assumption that everyone has access to mobile phones and internet; however, even where they do, signal is not always stable and effective. As a potential topic for review, this issue could also be combined with other suggested topics such as ‘Levelling Up,’ ‘Public Transport’ and ‘Colne Valley.’ It should also be acknowledged that communication issues do not affect rural areas only.</p> <p>Councillor Courtauld added that District Councillors have complained in the past about the Council’s low profile and how little voters understand about the purpose of the District Council and the services it provides (i.e. what it can do, what it is currently trying to do, etc) until they require a specific service and sometimes find that it is not even within the District Council’s remit. Councillors themselves can also be unsure of the organisation’s powers and responsibilities. In terms of today’s voters, there appeared to be a lack of interest in the activities of the District Council, unless there was a direct impact on individuals, as indicated by the lower voter turnout experienced in recent years. Should the topic be taken forward, the Committee should review the Council’s own marketing and communication activities, and perhaps those of other District Councils, as well as the media tools through which this is done and identify successes/failures, the follow up accordingly.</p>

<p>Anti-Social Behaviour Across District</p>	<p>With regard to Anti-Social behaviour, Councillor Jefferis explained that this was raised by residents during the election campaign, and that further incidents had been reported to her within her own Ward. It was highlighted that it would be useful for Members to know who to approach when an issue such as this is reported to them. Mention was also made of a historic report from the Public Safety Policy Development Group, which was presented to Council in 2006, which focused on the "role and function of the elected Member when dealing with Anti-Social behaviour." Although out of date, the report could potentially be used to form the basis of a new or updated report which could in turn save on time and other resource implications.</p> <p>Councillor Courtauld would like to look at the most common types of anti-social behaviour in the District; what the specific responsibilities are and what can be done about it. It would also be useful to talk to Council officers who deal with this area of work.</p>
<p>Bullying in Schools</p>	<p>Councillor Jefferis stated that "Bullying in Schools" could form part of an "Anti-Social Behaviour" topic. Climate Change and Recycling could potentially be linked in with this, with tourist centres, town centre parking and public transport also having a possible link.</p>
<p>Engagement with younger generations on Elections/the 'civic world'</p>	<p>No further comments were received.</p>
<p>Climate Change Policies</p>	<p>Councillor Bond felt that there was a need for a District wide approach to incorporate both Parish and District level activities in a more 'joined up' way, rather than leaving it to Essex County Council or national Government.</p>
<p>Colne Valley as part of District</p>	<p>Councillor Bond explained that Colne Valley is a large geographical area of the Braintree District and is in the Climate Focus area for Essex County Council; as such, this was an additional reason to undertake joined up thinking and support in order to capitalise on the initiative.</p>
<p>The Council's progress with Levelling Up, esp. in Rural Areas</p>	<p>Living in a rural ward, Councillor Courtauld was interested in making sure the rural localities are not neglected and do not miss out on the facilities or resources afforded to towns. It would be good for the Committee to explore the practical definition of 'levelling up' and examples of how it is being put into practice, or is intended to be put into practice, and where and when this has occurred.</p>

<p>How proactive is the Council in respect of public transport?</p>	<p>Councillor Bond stated that it was essential that support was provided to help reduce traffic volumes so that the public can access public transport and that providers receive support in identifying new means of provision.</p>
<p>Increased Recycling Targets for the District Council</p>	<p>Councillor Thorogood would like the Committee to explore how the Council is aiming to increase its recycling targets from 50% or 70% in terms of helping to educate households on how to reduce black bin waste, increase clear sacks recycling, increase recycling of glass and plastics that are unable to be left in clear sacks (currently recycled at larger supermarkets), as well as tetra packs. Other areas to explore are how the Council can help to increase the amount of food waste that is collected and currently going into black bins, and to suggest improvements in this area, if any, that could be implemented.</p>
<p>How can the Council help Tourist Centres thrive?</p>	<p>No further comments were received.</p>

Appendix B – Draft Work Programme

CORPORATE POLICY DEVELOPMENT COMMITTEE – WORK PROGRAMME 2023/24

Chair: Councillor George Courtauld
Vice-Chair: Councillor Sindhu Rajeev

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.

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

Date of Meeting	Scheduled Item/s	Meeting Objective/s	Lead Officer / Cabinet Member Sponsor	Notes
26 th July 2023	<ul style="list-style-type: none"> • Draft Work Programme 2023/24 	To finalise the draft Work Programme of the Committee before it is submitted for the agreement of Cabinet on 25 th September 2023.	Jessica Mann, Scrutiny Officer	
Cabinet - 25th September 2023				
11 th October 2023	<ul style="list-style-type: none"> • Corporate Strategy 2024-2028 	To receive an update on the public consultation process and subsequent results.	Graham Butland, Leader of the Council	Coincides with planned Members' Evening in October (date TBC), where there will be a

				consultation with Members.
Cabinet - 27th November 2023				
13 th December 2023	<ul style="list-style-type: none"> • Corporate Strategy 2024-2028 	<p>To review the process that was followed for stakeholder engagement.</p> <p>To discuss/agree any draft recommendations for submission to Cabinet.</p>	TBC	
Cabinet - 18th December 2023				
NEW YEAR 2024				
Cabinet - 5th February 2024				
28 th February 2024	<ul style="list-style-type: none"> • Policy topic to be confirmed 	To be confirmed.	TBC	
Cabinet - 4th March 2023				
10 th April 2024	<ul style="list-style-type: none"> • Policy topic to be confirmed 	To be confirmed.	TBC	
ANNUAL GENERAL MEETING 22nd APRIL 2024				

ITEMS TO BE SCHEDULED				
ITEM	PROPOSED DATE	MEETING OBJECTIVES	LEAD OFFICER / CABINET SPONSOR	NOTES
<ul style="list-style-type: none"> • Policy topic to be confirmed. 	<ul style="list-style-type: none"> • TBC 	To be confirmed.	TBC	



**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st August 2023 – 31st October 2023
As of 3rd July 2023 – published 3rd July 2023**

This Decision Planner shows the decisions that Braintree District Council expects to take in the next THREE months.

Braintree District Council are only required to publish Key Decisions to be taken in accordance Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 but have included other types of decision that may be made as the Council is committed to being open and transparent about the business it conducts. The Decision Planner also gives Notices pursuant to Regulation 5 where a decision may be taken in private.

The decisions are listed in date order and relates to decisions expected to be taken by Council, Cabinet, Cabinet Members and Committees. It is important to note that the Planner is continually updated so there may be changes made between publication dates. Further information about these decisions can be found in the Agenda for the meeting or by contacting Governance and Members Team at governance@braintree.gov.uk

Key Decisions:

A key decision is a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the Cabinet and which is likely to either:-

1. Result in the Council incurring **expenditure** or making a **saving** which are in excess of £150,000 (Financial Test) or
2. To be significant in its effect on Communities living or working in an area comprising of **two or more Wards** (Communities Test)

Key decisions are open to scrutiny by other Members of the Council using a process known as “call-in”. The rules for “call-in” can be found in the Council’s Constitution which is published on braintree.gov.uk

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/27	Home Upgrade Grant 2 Funding for Domestic Properties in Off Gas Areas	*			Cabinet	25th September 2023		Cllr L Bowers-Flint	Josie Falco / Mark Wilson	No
DP/2023/24	Out of Area Accommodation Policy – to decide regarding the placement of households out of District into either temporary accommodation or to discharge a homelessness duty	*			Cabinet	25th September 2023		Cllr L Bowers-Flint	Donna Goodchild	No
DP/2023/25	To award the contract for the design and build of three skate parks in our District	*			Cabinet	25th September 2023	Tender documents	Cllr T Cunningham	Jenny Beck	No
DP/2023/26	Award Contract for Vehicle Replacements (2023/24)	*			Cabinet	25th September 2023		Cllr T Cunningham	Samir Pandya	No

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/32	First Quarter Performance Report 2023/24 – to inform Cabinet on the performance of the Council			*	Cabinet	25th September 2023	First Quarter Performance Management Report 2023/24	Cllr K Bowers	Tracey Headford	No
DP/2023/21	To recommend that an option for access rights is granted to the developers of land adjoining Horizon 120			*	Cabinet	25th September 2023		Cllr K Bowers	Dominic Collins	Yes
DP/2023/35	Approval of NEEB Economic Strategy	*			Cabinet	25th September 2023	NEEB Strategy and Delivery Plan, Narrative	Cllr F Ricci	Penny Calder	No
DP/2023/34	Corporate Policy Committee programme of works			*	Cabinet	25th September 2023		Cllr G Butland	Kim Mayo	No

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/36	Medium-Term Financial Strategy 2023/24 to 2026/27 – To agree the budget process for 2024/25 and receive an initial update on the Medium-Term Financial Strategy			*	Cabinet	25th September 2023		Cllr K Bowers	Phil Myers	No

DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS

Title and Description of Decision	Cabinet Member	Corporate Priority/Vision/Outcome	Proposed date of decision	Consultation and Background papers	Contact Officer

**NOTICE OF INTENTION TO HOLD A MEETING IN PRIVATE:
NOTICE UNDER REGULATION 5(2)**

Braintree District Council is required to give 28 clear days' notice of its intention to hold a meeting of an executive decision making body in private. Notice is given that it intends to hold the following Cabinet meeting or part of that meeting in private:

ITEM	DATE OF MEETING (at least 28 clear days after the start of the Notice period)	DATE NOTICE PUBLISHED	REASONS FOR THE MEETING TO BE HELD IN PRIVATE
<p>To recommend that an option for access rights is granted to the developers of land adjoining Horizon 120</p> <p>(DP/2023/21)</p>	<p>Cabinet – 25th September 2023</p>	<p>2nd June 2023</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>

If a member of the public wishes to make representations about why this meeting(s) should be held in public they should be sent no later than 5 working days before the meeting addressed to: Kim Mayo, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - kim.mayo@braintree.gov.uk or governance@braintree.gov.uk