

Council AGENDA

Monday, 24th July 2017 at 07:15 PM

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

THIS MEETING IS OPEN TO THE PUBLIC
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Members of the Council are requested to attend this meeting to transact the business set out in the Agenda.

Membership:-

Councillor J Abbott	Councillor J Goodman	Councillor Mrs J Pell
Councillor Mrs J Allen	Councillor A Hensman	Councillor R Ramage
Councillor M Banthorpe	Councillor P Horner	Councillor F Ricci
Councillor P Barlow	Councillor D Hufton-Rees	Councillor B Rose
Councillor J Baugh	Councillor D Hume	Councillor Miss V Santomauro
Councillor Mrs J Beavis	Councillor H Johnson	Councillor Mrs W Scattergood
Councillor D Bebb	Councillor Mrs A Kilmartin	Councillor Mrs W Schmitt
Councillor K Bowers	Councillor S Kirby	Councillor P Schwier
Councillor Mrs L Bowers-Flint	Councillor G Maclure	Councillor C Siddall
Councillor G Butland	Councillor D Mann	Councillor Mrs G Spray
Councillor S Canning	Councillor J McKee	Councillor P Tattersley
Councillor J Cunningham	Councillor R Mitchell	Councillor Miss M Thorogood
Councillor Mrs M Cunningham	Councillor Mrs J Money	Councillor R van Dulken
Councillor T Cunningham	Councillor Lady Newton	Councillor Mrs L Walters
Councillor M Dunn	Councillor J O'Reilly-Cicconi	Councillor Mrs S Wilson
Councillor J Elliott	Councillor Mrs I Parker	
Councillor Mrs D Garrod	Councillor Mrs S Paul	

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
Acting 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.

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- 1 Apologies for Absence**
- 2 To receive any announcements/statements from the Chairman and/or Leader of the Council.**
- 3 Declarations of Interest**

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest 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.
- 4 Public Question Time**

(See paragraph above)
- 5 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of Full Council held on 5th June 2017 (copy previously circulated).
- 6 Presentation of the Local Council Award Scheme**

To host a presentation from Councillor Peter Davey, Chairman of the Essex County accreditation Panel of the Local Council Award Scheme to Great Bardfield Parish Council.
- 7 Presentations to Council**
 - Councillor Mrs Beavis to present the Member Development Charter Plus Award.
 - Councillor McKee to present the MJ Award Highly Commended for Innovation in Finance.
 - Councillor McKee to present the Customer Service Excellence Award.
- 8 Recommendations from Overview and Scrutiny Committee, 12th July 2017 – Task and Finish Group Scrutiny Review into Obesity in the Braintree District** **6 - 14**
- 9 Community Governance Review** **15 - 26**

10	Recommendations from Cabinet, 10th July 2017 – Treasury Management Annual Report and update 2016-17	27 - 45
11	Recommendations from Cabinet, 10th July 2017 – Proposed Purchase of the Head-leasehold Interest in the Silver End Doctors' Surgery PUBLIC	46 - 58
12	Reports from the Leader and Cabinet Members To receive the following reports from each Portfolio Holder. Oral Questions to the Cabinet: Members are reminded that following the presentation of each Cabinet Member's report, Members may put questions to the Cabinet Member on matters relating to their portfolio, the powers and duties of the Council or the District. Questions are not restricted to the contents of the Cabinet Member's report. Where a verbal response cannot be given, a written response will be issued to all Members. (Council Procedure Rules 29.1 to 29.4 apply). A period of up to 1 hour is allowed for this item.	
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14 Exclusion of Public and Press: - To give consideration to adopting the following Resolution: -

That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12(A) of the Act.

PRIVATE SESSION

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15 Recommendations from Cabinet, 10th July 2017 – Proposed Purchase of the Head-leasehold Interest in the Silver End Doctors' Surgery PRIVATE

Recommendations from Overview and Scrutiny Committee, 12th July 2017	Agenda No: 8
Task and Finish Group Scrutiny Review into Obesity in the Braintree District	
Background Papers: <u>Report and Minutes of Overview and Scrutiny Committee 12th July 2017</u>	Public Report
Minute Extract:	
OVERVIEW AND SCRUTINY COMMITTEE – 12TH JULY 2017	
5 <u>RECOMMENDATIONS FROM THE TASK AND FINISH GROUP - SCRUTINY REVIEW INTO OBESITY IN THE BRAINTREE DISTRICT</u>	
<p>INFORMATION: Further to the Overview and Scrutiny Committee's review in to Health in the Braintree District. A Task and Finish Group was set up on behalf of the committee to undertake a specific scrutiny review into obesity in the Braintree District.</p> <p>Following a meeting with Adrian Coggins, Head of Public Health and Wellbeing Commissioning, Essex County Council, the Task and Finish Group decided to focus their review on childhood obesity. The Group took part in a number of evidence gathering sessions where they were joined by representatives from Essex County Council, Braintree District Council, Slimming World and Fusion.</p> <p>A number of recommendations had been formulated, following the consideration of the evidence gathered by the Task and Finish Group from the various specialist invited speakers who gave their perspective on the local obesity issue.</p> <p>Members were advised that following the Task and Finish Group's Scrutiny Review in to Obesity some of the recommendations put forward by the Group were already being implemented.</p> <p>Members agreed to include an additional recommendation for consideration by Council and response from Cabinet in respect of the contents of vending machines in the Council Offices with a view to include healthier options for staff.</p>	

DECISION: That the Overview and Scrutiny Committee approved the report and recommendations put forward by the Task and Finish Group, including the additional recommendations put forward by the Committee, and that the recommendations are then reported to Full Council for referral to Cabinet.

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

Recommended Decision: To refer the Task and Finish Group Scrutiny Review into Obesity in the Braintree District to Cabinet for consideration and response.

NOTE: The attached report has been updated to reflect the comments of the Overview and Scrutiny Committee.

Recommendations from the Task and Finish Group - Scrutiny Review into Obesity in the Braintree District		Agenda No:
Portfolio	Overall Corporate Strategy and Direction	
Corporate Outcome:	Health and Communities	
Report presented by:	Residents live well in healthy and resilient communities where residents feel supported.	
Report prepared by:	Cllr Mrs S Wilson Chair of the Task and Finish Group.	
		Lee Crabb Head of Environmental Services
Background Papers:		Public Report
<p>Reports and Minutes of the Task and Finish Group - Scrutiny Review into Obesity in the Braintree District of:</p> <p>26th October 2016</p> <p>8th December 2016</p> <p>7th February 2017</p> <p>1st March 2017</p>		Key Decision: No
Executive Summary:		
<p>Further to the Overview and Scrutiny Committee's review in to Health in the Braintree District. A Task and Finish Group were set up on behalf of the committee to undertake a specific scrutiny review into obesity in the Braintree District.</p> <p>A set of recommendations have been formulated, following the consideration of the evidence gathered by the Task and Finish Group from various specialist invited speakers to give their perspective on the local obesity issue.</p> <p>Members are asked to consider the Task and Finish Groups report and the recommendations to Council contained therein.</p>		
Recommended Decision:		
<p>Overview and Scrutiny committee approves the recommendations put forward by the Task and Finish Group and the recommendations are then put forward to full Council for consideration.</p>		
Purpose of Decision:		
<p>To enable the Committees' report to be referred to Council and Cabinet in accordance with the Procedure Rules for Scrutiny.</p>		

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

Financial:	The Council as part of the £28 million District Investment Strategy has made a pledge to improve health facilities in the district. In addition significant sums are being created through grant applications and public health funding etc. to improve our residents health through direct interventions and increasing the level of health awareness.
Legal:	No significant impact
Safeguarding:	No significant impact
Equalities/Diversity:	All the recommendations will act to reduce health inequalities where they exist in the district.
Customer Impact:	The actions taken by key partners in response to the recommendations will only serve to improve the Health & Wellbeing of the residents in the Braintree District.
Environment and Climate Change:	No significant impact
Consultation/Community Engagement:	The recommendations contained in this report have been prepared in full consultation with the contributing presenters.
Risks:	No significant risks have been identified
Officer Contact:	Lee Crabb
Designation:	Head of Environment & Leisure
Ext. No:	2227
E-mail:	lee.crabb@braintree.gov.uk

1. BACKGROUND

“The UK's growing obesity crisis means that by 2030:

74% of men in UK will be overweight

64% of women in UK will be overweight

36% of men and 33% of women are predicted to be obese.

One in Five children who start infant school are overweight or obese by the time they start senior school the figure jumps to 1 in 3.”

Source: Public Health England

In light of the following statistics the Overview & Scrutiny Committee decided to set up a Task and Finish group to look at the obesity issue in the Braintree district.

2. TERMS OF REFERENCE

At its meeting on 8th December the Task and Finish Group Members agreed the following terms of reference following the background session provided by ECC Public health;

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.
3. Review our own and partners current interventions to tackle obesity.
4. Identify any gaps in the current interventions.

It was also agreed that the group would concentrate its review on the effect obesity has on younger people.

3. ACKNOWLEDGMENTS

The Task and Finish Group 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:-

Adrian Coggins -	Head of Public Health and Wellbeing Commissioning, Essex County Council
Dr Laura Taylor Green –	Public Health Consultant, Essex County Council
John Krischock –	Health & Wellbeing Programme Manager, Braintree District Council.
Marie Hyslop -	Slimming World
Jason Walmsley -	County School Meals Advisor, Education and Lifelong Learning, Essex County Council

Carol Partington - Commissioning Delivery Manager, Healthy Schools, Essex County Council

Brian Shaw - Strategic Lead Education and Skill, Physical Activity in Schools

Clare Popperwell – Fusion's Sports and Community Development Manager

4. EVIDENCE GATHERING

The Task and Finish Group held four evidence gathering sessions during its meetings of the 26th October 2016, 8th December 2016, 7th February 2017 and 1st March 2017.

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

Session 1 – Overview of Obesity

Adrian Coggins - Head of Public Health and Wellbeing Commissioning, Essex County Council

This meeting was the first evidence gathering session of the work programme and Mr Coggins provided an overview of obesity in the County and then more detailed facts that related to the Braintree District. This provided members with an insight as to where to steer their review.

Session 2 – Livewell Child Project / Commercial view point of Obesity

Dr Laura Taylor Green - Public Health Consultant, Essex County Council
John Krischock – Health & Wellbeing Programme Manager.

Members received a presentation on the Livewell Child the childhood obesity project they were about to undertake in selected schools in the District.

Marie Hyslop - Slimming World

Marie Hyslop a Slimming World Representative, who had kindly agreed to present information and to answer Members' questions on how a commercial company tackle the raising obesity issue in young people.

Session 3 – How schools try to control Obesity

Jason Walmsley - County School Meals Advisor, Education and Lifelong Learning, Essex County Council

Provided members with information on how the County school meals service operates and how it aims to tackle childhood obesity.

Carol Partington - Commissioning Delivery Manager, Healthy Schools, Essex County Council

Provided an insight in to the County Council's Healthy schools initiative and how

it helped schools improve the health of their pupils.

Brian Shaw - Strategic Lead Education and Skill, Physical Activity in Schools.

Provided members with information about the Active Essex role in education and specific details about the daily mile initiative being introduced in local primary schools throughout Essex.

Session 4 – Fusion Lifestyles approach to Obesity and an Overview in to ECC review in to obesity.

Clare Popperwell – Fusion’s Sports and Community Development Manager

Adrian Coggins - Head of Public Health and Wellbeing Commissioning, Essex County Council

5. RECOMMENDATIONS

Further to the scrutiny review, the Task and Finish Group looking in to obesity issues in the Braintree District make the following recommendations to Council. The recommendations have been formulated further to the consideration of the evidence gathered by the Group:

Ref	Recommendations
1.	The Council must focus its emerging physical activity strategy (Bewell Strategy) on encouraging those 23.8% of inactive residents (4 th worst in Essex) to be more active. Focussing on non-competitive, more informal activities, taking place in familiar community locations around the district.
2.	The Council needs to continue to use more innovative means of educating residents of the benefits of a healthy lifestyle and making residents aware of the facilities and events that are available and how to access them.
3.	Local ward Members should be encouraged at every opportunity to promote the Livewell child project to engender more local support to tackle childhood obesity and also where necessary promote the take up of the daily mile in primary schools in their ward.
4.	Encourage ECC to further invest in the “Tuck In project” as it is important to concentrate our resources on our take away establishments to reduce portion sizes, fat and salt content.
5.	Lobby Essex County Council to make it a standard obligation for all schools to accurately report actual take up figures in respect of free school meals, rather than estimating the figure. This will avoid the current practice of wasteful overpayments being made.
6.	Lobby Essex County Council to introduce a “healthy packed lunch policy” for all schools, to regulate a healthy daily diet amongst the majority of school children who have a home produced packed lunch.
7.	Ensure that the key features of the Council developing bewell strategy

	include making sure children and young people are provided every opportunity to enjoy the benefits of sport and physical activity, and that there is better access to rural activities and facilities for residents living in our rural communities.
8.	Explore the possibility with Fusion Lifestyle of: <ul style="list-style-type: none"> (1) Offering free access to our leisure facilities for people on a limited income. (2) Consider subsidising the cost to a parent who accompanies a child taking part in a free swimming session. (3) Offering more choice for residents who are referred in to the exercise referral programme. (4) To consider offering more fun sessions for children in our leisure centres.
9.	Ask officers to work with local health organisations (CCG) to better signpost access to health services in the District and County.
10.	When developing the Council's Open Spaces Action Plan more emphasis should be given to developing facilities for older children such as multi use games areas.
11.	To encourage more residents to take up walking the Council should do more to promote the Essex County Council's P3 footpath adoptions scheme amongst our parish councils.
12.	Officers should concentrate some of their efforts to encourage members to adopt a healthier lifestyle.
13.	After seeing the benefits of BDC staff being more active, efforts should be made to encourage more local businesses to sign up to the "Work Place Challenge".
14.	Promote the staff Livewell Fitness scheme to encourage BDC Staff to take up the discounted membership offer and adopt more active lifestyles.
15.	Officers review the contents of vending machines in the Council Offices with a view to include healthier options for staff and to comply with the Governments Childhood Obesity strategy.

6. OTHER MATTERS RAISED DURING THE EVIDENCE GATHERING

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?"

Many thanks for involving us with the Task and Finish Group. From an ECC perspective, ongoing collaborative working around integrating PH into planning policy with BDC would be beneficial.

I know that we have begun this work and am pleased with the progress we are making together. It would be fantastic if we could continue to build on these foundations.

Dr Laura Taylor Green - Public Health Consultant, Essex County Council

7. RECORDS OF EVIDENCE GATHERING SESSIONS

The evidence gathering sessions were held on:

26th October 2016

8th December 2016

7th February 2017

1st March 2017

8. REFERENCE MATERIALS

All reference material appertaining to this review is available on the member's portal.

Community Governance Review		Agenda No: 9
Portfolio	Overall Corporate Strategy and Direction	
	Corporate Services and Asset Management	
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:	Councillor Wendy Schmitt, Chairman Community Governance Review Committee	
Report prepared by:	Ian Hun Head of Governance	
Background Papers:		Public Report
Local Government and Public Involvement and Health Act 2007		Key Decision: No
Statutory guidance provided by the Department for Communities and Local Government (March 2010).		
Executive Summary:		
<p>The Council at the Annual General Meeting on the 24th April 2017 established a Community Governance Review Committee to have oversight and management of a Community Governance Review.</p> <p>Department for Communities and Local Government (DCLG) guidance suggests that Principal Authorities conduct Community Governance Review (CGR) every 10 to 15 years, with a view to reviewing the arrangements for local community governance and to ensure that this remains appropriate and functional. Whilst no formal District wide reviews have been commissioned in the past 30 years a number of smaller issue based reviews have been commissioned. These reviews enhanced the established governance of the District at a Parish level and therefore no formal process of review has been considered necessary, however in preparation for the Town and Parish elections in 2019 a review is considered timely.</p> <p>The District is going through a period of significant growth, which will be shaped by the new District Local Plan once adopted this also gives grounds for considering the nature of community governance in response to projected changes.</p> <p>This report sets forward the terms of reference for the review, initial proposals for change, the consultation strategy and timetable. These proposals were considered by the Community Governance Review Committee at its meeting of the 12th July and recommended to Full Council.</p>		

Recommended Decision:	
1. For Members to adopt the terms of reference for the review and to instigate the review processes highlighted in the report.	
Purpose of Decision:	
To support the continued development of the project for the forthcoming community governance review.	

Any Corporate implications in relation to the following should be explained in detail.	
Financial:	There is no specific budgetary provision for this review, however given that consultation will, in the main be limited to direct mailing to smaller communities no additional budgetary allocation will be sought at this stage and it can be managed within existing budgets.
Legal:	Review to be conducting in line with Local Government and Public Involvement and Health Act 2007 and statutory guidance provided by the Department for Communities and Local Government.
Safeguarding:	None directly arising from the structure of town and parish councils across the district.
Equalities/Diversity:	Legislation requires each Polling District has a dedicated polling place. Any review therefore must ensure that adequate Polling arrangements can be provided.
Customer Impact:	To be considered as part of the review.
Environment and Climate Change:	None directly arising from the structure of town and parish councils across the district.
Consultation/Community Engagement:	The consultation will ensure that all stakeholders have appropriate access.
Risks:	Risks will be managed in accordance with the project plan.
Officer Contact:	Steve Daynes
Designation:	Democracy Manager
Ext. No:	2751
E-mail:	steve.daynes@braintree.gov.uk

Background

1. Context

- 1.1 A community Governance review looks at the structural arrangements for community governance at the Town and Parish level across the District. It looks at the arrangements from the perspective of the areas served and appointments of Councillors. It does not look at the decision making within the Councils or the performance of either Councillors or Councils themselves.
- 1.2 The structure of Community Governance (mostly parish and town councils) across the District was established in 1974, and last comprehensively reviewed in 1983 and has broadly continued to reflect the needs of the various communities.
- 1.3 This resilience in the overall structure of Governance has therefore provided a stable base and as a consequence despite the considerable growth within the District over the past 30 years there has been little appetite for wholesale changes to the established base model. A number of smaller reviews have been undertaken:
 - **Great Notley** – A new Parish Council of 8 councillors was formed in 1998 to serve the development of the village at that time.
 - **Holy Trinity North** - In 2010 there was a review this area of Halstead to more accurately reflect the built environment, adjusting wards.
 - **Halstead and Witham Town Councils** – Both Town Council areas were re defined as a result of consequential changes recommended by the Boundary Commission in their review of District ward boundaries in 2014.
- 1.4 The statutory guidance recommends that there is comprehensive review of arrangements every 10-15 years, although there are rights for communities to trigger reviews this is not required for a Council to trigger its own review.
- 1.5 The review will enable a consideration of changes in relation to the communities across the district and potential changes which may come forward as a result of the development of the Local Plan.

2 What can be looked at?

- 2.1 Under a Community Governance Review the Council has the power to consider the most effective arrangements for community governance, this can include:
 - the creation of a parish
 - changing the name of a parish
 - the establishment of a separate parish council for an existing parish
 - the alteration of boundaries of existing parishes
 - the abolition of a parish
 - the dissolution of a parish council
 - changes to the electoral arrangements of a parish council
 - whether a parish should be grouped under a common parish council or de-grouped

- 2.2 When considering proposals the Council has to have regard to ensuring that the needs for the relevant community are considered, particularly in relation to ensuring a strong, inclusive community and voluntary sector:
- a sense of civic values, responsibility and pride
 - a sense of place – a place with a ‘positive’ feeling for people and local distinctiveness
 - reflective of the identities and interests of the community in that area are effective and convenient
 - the impact of community governance arrangements on community cohesion
 - the size, population and boundaries of a local community or parish
 - people from different backgrounds having similar life opportunities
 - people knowing their rights and responsibilities
- 2.3 The Council in formulating proposals must give the community (which will include the existing town and parish councils as well as the public directly) the opportunity to influence the proposals and to be considered in the decision making.
- 2.4 In undertaking a review the Council has to ensure that it complies with the requirements of the Local Government and Public Involvement and Health Act 2007, which sets out detailed requirements as to the stages and timescale of the review. This does limit the scope of the review in that it cannot look at District Boundaries (and is confined to the boundaries of the Council) as well as the boundaries of County Divisions or Parliamentary Constituencies.

3 **Decision making and Outline Review Timetable**

- 3.1 Council appointed Members to a Community Governance Review Committee at the Annual General Meeting of Council on the 24th April 2017. This group has met to consider the terms of reference and recommend these to Council. It will take a key role in assessing the responses to consultation processes and making recommendations to Council during the review process.
- 3.2 In developing the terms of reference all Parish and Town Councils were invited to participate in an informal survey to highlight issues for inclusion in the review process.
- 3.3 The proposed timetable for the review is summarised below:

When	What	By Who
27 July 2017	Adoption of Initial Terms of Reference	Council
1 August 2017 To 30 September 2017	Initial Public Consultation	Project team
Autumn 2017	Consider initial responses	CGR Committee
11 December 2017	Publish Draft Recommendations	Council
1 January 2018 To	Public Consultation on	Project team

28 February 2018	Draft Recommendations	
4 June 2018	Publish Final recommendations	Council
23 July 2018	Council Resolution to adopt	Council

4 Initial Proposals summary

- 4.1 The range of options available to the Council is, on the face of it extensive on the one hand Council could decide to make no changes and preserve the status quo through to the complete “blank canvass” approach.
- 4.2 Given that the framework of Governance is embedded across the District, it is anticipated that wholesale changes would be disproportionate; therefore an initial approach based on adjustments to meet need has been adopted. .
- 4.3 Following consultation with Parish and Town Councils seven detailed amendments have been proposed as set out in section 7.4 of the Terms of Reference. In addition 4 large development sites have been identified as requiring consideration also as identified in the terms of reference.

5 Communications

- 5.1 Consultation is an essential part of the Review process; which is open to all residents of the district and relevant stakeholders.
- 5.2 Residents across the whole district will of course be given opportunity to feed into the process via links through the Council’s website, Social Media links as well as the more traditional Press release and published media. Those residents who would have a change of Parish or Town Council or be included in a Parish for the first time will receive direct household consultation documents.
- 5.3 In addition to the electorate, there are a number of stakeholders who will receive direct communication:
 - District Ward Councillors
 - Essex County Councillors
 - Members of Parliament
 - Local Political Parties
 - Essex County Council
 - Parish Councils
 - Braintree Association of Local Councils
 - Essex Association of Local Councils
 - Emergency organisations
- 5.4 It is important that, throughout the review process, actions and views of the wider community are recorded and considered, to this end it is proposed that an interactive web site be utilised to collate and record all representations.

Community Governance Review for the Braintree District Council administrative area

Terms of Reference

1. Introduction

- 1.1 Braintree District Council is carrying out a Whole District Community Governance Review in accordance with Part 4, Chapter 3 of The Local Government and Public Involvement Act 2007.
- 1.2 The Council is required to have regard for the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered in drawing up these terms of reference.

2. Reason for Review

- 2.1 The structure of governance across the District was established in 1974 and comprehensively reviewed in 1983. Since then there have been some isolated reviews to address specific issues and new community developments. There has not been any community driven demand for a review and as such the Council has maintained an overview of District governance.
- 2.2 The Local plan when adopted will however signal a significant period of development across the District and a full review is now considered appropriate to facilitate a system of Governance which can provide a sustainable base for the future.

3. Scope

- 3.1 A review of Community Governance is a process used to consider whether the existing Town and Parish structure can be sustained or whether these should be amended. Following consultation, there are a number of options open to the Council and these include:
 - i. No change to the existing arrangements
 - ii. That the number of Parish Councillors be increased or decreased for a specific Parish
 - iii. That the existing Town/Parish Council be abolished
 - iv. That the Town/Parish boundaries be changed
 - v. That warding arrangements be reviewed, abolished or introduced
 - vi. To change the names of Parishes or Parish wards.

4. Responsibility

- 4.1 The Council are keen to create an environment of openness and transparency and to this end has established a cross party review group. The group will report to Council with all decisions taken being clearly documented, published and communicated so that stakeholders remain informed.

- 4.2 Ultimately, Braintree District Council is responsible for conducting the review. Any final decisions as a result of this review will therefore be taken by the Full Council.

5. Area of Review

- 5.1 The review area will be defined by the Braintree District administrative boundary as defined by the Local Government Boundary Commission for England, Principal Area Review July 2014. As its base, the review will use the data outlined at **Appendix 1**.

6. Consultation

- 6.1 The Review Group will consult with and take the views of the community. We are required by the Act to consult with Local Government electors for the area under review and any other person, group, organisation or body who have an interest and to take their representation into account.
- 6.2 To support the consultation process, we will actively contact, where appropriate, the following inviting them to offer their views at each stage of the consultation:
- District Ward Councillors
 - Essex County Councillors
 - Members of Parliament
 - Local Political Parties
 - Essex County Council
 - Parish Councils
 - Braintree Association of Local Councils
 - Essex Association of Local Councils
 - Emergency organisations
- 6.3 The Review Group also welcomes the views and comments or representations from any other group or individual.

7. Basis

- 7.1 Given that there has not been any significant demand for widespread changes, the Review group will, as its starting point, take the established Governance arrangements for the District. It will consider and reflect any issues which are raised as a result of the initial Local Plan proposals and develop sustainable governance proposals for inclusion in the Initial Consultation document.
- 7.2 To launch the Community Governance Review the Review Group will publish an initial Consultation paper setting out the vision for Governance across the District and invite views and representations which will receive consideration.
- 7.3 The following table details specific issues which have been brought to the Council's attention by Parish Councils they wish to be considered as part of this CGR.
- 7.4 In addition there are a number of significant development sites within the Braintree District Local Plan and the Council invites comments in this regard.

Location	Parish Impact	Range of specific Consultation
Great Saling /Barfield Saling	Great Saling Parish Council requests: 1.To extend the Parish Boundary of Great Saling to include the unparished area of Bardfield Saling 2. Increase Council size from 5 to 6 3. Rename “The Salings P.C”	Bardfield Saling – Direct postal contact with all households in Great Saling - Formal consultation with Great Saling Parish Council
Coggeshall	Coggeshall Parish Council requests 1. to merge existing North and East wards and rename (7 Councillors) 2. to merge South and West Wards and rename (6 Councillors) 3. To increase representation to the new South/West ward by 1 additional Councillor	Formal consultation with Coggeshall Parish Council
Kelvedon	Kelvedon Parish Council requests that due to the impending development an increase in representation by 1 Councillor be supported	Formal consultation with Kelvedon Parish Council
Panfield	Panfield Parish Council requests an extension of the Parish Boundary to include an undeveloped rural area known as Panfield Wood	Consultation with both Rayne and Panfield Parish Councils as no households are identified within the area.
Rivenhall	Rivenhall Parish Council suggests that the Eastway Industrial Estate with the proposed extension under the Local Plan be part of Witham rather than Rivenhall Parish	Formal consultation with Rivenhall Parish Council and Witham Town Council
Witham	Witham Town Council requests to Rename: a)Witham (West ward) to Witham (Spa) b)Witham (North ward) to Witham (Rickstones) c)Witham (South ward) to Witham (Maltings)	Formal Consultation with Witham Town Council as no electoral representational issues identified
Great Notley	Great Notley Parish Council requests an extension of their Northern boundary to include the currently unparished area of Braintree bounded by Queenborough Lane, the B1256 (by-pass)/ A120 and London Road.	UnParished Braintree area – Direct postal contact to all households Formal consultation with Great Notley Parish Council

No other issues have been identified from initial Parish surveys however the review is open to comments on any boundary or governance representation which Parishes, Groups or Individuals may wish to identify. Therefore there are no other proposed changes.		
Development site - Forest Road Witham /Rivenhall	Propose that the boundary of Witham Town Council be extended to include this area.	Formal consultation with Rivenhall Parish Council and Witham Town Council
Development site – Oak Road Halstead	Propose that the boundary of Halstead Town Council be extended to include this area.	Formal consultation with Grinstead Green and Halstead Rural Parish Council and Halstead Town Council
Development site – South Witham, Hatfield Peverel	Propose that the boundary of Witham Town Council be extended to include this area.	Formal consultation with Hatfield Peverel Parish Council and Witham Town Council
Development site East of London Road, Braintree	That the current review makes no change to the governance arrangements with the site with it to remain part of the Black Notley Parish. However that a future review should be undertaken once development has commenced with a view to considering whether that community should have its own parish council at that point or either remain in Black Notley Parish or be merged with Great Notley.	Formal Consultation with Black Notley Parish Council and Great Notley Parish Council

- 7.5 The following elements of the review would require the Consent of the Local Government Boundary Commission of England prior to adoption as they relate to protected arrangements following the implementation of the Braintree (Electoral Changes) Order 2014/3335:
- The renaming of wards within Witham
 - Development site - Forest Road Witham /Rivenhall
 - Development site – Oak Road Halstead
 - Development site – South Witham, Hatfield Peverel
- 7.6 At the conclusion of the Initial consultation the Council will publish Draft proposals for consultation before publication of the Final proposals for approval by the Council.

8. Timetable

Action	Decision by	
Approval of Terms of Reference	July 2017	Council 24/7/2017
Publish Terms of Reference	July 2017	
Initial Public consultation	1 August 2017 to 30 September 2017	
Draft Proposals	1 December 2017	Council 11/12/2017
Draft Proposal consultation	1 January 2018 to 28 February 2018	
Prepare final proposals		Council 4/6/2018
Council Approval	23 July 2018	Council 23/7/2018
Prepare and submit Community Governance Order		

Appendix 1

Parish	Electorate at 1 January 2017	Councillors	Elector/ Councillor Ratio
Alphamstone	170	3	57
Ashen	276	5	55
Bardfield Saling	149	Parish Meeting	
Belchamp Otten	146	4	37
Belchamp St Paul	304	7	43
Belchamp Walter	182	7	26
Birdbrook	336	7	48
Black Notley	1,750	9	194
Borley	82	Parish Meeting	
Bradwell	418	7	60
Bulmer	546	7	78
Bures Hamlet	622	7	89
Castle Hedingham	966	9	107
Coggeshall (East Ward)	833	3	278
Coggeshall (North Ward)	1,066	4	267
Coggeshall (South Ward)	610	2	305
Coggeshall (West Ward)	1,135	4	284
Colne Engaine	816	7	117
Cressing	1,405	9	156
Earls Colne	2,868	11	261
Fairstead	171	3	57
Faulkbourne	80	2	40
Feering (North Ward)	362	1	362
Feering (South Ward)	1,264	8	158
Finchingfield (Cornish Hall End Ward)	236	3	79
Finchingfield (Finchingfield Ward)	963	6	161
Foxearth	229	5	46
Gestingthorpe	333	7	48
Gosfield	1,200	9	133
Great Bardfield	1,029	7	147
Great Henny	117	3	39
Great Maplestead	284	7	41
Great Notley	4,648	8	581
Great Saling	266	5	53
Great Yeldham	1,374	9	153
Greenstead Green & Halstead Rural (West Ward)	230	3	77

Greenstead Green & Halstead Rural (Greenstead Green Ward)	310	4	78
Halstead - Holy Trinity (North)	2,617	3	872
Halstead - Holy Trinity (South)	2,121	3	707
Halstead - St Andrews (North)	2,442	3	814
Halstead - St Andrews (South)	1,973	3	658
Hatfield Peverel	3,442	13	265
Helions Bumpstead	363	7	52
Kelvedon	2,702	11	246
Lamarsh	147	3	49
Liston	43	1	43
Little Henny	32	1	32
Little Maplestead	206	5	41
Little Yeldham	290	6	48
Middleton	106	3	35
Ovington	45	2	23
Panfield	712	7	102
Pebmarsh	448	5	90
Pentlow	190	5	38
Rayne	1,824	11	166
Ridgewell	433	7	62
Rivenhall	598	7	85
Shalford	650	7	93
Sible Hedingham	3,374	13	260
Silver End	2,760	13	212
Stambourne	330	7	47
Steeple Bumpstead	1,267	9	141
Stisted	520	7	74
Sturmer	407	6	68
Terling	605	8	76
Tilbury Juxta Clare	119	3	40
Toppesfield	431	7	62
Twinstead	141	3	47
Wethersfield (Blackmore End)	376	3	125
Wethersfield (Village)	648	6	108
White Colne	391	7	56
White Notley	423	7	60
Wickham St Paul	253	6	42
Witham (Central Ward)	2,235	2	1118
Witham (Hatfield)	2,146	2	1073
Witham (North Ward)	4,989	4	1247
Witham (South)	4,664	4	1166
Witham (West Ward)	5,048	4	1262

Recommendations from Cabinet, 10th July 2017	Agenda No: 10
Treasury Management Annual Report and update 2016/17	
Background Papers:	Public Report
<u>Report and Minutes of the Governance Committee 29th June 2017</u>	
<u>Report and Minutes of the Cabinet 10th July 2017</u>	

Minute Extract:

CABINET – 10TH JULY 2017

20 RECOMMENDATIONS FROM THE GOVERNANCE COMMITTEE, 29TH JULY 2017 – TREASURY MANAGEMENT ANNUAL REPORT 2016-2017

INFORMATION: The Council's treasury management activities are regulated by statutory requirements and by a Code of Practice ("the Code") issued by the Chartered Institute of Public Finance (CIPFA). One of the key requirements of the Code was that, along with an annual strategy to be approved prior to the commencement of the financial year, and at least one mid-year report, the Council should also receive an annual report after the financial year-end.

The Treasury Management Strategy Statement (TMSS) was approved by the Council in February as part of the overall Budget and Council Tax setting for the forthcoming financial year.

The annual report included an economic and market commentary of the year, highlighting those key issues which influenced treasury management activities, including the prolonged period of low interest rates.

Members were advised that the Corporate Director for Finance was pleased to report that all treasury management activities undertaken during 2016/17 complied fully with the CIPFA Code of Practice and the Council's approved TMSS.

The Cabinet Member for performance and finance commented that through the commendable skill of staff there was evidence to support that the financial governance of the Council was extremely robust, giving no cause for concern.

DECISION: To accept the Treasury Management Annual Report 2016/17 and recommend to Full Council

REASON FOR DECISION: The Council has adopted the CIPFA Code of Practice for Treasury Management in Public Services which requires that the Council receives an annual report on the treasury management function. This report is to be considered first by the Governance Committee in order to exercise its responsibility for scrutiny over treasury management activities. The report will then be considered by Cabinet before submission to Full Council with the benefit of any proposed changes or comments of the Governance Committee.

Recommended Decision: To accept the Treasury Management Annual Report 2016/17.

Treasury Management Annual Report 2016/17		Agenda No:
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Phil Myers, Financial Services Manager	
Report prepared by:	Phil Myers, Financial Services Manager	
Background Papers:		Public Report
Treasury Management Strategy Statement 2016/17		Key Decision: No
Treasury Management Mid-Year Report 2016/17		
Executive Summary:		
<p>The Council’s treasury management activities are regulated by statutory requirements and by a Code of Practice (“the Code”) issued by the Chartered Institute of Public Finance (CIPFA).</p> <p>One of the key requirements of the Code is that, along with an annual strategy to be approved prior to the commencement of the financial year, and at least one mid-year report, the Council should also receive an annual report after the financial year-end.</p> <p>The Treasury Management Strategy Statement (TMSS) is approved annually by the Council in February as part of the overall Budget and Council Tax setting for the forthcoming financial year. The TMSS approved in February 2016, reflected the following circumstances:</p> <ul style="list-style-type: none">• A fully funded capital programme, financed largely from capital receipts including those generated from arrangements with Greenfields Community Housing.• The availability of cash balances for investment – the forecast was that these would remain significant (circa average £46 million) and fairly stable over the medium term.• No new borrowing would be required other than via lease type arrangements for vehicles and plant.• Diversification and maintaining a longer-term view on investments to counter the risks associated with banking regulatory changes and other credit conditions. <p>The annual report includes an economic and market commentary of the year, highlighting those key issues which influenced treasury management activities, including the prolonged period of low interest rates. (See Section 3 of the report)</p> <p>At the 31 March 2017, the Council had net investments of £38.920 million, consisting of</p>		

mainly cash-backed revenue and capital reserves, an increase on that at 31 March 2016 of £2.754 million. Also reflected in this net amount is £8.147 million of balances and provisions for the Collection Fund i.e. monies collected as council tax and business rates, of which around 70% is held on behalf of the Government and the Major Precepting Bodies.

The Council's Capital Financing Requirement (or CFR) – a balance sheet measure of the Council's need to borrow for capital purposes – increased in the year by a net £701,000. This was comprised of an increase of £1.187 million as part of the capital spending for 2016/17, which was unfinanced and effectively met from internal borrowing, partially offset by a reduction of £486,000 as sums were set aside as repayment of past investment on "invest to save" projects and annual repayments of finance lease obligations. At 31 March 2017, the CFR was £9.130 million, compared to actual debt of £10.201 million. Excluding finance lease obligations and the liability relating to the match funding provided by Essex County Council for the Braintree Local Authority Mortgage Scheme, the underlying difference between borrowing and the CFR is £1.071 million – this historical over borrowing is reflected in the cash balances.

Total capital expenditure was higher than originally anticipated in the TMSS approved before the start of the year. In addition the mix of financing was also different with the main source being revenue and reserves. Both these factors are due to the addition of projects approved in-year as part of the District Investment Strategy (approved by Cabinet in May 2016) for which a key source of the funding is New Homes Bonus (held in reserves) and a portion of the unallocated General Fund balance.

The unfinanced capital expenditure related to the purchase of operational vehicles which in the past would have been leased. By utilising the Council's own cash, this results in an annual saving of around £50,000 in interest costs.

The Council approved borrowing limits within the TMSS, including an Operational limit of £11 million and an overall Authorised Limit of £25 million. Actual debt during 2016/17 was contained within these limits. In the coming months borrowing limits will be subject to review and potential increase as the Council considers reports on the setting up of a Housing Development Company and on the progress of the North Essex Garden Communities.

The TMSS contains the Council's Annual Investment Strategy (AIS) which is based on the key priorities of:

- Security – minimising the risk of cash not being repaid; and
- Liquidity – having cash available when it is required.

Only when these two priorities are met does the Council consider highest yield.

Cash balances managed during the year increased from that originally forecast – peaking at over £60 million before reducing back down, and averaging £51.75 million over the year. This was a result of re-profiling of capital programme spending, a revenue underspend (and overachievement of income) against budget, and a general increase in reserves, particularly those relating to capital which included £2.718 million being the Council's share of the growth element of the Community Housing and Investment Partnership (CHIP) Fund.

Funds have typically been placed with UK and Non-UK banks and building societies meeting the Council's definition of "highly credit rated", along with Pooled Funds and other Money Market Funds (MMFs), other local authorities, and the Debt Management Office (UK Government).

With the higher level of cash balances and following a review of performance, opportunity was taken to increase further the amount invested for the long-term in Pooled Funds with £2 million divided equally between the Threadneedle UK Equity Fund and a new M&G fund, the UK Income Distribution Fund, taking the overall amount invested in Pooled Funds to £14 million out of a total limit of £15 million.

Interest and dividend income of £785,000 was earned representing an overall return of 1.52% and £200,000 better than the original budget. This total includes dividends from the Pooled Funds amounting to £602,000, a return equivalent to 4.71%. The market value of the Pooled Funds, particularly where invested in equities, experienced significant gains over the year ending at 31 March 2017 with an overall market valuation of £15.422 million, a net unrealised gain of £1.422 million. This gain has no immediate impact on the Council's finances as changes in market valuations (+ or -) are only realised at the time investments are sold.

The Corporate Director for Finance is pleased to report that all treasury management activities undertaken during 2016/17 complied fully with the CIPFA Code of Practice and the Council's approved TMSS.

Recommended Decision:

To recommend to Cabinet acceptance of the Treasury Management Annual Report 2016/17 prior to its submission to Full Council.

Purpose of Decision:

The Council has adopted the CIPFA Code of Practice for Treasury Management in Public Services which requires that the Council receives an annual report on the treasury management function. This report is to be considered first by the Governance Committee in order to exercise its responsibility for scrutiny over treasury management activities. The report will then be considered by Cabinet before submission to Full Council with the benefit of any proposed changes or comments of the Governance Committee.

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

Financial:	No new financial implications – the report is a summary of activity during the year the outcome of which is reflected in the 2016/17 Outturn Financial position.
Legal:	The Council's treasury management activities are subject to regulation by a number of professional codes, statutes, and related guidance. There are no new legal implications from this report.
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	None
Environment and Climate Change:	None
Consultation/Community Engagement:	None
Risks:	No new risks introduced. The objective of the treasury management strategy and related activity is the management of risk.
Officer Contact:	Phil Myers
Designation:	Financial Services Manager
Ext. No:	2810
E-mail:	phimy@braintree.gov.uk

Treasury Management Annual Report 2016/17

1. Background

- 1.1. The Council's treasury management activities are regulated by statutory requirements and by a Code of Practice ("the Code") issued by the Chartered Institute of Public Finance (CIPFA).
- 1.2. One of the key elements of the Code is that, along with an annual strategy to be approved prior to commencement of the financial year, the Council should receive at least one mid-year report and an annual report after the financial year-end.
- 1.3. The Council invests substantial sums of money and continues to hold legacy borrowing and is therefore exposed to a range of financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's Treasury Management Strategy.

2. Treasury Management Strategy Statement (TMSS)

- 2.1. The Treasury Management Strategy Statement (TMSS) is approved annually by the Council in February as part of the Budget and Council Tax Setting for the forthcoming financial year.
- 2.2. The TMSS approved in February 2016, reflected the following circumstances:
 - A fully funded capital programme, financed largely from capital receipts including those generated from arrangements with Greenfields Community Housing (GCH).
 - The availability of cash balances for investment – the forecast was that these would remain significant (circa average £46 million) and fairly stable over the medium-term.
 - No new borrowing would be required other than via lease type arrangements for vehicles and plant.
 - Diversification and maintaining a longer-term view on investments to counter credit risks and the continuing low interest rate environment.

3. External Context to the 2016/17 Financial Year

- 3.1. **Appendix A** provides an economic and market commentary covering the 2016/17 financial year written by Arlingclose, the Council's treasury management advisors.
- 3.2. In summary:
 - An extraordinary twelve month period which defied expectations by the outcomes from the UK vote on continued membership of the European Union and the US presidential election. The financial markets have displayed significant volatility in a period of continued uncertainty.
 - UK inflation increased spurred on by sharp falls in the Sterling exchange rate, and household, business and investor sentiment declined. The potential repercussions on economic growth were sufficiently severe to prompt the

Monetary Policy Committee (MPC) to cut the UK Bank Rate to 0.25% in August.

- In the end, economic activity remained fairly buoyant and Gross Domestic Product (GDP) grew in the latter three calendar quarters of 2016. Labour markets also proved resilient with unemployment dropping to its lowest level in 11 years.
- Following the referendum result, UK Government Gilt yields fell sharply across the maturity spectrum on the view that the Bank Rate would remain extremely low for the foreseeable future. Later in the year longer-dated yields moved higher back to almost pre-referendum levels.
- After an initial sharp drop in Quarter 2, followed by periods of significant volatility, by the year end equity markets had rallied with the FTSE-100 and FTSE All Share indices closing over 18% higher over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March.
- Money market rates remained low, particularly following the cut in the Bank Rate.

3.3. The table below summarises market interest rates during the financial year:

	Bank Rate	Overnight LIBID	7-day LIBID	1-MTH LIBID	3-MTH LIBID	6-MTH LIBID	12-MTH LIBID
Average	0.34	0.18	0.30	0.36	0.47	0.60	0.79
Maximum	0.50	0.43	0.55	0.80	0.72	0.83	1.04
Minimum	0.25	0.00	0.15	0.12	0.28	0.42	0.61
Spread	0.25	0.43	0.40	0.68	0.44	0.41	0.43

LIBID = London Interbank Bid Rate

4. Local Context

4.1. At the 31 March 2017, the Council had net investments of £38.920 million consisting of mainly cash-backed revenue and capital reserves, an increase on that at 31 March 2016 of £2.754 million. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves (revenue and capital) are the underlying resources available for investment. These factors and the year-on-year change are summarised in the following table:

Balance Sheet Summary

	31-Mar-16 Actual £m	2016/17 Movement £m	31-Mar-17 Actual £m
CFR	8.429	0.701	9.130
Less: Other Long-Term Liabilities	-4.527	0.326	-4.201
Borrowing CFR	3.902	1.027	4.929
External Borrowing	-6.000	0.000	-6.000
Borrowing in excess of CFR	-2.098	1.027	-1.071
Usable Reserves	-30.782	-6.499	-37.281
Collection Fund balances & provisions	-7.182	-0.965	-8.147
Working Capital	3.896	3.683	7.579
Investments	36.166	2.754	38.920

- 4.2. Whilst the CFR increased by a net £701,000 and no new borrowing was undertaken, the overall balance of investments still increased year-on-year mainly due to a higher level of capital reserves, including £2.718 million received in the year from GCH as the Council's share of the Community Housing and Investment Partnership (CHIP) Fund.
- 4.3. Over 20% of the cash available for investment relates to balances and provisions relating to the Collection Fund – i.e. monies collected as council tax and business rates of which around 70% is held on behalf of the Government and Major Precepting Bodies (Essex County Council, Essex Fire Authority, and the Police and Crime Commissioner).
- 4.4. Working capital comprises short-term debtors and creditors, as well as funds received in advance (e.g. capital contributions such as Section 106 Funds which have conditions attached). The net position is a reduction in cash available for investment as overall money is owed to the Council. The main reason for the increase in amounts owed to the Council relates to capital receipts generated via GCH which although higher than was originally expected, are not settled until after the year-end date of 31 March.

5. Capital Financing Requirement

- 5.1. The Capital Financing Requirement (CFR) is a balance sheet derived amount which measures the extent to which the Council has invested in capital but has not resourced it from internal resources (e.g. capital receipts from asset sales, grants etc.). It is therefore a measure of the amount of borrowing the authority could potentially justify as being required to meet its capital expenditure requirements. Actual borrowing may differ from the CFR, the circumstances of which should be understood.

- 5.2. The change in CFR is shown in the table below:

Movement in the Capital Financing Requirement

	2016/17 Actual £m
CFR at start of the year	8.429
Capital expenditure in the year	6.830
Resourced by:	
Capital receipts	(1.000)
Capital grants and contributions	(0.771)
Revenue and reserves	(3.872)
Sub-total resources applied	(5.643)
Unfinanced Capital Expenditure	1.187
Minimum Revenue Provision (MRP)	(0.486)
Net increase in CFR in the year	0.701
CFR at end of the year	9.130

5.3. The overall amount of capital expenditure was higher than that originally anticipated in the TMSS approved in February 2016 of £5.733 million. In addition, the mix of financing was also different with the main source being revenue and reserves reflecting the addition of projects approved under the Council's District Investment Strategy (approved by Cabinet in May 2016) for which a key source of funding is New Homes Bonus (held in reserves) and a portion of the unallocated General Fund balances.

5.4. The net increase in CFR of £701,000 is a combination of mainly a reduction of £486,000 due to MRP (sums set aside from revenue to meet lease payments and to recover funds used on previous "invest to save" projects), increased by the unfinanced portion of capital expenditure incurred in the year amounting to £1.187 million (i.e. the difference between capital expenditure and resources applied). This unfinanced element of capital spending has effectively been funded by temporary internal borrowing utilising the Council's own cash balances. This relates to the purchase of vehicles, which in the past would have been financed by using leasing from a third party. The approach adopted, approved by the Corporate Director for Finance, represents a change from the original TMSS and will result in annual interest savings to the Council of around £50,000 per annum over the life of the vehicles compared to that which would have been incurred by leasing.

5.5. The comparison of the CFR with actual debt is shown below:

CFR v Actual Borrowing and Other Long-Term Liabilities

	2016/17 Actual £m
Closing CFR	9.130
Actual Borrowing and Other Long Term Liabilities	10.201
Difference between actual debt and CFR	1.071

5.6. Whilst actual debt is greater than the CFR, over the last few years this gap has been reducing in line with the Council's policy of utilising its cash balances for invest to save projects, rather than investing in banks and financial institutions. This approach has reduced exposure to the risks associated with invested funds and improved the overall rate of return on cash balances to the Council as projects have generated income and/ or reduced costs.

5.7. Taking account of the balance of investments at 31 March 2017, the Council's net investment position is £31.132million meaning that the Council complies with the requirement that net borrowing should not exceed the CFR.

6. Borrowing and Finance Lease Liabilities

6.1. The following table shows the change in actual borrowing and other liabilities in the 2016/17 financial.

Changes in Borrowing and Other Long-Term Liabilities

	Borrowing	Finance Leases	Other Long-Term Liability	Total
	£m	£m	£m	£m
Balance 1 April 2016	6.000	3.526	1.000	10.526
Additions	-	-	-	0.000
Repayments	-	(0.325)	-	(0.325)
Balance 31 March 2017	6.000	3.201	1.000	10.201

6.2. Borrowing comprises two Lender's Option, Borrower's Option (LOBO) type market loans of £3 million each, which give the lender the option to vary the interest rate at six month intervals, subject to the Council then having the option to repay the loans without penalty. To date the lender has not sought to exercise this option – the loans currently run at an average interest rate of 4.7% and have 25 years remaining until maturity. The opportunity to redeem earlier (at a negotiated penalty) is kept under review.

6.3. Finance Lease Liabilities relate to the outstanding principal element of leases used to acquire property, vehicles, and plant. Annual payments are made to repay these liabilities over the lease term. Finance lease liabilities will be repaid over the lease terms giving the following repayment profile at 31 March 2017:

<u>Finance Lease Repayment Profile</u>	<u>31-Mar-17</u>
	£m
Not later than one year	0.340
Over one year but not later than five years	0.945
Later than five years	1.916
Total	3.201

6.4. Other Long-Term Liability relates to a loan from Essex County Council's as match funding towards the Braintree Local Authority Mortgage Scheme (LAMS). A deposit of £2 million was made to the LAMS provider (Lloyds Bank).

6.5. The Council approved borrowing limits within the TMSS, including an Operational limit to cover potential borrowing and other liabilities – the limit for 2016/17 was set at £11million. Actual debt could fluctuate around this limit. An Authorised limit was also set which could not be breached without prior Council approval. This limit was set at £25million for 2016/17. Actual debt was contained within these limits.

6.6. Borrowing limits will be subject to review and potential increase in the coming months as the Council considers reports on the setting up of a Housing Development Company and on the progress of the North Essex Garden Communities.

7. Investments

7.1. The TMSS includes the Annual Investment Strategy (AIS), approved by Council in accordance with statutory guidance issued by the Department for Communities and Local Government. The AIS sets out the parameters used by the Council when

selecting suitable counterparties for investment along with any limits on duration and amounts.

7.2. The AIS is based on investment priorities being:

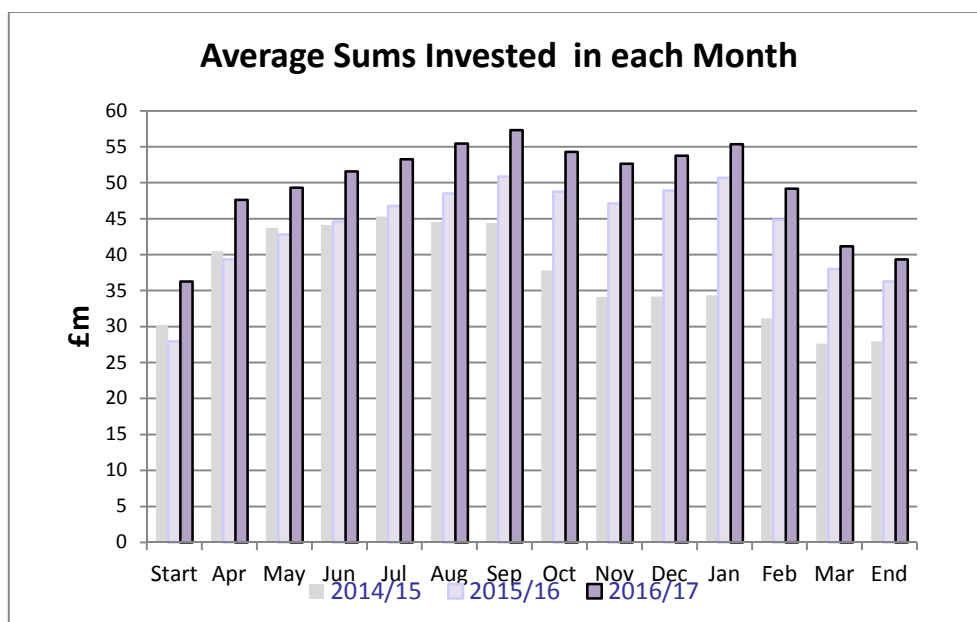
- Security – minimising the risk of cash not being repaid
- Liquidity - having cash available when it is required

7.3. Only when having ensured these two priorities are met is highest yield considered.

Cash Balances for Investment

7.4. Investment activity is dependent upon the level of cash balances and requirement for liquid funds to meet day-to-day spending needs. A level of “core” cash is available for the medium-longer term, reflected in revenue and capital reserves.

7.5. Over the 2016/17 year, cash balances for investment averaged £51.75million (an increase on the previous year of £5.76million), and operated within a range of daily totals of between £36.27million and £60.23million:



7.6. Cash balances reflected a similar pattern as in previous years, with in-year cash flows boosting the overall amount available to invest short-term. At the 31 March cash balances were higher than at the start of the year by over £2.754 million.

Investment Policy

7.7. The investment policy sets the parameters over what types of investments will be used by the Council, what criteria potential counterparties must meet, and what limits (amounts/ duration) will be applied.

7.8. The policy was approved at Full Council in February 2016.

7.9. Applying the investment policy, funds placed during the year were typically:

- Fixed term deposits with the major UK and non-UK banks and building societies, which met the Council's criteria of "high credit quality".
- Deposits on call or instant access accounts with major UK banks
- AAA rated Constant Net Asset Value (CNAV) Money Market Funds, where the value of principal invested is expected to remain constant – funds used are: Standard Life Liquidity, Deutsche Managed Sterling, and Goldman Sachs Asset Management.
- A Variable Net Asset Value (VNAV) Money Market Fund, where small fluctuations in the principal invested can occur – the fund used is with Royal London Asset Management
- Pooled Funds – equity and property funds (see paragraphs 7.15 to 7.18 below)
- Lending to other local authorities
- Direct with the UK Government via the Debt Management Office for short-term deposits to accommodate timing differences between receipt and payment of monies
- Lloyds Bank held in current accounts as the main banking services provider.

Investment Activity & Returns

7.10. The change in investment balances during 2016/17 is shown in the table below.

	Investments:			Balance 31/03/17 £m
	Balance 01/04/16 £m	Made £m	Matured/ Sold £m	
Long-Term Investments - Equity and Property Funds	12.000	2.000	-	14.000
Short-Term Investments				
UK Banks & Building Societies	12.000	6.000	(11.000)	7.000
Non UK Banks	-	6.000	(3.000)	3.000
Other Local Authorities	-	6.000	-	6.000
Debt Management Office	-	56.000	(56.000)	0.000
Money Market Funds – CNAV	7.500	22.000	(24.500)	5.000
Money Market Funds – VNAV	4.000	-	-	4.000
Sub-Total	23.500	96.000	(94.500)	25.000
Long and Short-Term Investments	35.500	98.000	(94.500)	39.000
Lloyds Bank current account	0.648			(0.095)
Impaired Deposit	0.018			0.015
Total Investment Balances	36.166			38.920

7.11. Interest and dividends earned on investments was £785,000 equating to an overall average rate of return of 1.52%. The return comprised the following:

	Average Invested during the year £m	Interest & Dividends £000	Annualised Return %
Long-Term Pooled Funds	12.792	602	4.71%
UK Banks & Building Societies	13.278	79	0.59%
Non-UK Banks	5.762	28	0.49%
Debt Management Office	1.752	3	0.19%
Other Local Authorities	0.279	1	0.42%
Money Market Funds – CNAV	12.440	43	0.34%
Money Market Funds – VNAV	4.000	25	0.64%
Lloyds Current Account	1.449	4	0.26%
Sub-Total Short-Term Investments	38.960	183	0.47%
Total	51.752	785	1.52%

7.12. Investment income was higher than the budget of £585,000 by £200,000 due to both cash balances being higher than originally anticipated and additional amounts being invested long-term. From the over achieved investment income £118,000 was added to the Treasury Management reserve, previously set-up to manage investment income risk.

7.13. The Council's best performing investments were its externally managed Pooled Funds. Returns on short-term investments continued to reflect the prevailing low interest rate environment.

7.14. The Council continues to recover funds from the insolvent Icelandic bank, Kaupthing, Singer and Friedlander, shown in investment balances as an impaired deposit. In 2016/17 the Council received a 14th dividend of £5,144 with a further dividend was expected in May 2017 of £9,260, taking the overall total recovered so far to 85.15p in the £.

Pooled Funds

7.15. The Council started the year with £12 million invested into four Pooled Funds achieving a greater diversified portfolio of underlying securities than the Council could individually manage at a reasonable price. These investments had been made on the basis that, if held for the medium-long term, they would offer the potential for enhanced returns whilst recognising there could be short-term volatility in their market pricing. The distributing share class was selected for each of the funds in order to receive regular income.

7.16. A further £2 million was added to these Pooled Funds during 2016/17 including opening a new fund with M&G, taking the total invested to £14 million, within an overall limit agreed by Council of £15 million. The position for each fund is shown in the table below:

Fund	Amount added in the year (date) £m	Total Invested 31/3/17 £m	Market Value 31/3/17 £m	Dividend Income £	Income Yield %
Schroder UK Income Maximiser: Seeks to provide income and capital growth with target income of 7% p.a. by investing in mainly UK equities	-	2.500	2.487	£165,564	6.62%
Threadneedle UK Equity Income: Steady growth in income and acceptable capital growth. Aims for a yield greater than 110% of the FTSE All Share	1.000 (1/12/16)	5.000	5.708	£195,044	3.80%
M&G Global Dividend Fund: Aims to: <ul style="list-style-type: none"> • Deliver an income stream that increases every year • Deliver a yield above that available from the MSCI All Countries World Index over any 5 year period • Deliver a higher total return over the MSCI All Countries World Index over any 5 year period 	-	2.500	3.229	£87,449	3.50%
M&G UK Income Distribution Fund: Aims to increase income distributions over time and targets a yield greater than the FTSE All-Share Index. The investment manager will also aim for capital growth.	1.000 0.500 (12/10/16) 0.500 (23/11/16)	1.000	1.030	£15,919	1.59%
CCLA Local Authorities Property Fund: Aims to provide long-term capital and income return. The fund must pay out the income it generates.	-	3.000	2.968	£137,945	3.47%
All Funds	2.000	14.000	15.422	£601,921	4.71%*

* Total Income yield on an annualised basis

7.17. At the end of the year the Pooled Funds had an overall market valuation of

£15.422 million which represents a net unrealised gain of £1.422 million. This comprised three funds with a total positive market valuation of +£1.467 million and two with a total negative market valuation of -£45,000. Market valuations will fluctuate in response to changing market conditions and may vary between funds as each fund operates to its own stated objectives.

- 7.18. Following a recovery after initial sharp falls in Quarter 2, equity markets rallied. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31 March 2017, both up 18% over the year. Commercial property values fell by around 5% after the EU referendum but have mostly recovered by the end of March.

8. **Credit Developments and Credit Risk Management**

- 8.1 Counterparty credit quality was assessed and monitored with reference to credit ratings; credit default swaps; GDP of the country in which the institution operates; the country's net debt as a percentage of GDP and share price. The minimum long-term counterparty credit rating set by the Council has been A- based on the three leading rating agencies: Fitch, Standard & Poor's (S&P), and Moody's. This is supplemented by other market intelligence.
- 8.2 Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's all have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome.
- 8.3 None of the banks on the Council's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests.
- 8.4 The Council's counterparty credit quality has remained fairly consistent as demonstrated by the Credit Score Analysis¹ summarised below.

Quarter Ending	Value Weighted Average Credit Rating	Time Weighted Average Credit Rating	Average life of portfolio (days)
31/03/2016	A+	A	80
30/06/2016	A+	A	39
30/09/2016	A+	A+	54
31/12/2016	A+	A+	48
31/03/2017	AA-	AA-	129

- 8.5 The value and time weighted credit ratings are based on the following range of investment ratings:

AAA*	AA+	AA	AA-	A+	A	A-	BBB+	BBB	BBB-
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* Highest credit rating achievable

¹ Excludes Pooled Funds which are not credit rated.

9. **Compliance Report**

- 9.1 The Corporate Director for Finance is pleased to report that all treasury management activities undertaken during 2016/17 complied fully with the CIPFA Code of Practice and the Council's approved TMSS.

10. **Treasury Management Advisors**

- 10.1 The Council has continued to employ Arlingclose as treasury management advisors. Regular communications and updates on related matters have been received by officers during the year and a strategy meeting held involving Members.

Appendix A – Economic and Market Commentary

Economic background: Politically, 2016/17 was an extraordinary twelve month period which defied expectations when the UK voted to leave the European Union and Donald Trump was elected the 45th President of the USA. Uncertainty over the outcome of the US presidential election, the UK's future relationship with the EU and the slowdown witnessed in the Chinese economy in early 2016 all resulted in significant market volatility during the year. Article 50 of the Lisbon Treaty, which sets in motion the 2-year exit period from the EU, was triggered on 29th March 2017.

UK inflation had been subdued in the first half of 2016 as a consequence of weak global price pressures, past movements in sterling and restrained domestic price growth. However the sharp fall in the Sterling exchange rate following the referendum had an impact on import prices which, together with rising energy prices, resulted in CPI rising from 0.3% year/year in April 2016 to 2.3% year/year in March 2017.

In addition to the political fallout, the referendum's outcome also prompted a decline in household, business and investor sentiment. The repercussions on economic growth were judged by the Bank of England to be sufficiently severe to prompt its Monetary Policy Committee (MPC) to cut the Bank Rate to 0.25% in August and embark on further gilt and corporate bond purchases as well as provide cheap funding for banks via the Term Funding Scheme to maintain the supply of credit to the economy.

Despite growth forecasts being downgraded, economic activity was fairly buoyant and GDP grew 0.6%, 0.5% and 0.7% in the second, third and fourth calendar quarters of 2016. The labour market also proved resilient, with the International Labour Organisation (ILO) unemployment rate dropping to 4.7% in February, its lowest level in 11 years.

Following a strengthening labour market, in moves that were largely anticipated, the US Federal Reserve increased rates at its meetings in December 2016 and March 2017, taking the target range for official interest rates to between 0.75% and 1.00%.

Financial markets: Following the referendum result, gilt yields fell sharply across the maturity spectrum on the view that Bank Rate would remain extremely low for the foreseeable future. After September there was a reversal in longer-dated gilt yields which moved higher, largely due to the MPC revising its earlier forecast that Bank Rate would be dropping to near 0% by the end of 2016. The yield on the 10-year gilt rose from 0.75% at the end of September to 1.24% at the end of December, almost back at pre-referendum levels of 1.37% on 23rd June. 20- and 50-year gilt yields also rose in Q3 2017 to 1.76% and 1.70% respectively, however in Q4 yields remained flat at around 1.62% and 1.58% respectively.

After recovering from an initial sharp drop in Q2, equity markets rallied, although displaying some volatility at the beginning of November following the US presidential

election result. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31st March, both up 18% over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March.

Money market rates for overnight and one week periods remained low since Bank Rate was cut in August. 1- and 3-month LIBID rates averaged 0.36% and 0.47% respectively during 2016-17. Rates for 6- and 12-months increased between August and November, only to gradually fall back to August levels in March, they averaged 0.6% and 0.79% respectively during 2016-17.

Credit background: Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. UK bank credit default swaps saw a modest rise but bank share prices fell sharply, on average by 20%, with UK-focused banks experiencing the largest falls. Non-UK bank share prices were not immune, although the fall in their share prices was less pronounced.

Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome.

None of the banks on the Council's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests. The tests were based on banks' financials as at 31st December 2015, 11 months out of date for most. As part of its creditworthiness research and advice, the Authority's treasury advisor Arlingclose regularly undertakes analysis of relevant ratios - "total loss absorbing capacity" (TLAC) or "minimum requirement for eligible liabilities" (MREL) - to determine whether there would be a bail-in of senior investors, such as local authority unsecured investments, in a stressed scenario.

Money Market Data

Table: Bank Rate, Money Market Rates

Date	Bank Rate	O/N LIBID	7-day LIBID	1-month LIBID	3-month LIBID	6-month LIBID	12-month LIBID
31/3/2017	0.25	0.10	0.24	0.26	0.38	0.47	0.65
Average	0.34	0.18	0.30	0.36	0.47	0.60	0.79
Maximum	0.50	0.43	0.55	0.80	0.72	0.83	1.04
Minimum	0.25	0.00	0.15	0.12	0.28	0.42	0.61
Spread	0.25	0.43	0.40	0.68	0.44	0.41	0.43

Recommendations from Cabinet, 10th July 2017	Agenda No: 11
Proposed Purchase of the Head-leasehold Interest in the Silver End Doctors' Surgery, Broadway, Silver End	
Background Papers:	Public Report
Report and Minutes of the Cabinet 10th July 2017	

Minute Extract:

CABINET – 10TH JULY 2017

17 PROPOSED PURCHASE OF THE HEAD-LEASEHOLD INTEREST IN THE SILVER END DOCTORS' SURGERY, BROADWAY, SILVER END

Minutes Published: 14th July 2017
Call-in Expires: 24th July 2017

INFORMATION: Members were reminded that this Item was linked to Item 14a in the Private Session of the Agenda, and that if any Member wished to refer to the private information contained within the report for that Item, it would be necessary for the meeting to be moved into Private Session.

DECISION: That, under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting if it is necessary to discuss Item 14a of the Agenda and from the Private Report, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 2 of Schedule 12 of the Act.

Both agenda items were taken together to enable consideration of all issues. It was not necessary for the meeting to be moved into Private Session.

INFORMATION: Members were advised that an opportunity had come forward for the Council to purchase the head-leasehold interest in the Silver End Doctors' Surgery situated at Broadway, Silver End.

This purchase was in line with the Strategic Framework for the Authority and the Council's District Investment Strategy recognises the need for the District Council to provide investment in infrastructure improvements to support growth, create jobs and improving health outcomes for residents across the District whilst generating an income.

The Council had applied its Corporate Investment Evaluation Tool to this opportunity which evaluates and scores key investment criteria to provide an overall score for the investment to be measured against alternative investment opportunities. The evaluation of this opportunity produced a weighted score of 7.15: with the minimum score to progress being 6.0.

The number of patients registered at the Silver End Doctors' Surgery was currently 3,551. The Surgery was taking on new patients and had capacity to accommodate in the region of 4,000 patients in the existing premises. The NHS had assessed, based on proposed residential development schemes in Silver End (anticipated future growth of 1,074 dwellings), that the surgery would need a future capacity for 6,000 patients in the medium term assuming all of these schemes come forward.

The NHS had indicated that it would be looking to extend the existing building to the rear and at first floor level in order to cater for this future demand. Planners had informally advised that it should be possible to extend the premises in this way. The NHS would start looking at extension plans in the short-term and then seek to implement these once the patient list starts to significantly increase. There may be opportunities for the Council to work in partnership with the NHS to deliver the required improvements and benefit from additional rental income in exchange for any capital invested.

DECISION (PUBLIC REPORT): It was agreed:

1. That Cabinet approved the acquisition of the head-leasehold interest in the Silver End Doctors' Surgery for the sum set out in the report, subject to Contract and due diligence, and on such other terms and conditions as agreed by the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Corporate Services and Asset Management.
2. That Cabinet recommends to Council approval of the total capital funding required for the transaction which will be financed from balances or borrowings.

DECISION (PRIVATE REPORT): It was agreed:

1. That Cabinet approved the acquisition of the head-leasehold interest in the Silver End Doctors' Surgery for the sum set out in the report, subject to Contract and due diligence, and on such other terms and conditions as agreed by the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Corporate Services and Asset Management.
2. That Cabinet recommends to Council approval of the total capital funding for the transaction as set out in the report from balances or borrowings.

REASON FOR DECISION: To enable the Council to support the provision healthcare facilities in Silver End and generate a valuable source of revenue income to support the delivery of services.

Recommended Decision:
<ol style="list-style-type: none">1. To approve the total capital funding for the transaction as set out in the report.2. To delegate to the Corporate Director for Finance to determine how much should be from balances or borrowing.

Proposed Purchase of the Head-leasehold Interest in the Silver End Doctors’ Surgery, Broadway, Silver End		Agenda No:
Portfolio Corporate Outcome:	Health and Communities Residents live well in healthy and resilient communities where residents feel supported. Delivering better outcomes for residents and businesses and reducing costs to taxpayers.	
Report presented by:	Councillor John McKee Portfolio Holder for Corporate Services and Asset Management	
Report prepared by:	Andrew Epsom Head of Asset Management	
Background Papers: Corporate Strategy 2016 – 2020. District Investment Strategy. Acquisition Heads of Terms. Lease Heads of Terms.		Public Report
		Key Decision: Yes
Executive Summary:		
<p>Under the new District Local Plan (2017-2033) there will be significant housing and employment growth in the District over the Plan period.</p> <p>The adopted Corporate Strategy 2016-2020 sets out District priorities for the next four years. The Strategy identifies the need to increase the number of homes to meet the needs of our current and future residents, together with supporting our residents to be healthy and live well in the District. The Strategy also identifies that there is a need for the right foundations to be in place to support the growth.</p> <p>The Council’s District Investment Strategy recognises the need for the District Council to provide investment in infrastructure improvements to support growth across the District and provide a return for the Council. Improved healthcare provision has been identified as a key priority area.</p> <p>An opportunity has come forward to the Council to purchase the head-leasehold interest in the Silver End Doctors’ Surgery situated at Broadway, Silver End.</p> <p>Recently the Council has undertaken similar investments in the District including the development of the new Church Lane Surgery in Bocking, the acquisition of office premises at 3 & 4 Freeport Office Village, Century Drive, Braintree and the acquisition of industrial premises at 15 Springwood Drive, Braintree for the purpose of supporting growth, creating job opportunities, improving health provision and generating an annual</p>		

income stream.

Income generated from the Silver End Doctors' Surgery will be re-invested in services and in the District.

The Council has now agreed terms, subject to Cabinet approval and Contract, to acquire the head-leasehold interest in the Silver End Doctors' Surgery situated at the Broadway, Silver End.

This acquisition will be funded via balances or borrowings.

Recommended Decision:

- 1) That Cabinet approves the acquisition of the head-leasehold interest in the Silver End Doctors' Surgery for the sum set out in this report, subject to Contract and due diligence, and on such other terms and conditions as agreed by the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Corporate Services and Asset Management.
- 2) That Cabinet recommends to Council approval of the total capital funding required for the transaction which will be financed from balances or borrowings.

Purpose of Decision:

To enable the Council to support the provision healthcare facilities in Silver End and generate a valuable source of revenue income to support the delivery of services.

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

Financial:	<p>The acquisition of this investment property will realise additional net revenue income and provides an attractive net initial yield after allowing for purchase costs and annual management costs.</p> <p>Members are requested to approve the required capital funding for the acquisition of this investment property.</p> <p>The Council has applied its Corporate Investment Evaluation Tool to this opportunity which evaluates and scores key investment criteria to provide an overall score for the investment to be measured against alternative investment opportunities. The evaluation of this opportunity has produced a weighted score of 7.15: the minimum score to progress is 6.0.</p> <p>This acquisition has been reviewed by Finance Officers who support the financial basis of this investment.</p>
Legal:	<p>The purchase of the head-lease at Silver End Doctors' Surgery is subject to Cabinet approval and subject to Contract.</p> <p>The Council's Legal Service will be instructed to act on the Council's behalf in respect of the exchange of contracts and completion and ensure that the Council's interests are protected at all times.</p>
Safeguarding:	Not applicable
Equalities/Diversity:	Disabled car parking, disabled WC's, and appropriate signage will be required to be made available by the occupier of the property to meet the requirements of disabled users, current legislation and regulations.
Customer Impact:	<p>These premises will support and deliver healthcare provision in Silver End and provide capacity for additional patients resulting from future housing growth in this location.</p> <p>This investment will also provide a valuable additional source of income which will enable the Council to continue to deliver good quality services to its customers and provide value for money.</p>
Environment and Climate Change:	The building has been constructed to a good standard of low maintenance materials. Any future improvements will be required to comply with current environmental, energy

	efficiency and climate change regulations.
Consultation/Community Engagement:	The acquisition of this property will be subject to Cabinet and Council approval.
Risks:	See Risk Matrix in the main body of this report.
Officer Contact:	Andrew Epsom
Designation:	Head of Asset Management
Ext. No:	2921
E-mail:	andrew.epsom@braintree.gov.uk

1.0 **Background**

1.1 Braintree District Council currently owns the freehold of the Doctors' Surgery situated off the Broadway, Silver End (as shown outlined in black on the plan at **Appendix 1**).

1.2 The Council granted a 99 year ground lease (the head-lease) over the land which commenced on the 7th November 1997. Under the terms of the head-lease, the head-lessees are responsible for all repairs and maintenance to the property and also for insuring the property.

The current annual rent is one peppercorn.

1.3 The head-lessees are in the process of completing an under-lease to Virgin Care Services Limited who commenced in occupation of the premises on the 3rd October 2016.

The principle terms of the Underlease are as follows:-

Rent: Market rent payable quarterly in advance.

Lease Term: 15 years from the 3rd October 2016.

Rent Reviews: Upward only on every 3rd year of the term to the market rent.

Permitted Use: General Medical Practitioners Group Medical Practice within the National Health Service and as ancillary thereto (being not more than 10% of the total net internal area of the premises), other primary and community health care, social welfare and education use within Class D1.

Repairs: The tenant is responsible for internal repairs and maintenance. The Landlord is responsible for external repairs and cost of insuring the premises.

Lease breaks: There are provisions for termination of the Lease on the 3rd October 2026 subject to a minimum of 6 month's prior written notice i.e., Virgin Care Services Limited cannot terminate the lease within the first 10 years of the lease term. If Virgin Care Services Limited terminates its Core Contract with the Medical Practitioners within the first 10 years of the lease it would not be able to terminate its lease but would have to assign its lease to a new tenant.

1.4 The Silver End Doctors' Surgery currently has 3,551 patients. The Surgery is taking on new patients and has capacity to accommodate in the region of 4,000 patients in the existing premises. However, the NHS has assessed, based on proposed residential development schemes in Silver End (anticipated future growth of 1,074 dwellings), that the surgery will need a future capacity for 6,000 patients in the medium term assuming all of these schemes come forward.

The NHS has indicated that it will be looking to extend the existing building

to the rear and at first floor level in order to cater for this future demand. Planners have informally advised that it should be possible to extend the premises in this way.

The NHS will start looking at extension plans in the short-term and then seek to implement these once the patient list starts to significantly increase. There may be opportunities for the Council to work in partnership with the NHS to deliver the required improvements and benefit from additional rental income in exchange for any capital invested.

- 1.5 The agents acting for the head-lessees were aware of the Council's interest in acquiring investment opportunities and approached the Council to see if it would be interested in acquiring the head-leasehold interest.

2.0 The Investment Opportunity

- 2.1 The premises at the Silver End Doctors' Surgery contain 1,953 sq. ft. (net internal area) of accommodation over two floors. The ground floor includes an entrance lobby, reception area, waiting room, 4 No. consulting rooms plus dispensary, kitchenette and WC facilities. The first floor includes staff/ancillary accommodation, WC's, staff room, kitchenette and office.
- 2.2 The premises comprise a detached, purpose built healthcare building that was constructed in the late 1990's. It is constructed of cavity brick and block walls under a slate tiled pitched roof together with metal double glazed windows. The premises have been maintained to a good standard.
- 2.3 The Council appointed an independent valuation consultant to provide valuation advice and guidance in respect of this investment opportunity.
- 2.4 Following negotiations with the agent acting for the head-lessees, the Council has now agreed (Subject to Committee Approval and Subject to Contract) a purchase price for the head-leasehold interest.

3.0 Current Market Value.

- 3.1 The Council's offer to purchase the property has been submitted on the basis of external valuation advice received.
- 3.2 The lease rental payable by the tenant, Virgin Care Services Limited, has been confirmed by the NHS in consultation with the District Valuer.
- 3.3 Once the head-lease is acquired the Council will become the direct Landlord of Virgin Care Services Limited. This will create a very attractive and saleable property investment.

4.0 Benefits of Purchasing the Head-lease.

- 4.1 The Council will continue to own the freehold of the property but will have overall management control and a direct relationship with the surgery provider through the new lease.

- 4.2 These healthcare facilities will provide Virgin Care Services Limited with purpose built premises to enable them to deliver their services effectively with the potential to broaden the range of services provided in this location. This will greatly benefit the patients accessing these premises.
- 4.3 The Council will be able to add a good quality investment asset to its portfolio, which will produce a valuable ongoing revenue income.

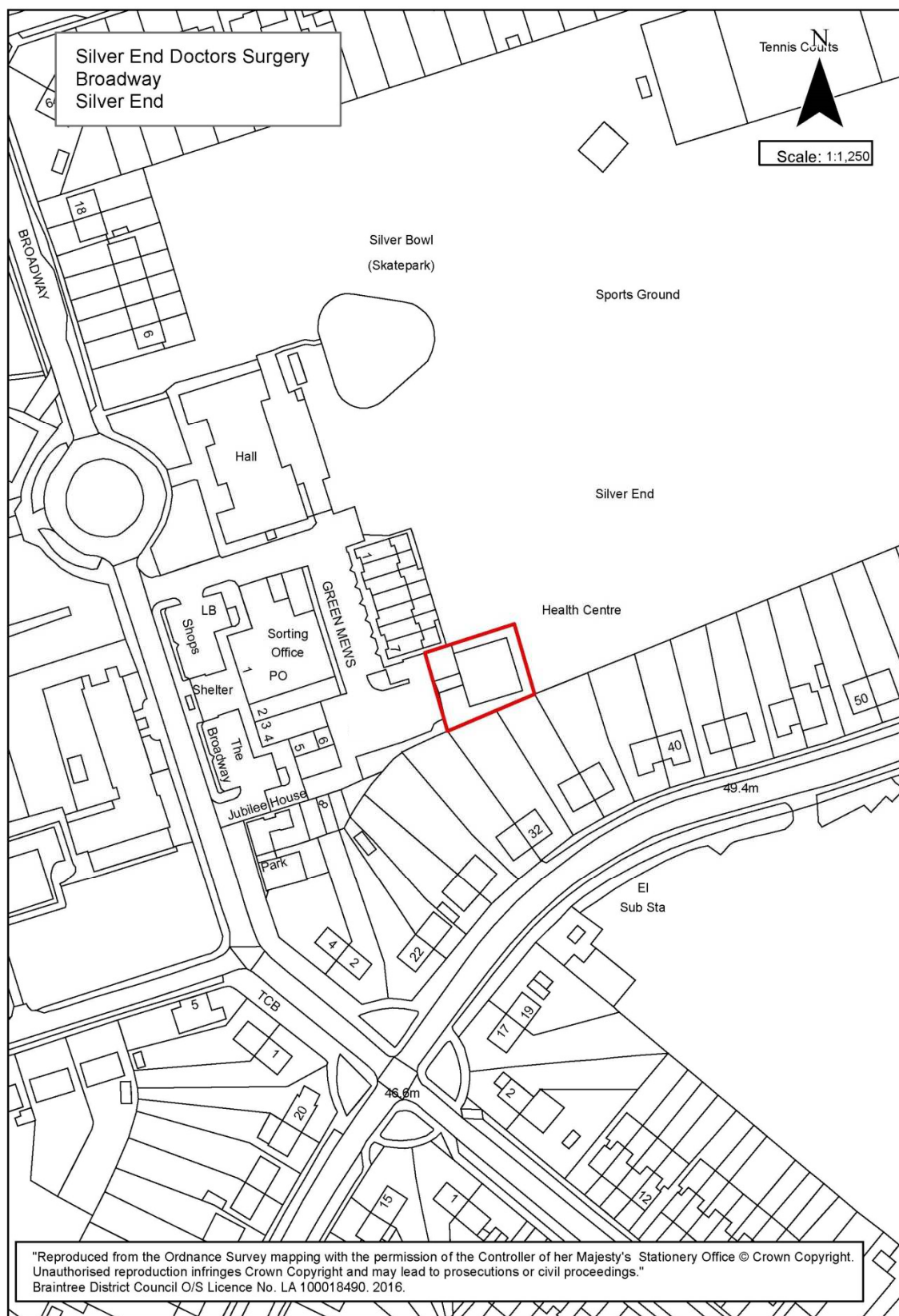
5.0 **Risk Assessment**

	Risk Item	Issue	Action
5.1	Financial stability of tenant.	<p>If the tenants got into financial difficulties and could not pay the rent falling due then this would have a minor impact on the Council's finances.</p> <p>The Council has a diverse investment portfolio and makes an annual allowance for property void periods.</p>	<p>The Council will carry out full due diligence on the soundness and financial standing of the tenant.</p> <p>Virgin Care Services Limited is already a tenant of the Council at the new Church Lane Surgery in Braintree and was found to be financially sound when the lease of these premises was granted to them.</p> <p>The NHS provides ongoing payments to Doctors' Surgeries which cover the agreed rent payable for the premises therefore this cost is not a burden on the practice.</p>
5.2	Economic conditions change and rents/values decline.	<p>This would impact on the Council's ability to obtain a rental increase at review or potentially dispose of the property in the open market at a price in excess of the cost of the head-lease.</p>	<p>The proposed lease would contain 3 yearly upwards only rent reviews which means that the initial rent received by the Council would not decline.</p> <p>If the Council was minded to dispose of the property then this would need to be subject to prevailing market conditions to ensure that best value could be achieved.</p>
5.3	Changes to the commissioning of General	<p>This may have an impact on Virgin Care Services Limited's core</p>	<p>This appears to be a growth industry, particularly with the ageing population and</p>

	Practice Services.	business and impact on profitability.	<p>anticipated housing growth in the District.</p> <p>In any event, the tenant cannot exercise its option to break the lease until the 10th anniversary of the lease commencement date.</p> <p>If the Service Provider's contract was terminated then the NHS would need to provide a replacement provider given the current and growing demand for healthcare services in this location.</p>
5.4	Virgin Healthcare does not complete its lease of the premises.	The Council would not consider proceeding with the acquisition without the Virgin Healthcare Services lease in place.	The Council will not complete the acquisition of the head-lease until the lease to Virgin Care Services has been completed.
5.5	Presence of contamination, adverse ground conditions or asbestos in the premises.	These issues would negatively impact on the value of the premises or make it unattractive to proceed.	The Council will carry out a full due diligence exercise prior to the exchange of contracts to assess the presence of any contamination, adverse ground conditions or asbestos.
5.6	Under the lease to Virgin Care Services Limited the Council would be responsible for carrying out external repairs to the premises.	This could result in significant capital expenditure in the future if the roof or windows require replacement.	The premises comprise cavity brick walls, slate tiled pitched roof and double glazed metal windows and has been maintained to a good standard. This risk will be minimal if the Council carries out any required ongoing maintenance to the existing premises.
6.0	<u>Summary</u>		
6.1	The acquisition of the head-leasehold interest in the Doctors' Surgery in Silver End offers a sound investment proposition providing a valuable rental income stream that would be re-invested in services in the District.		

- 6.2 The purchase price has been verified by an independent valuer as representing market value and accordingly a recommendation can be made to Members to proceed on the basis of the acquisition terms agreed.
- 6.3 This acquisition could be funded from either balances or borrowings.

APPENDIX 1



LEADER'S REPORT TO COUNCIL

Agenda No: 12a

OVERALL CORPORATE STRATEGY AND DIRECTION

Garden Communities Update

The recruitment for the Group Managing Director role is progressing and in the next few weeks will see suitable candidates being shortlisted for a comprehensive selection process involving the NEGC Board Members. Further information can be found on the website - <http://www.ne-gc.co.uk/managing-director-to-be-appointed/>.

Negotiations with landowners and their representatives are continuing across all the Garden Communities. These discussions are being led by Arcadis and Dentons with input from the relevant Council Directors.

A submission for additional capacity funding was submitted to the HCA and DCLG in June for the 2017/18 financial year. We expect to hear back as to whether we have been successful sometime in August.

A website has now gone live for NEGC which has an expanding FAQ and also the opportunity to register for e-updates. The website can be reached on the following link:-

www.ne-gc.co.uk

Braintree Local Highways Panel

Following the Essex County Council election a new Local Highways Panel has been established. After correspondence between myself and the Leader of the County Council, we have been able to ensure that representatives of Town and Parish Councils will continue to be members of our Panel. The membership will then be 4 Essex County Council Members, 4 District Council Members and 4 Town and Parish Members. I have appointed Councillors Mary Cunningham, Sue Wilson, Richard van Dulken and myself to sit on the panel as District Council representatives.

Councillor Graham Butland
Leader of the Council

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
FINANCE AND PERFORMANCE**

Agenda No: 12b

Tax Collection rates as at end of June

Council Tax collected was 30.82% for June compared to 30.81% for the previous year and the target for the year is 98.2%. Amount collected £25.667million.

Business Rates collected was 30.84% for June compared to 31.25% for the previous year and the target for the year is 98.5%. Amount collected £13.46million.

There continues to be encouraging trend in the success rate of council and business tax recovery, and decline in the number of recalcitrant council tax payers, with accompanying reduction in required recovery interventions.

The number of dwellings attracting the 50% council tax premium (empty for 2 years+) is 206. (212 at end of March).

2015/16 Statement of Accounts were completed and signed off by the Corporate Director on 26th May – this is 4-weeks earlier than last year and slightly ahead of the new statutory requirement coming in from 2017/18.

Ernst & Young, our external auditors, commenced the audit of the accounts on 17th July.

Discretionary Business Rates Relief for Charities and Not for Profit Organisations

The Council's revised Discretionary Business Rate Relief for Charities and Not-for-Profit Organisations was agreed at the 13th March Cabinet meeting. The new scheme will be implemented from 1st October 2017. Those organisations which have completed and returned the new application form have been informed of their award under the new scheme. Those organisations which currently receive an award but have not yet completed a new application form have been sent a letter informing them of the deadline (31st July 2017) for receipt of the form in order for the application to be assessed and an award, as appropriate, to be made from 1st October 2017.

2017/18 Business Rate Bills

Business Rate bills for 2017/18, issued in March 2017, were based on the 2017 Rating List and included Transitional Relief and the revised Small Business Rate Relief and Rural Rate Relief schemes, as appropriate.

However, the Government announced in the Spring 2017 Budget that it would make funds available to local authorities to introduce new Business Rate Relief schemes (Supporting Small Businesses; new Discretionary Relief Scheme; and Business Rate Relief Scheme for Pubs) in 2017/18. Revenues Officers across Essex are currently developing the detail

of the proposed new schemes; guidance on which was received from the Government on 20th June 2017. We shall be seeking to agree and publicise these new discretionary schemes as soon as possible thereby enabling businesses to make an application, as appropriate.

Performance

Projects: As at the end of the March 2017, a total of 28 projects have been completed and a further 14 projects are on track to meet their targets dates.

Key Performance Indicators: Twelve performance indicators have achieved or exceeded target, one has missed target by less than 5% (number of passenger journeys on the Community Transport scheme). and four have missed target by more than 5% in relation to tonnage of residual waste, percentage of recycling, delivery of affordable homes and the number of visits to our leisure centres.

The increase in the tonnage of waste reflects a trend across the county and the UK generally . We continue to door step customers to encourage participation in recycling which will also positively impact on the tonnage of waste.

Affordable homes has not met target in 2016/17 due to the completion of 21 affordable homes expected in the fourth quarter slipping into the first quarter of 2017/18. The target for 2017/18 has been amended accordingly and the Council remains on track to meet the targets set over a four year period.

The number of visits to our leisure facilities has not met target at the end of 2016/17. The closure of the Braintree swimming pool in the fourth quarter of the year has impacted on participation levels. However, Fusion continues to increase the number of visits to leisure centres across the District and have once again exceeded one million visitors.

Finance Performance

An overall positive variance for the year of £883,000 (-6.7%) has been achieved against the budget of £13.107million. This represents an improvement of £396,000 from the position reported in the third quarter mainly due to additional income.

Income was overachieved by £571,000; with an overall underspend of £312,000 on staffing and other expenditure.

The 2017/18 approved Budget already makes provision for £407,000 of the current year variance where this has been assessed as having an on-going effect.

New Corporate Strategy 2016-2020: This is the first year reporting against the priorities set out in our new Corporate Strategy 2016-2020 and we have continued to support our communities and the local economy by approving a District Investment Strategy to invest £28 million in the District to improve health facilities, town centres and infrastructure which included the opening of a new GP surgery in Braintree. We supported over 750 job seekers by providing face to face access to employers by hosting two job fairs and 2016/17 saw the launch of the Councillors Community Grant Scheme supporting local projects and initiatives to benefit the residents of the District.

Customer Satisfaction: Despite continued financial pressures we have seen satisfaction with the way the Council is run increase from 81% to 86% and we have maintained front line services to deliver the best service to our residents, provide value for money and create a District where people are happy to live, work and be healthy.

Investments

Following consultation with Arlingclose, Treasury management advisors, a further sum of £1million was invested in Equity Funds in April 2017. This takes the Council's total investment in Equity and Property Funds to £15million, this being the limit in the current Treasury Management Strategy for these investments. Market valuation at end of the June for long-term Pooled Funds is a net +£1.458million since initial investment.

Councillor David Bebb
Cabinet Member for Finance and Performance

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
PLANNING AND HOUSING**

Agenda No: 12c

INFRASTRUCTURE

Recent Consultations

A120/A12 Consultations

The A12/A130 consultation periods have now been completed. Essex County Council is still analysing the detailed feedback from members of the public but has revealed that 82 percent of respondents believe the A120 needs to be upgraded to a dual carriageway between Braintree and the A12. The next stage will see ECC exploring these route options in depth to ensure they present the best possible option, or options, to central Government.

An A12 and A120 Members Forum is being held on 7th July 2017 and an A12 Environment Forum is being held on 18th 2017 July which Officers will attend.

Marks Farm Roundabout

Highways England instructed Kier on 2nd May 2017 to provide an estimate/quotation for undertaking the outstanding Road Safety Audit 4 works funded by Tesco. Once the estimate/quotation is received Highways England will issue instructions to Kier to proceed. The aim is that the outstanding Road Safety Audit 4 works will be completed by the end of November 2017 prior to Christmas 2017.

Highways England would like to offer their apologies to Braintree District Council for the delay in completing these works, but they would like to assure us that every effort will now be made in order to see this outstanding work completed by November or sooner.

The Road Safety Audit Stage 4 – Recommendations and Actions are as follows:-

- Reduce the B1256 Eastbound approach to Marks Farm Roundabout from three lanes to two lanes with the offside kerb line of the traffic island tangential to the kerb line of the roundabout central island and provide direction arrows left-turn/straight ahead of the nearside lane and right-turn in the offside lane. Also, replace the lane dedication sign and provide a new sign to reflect the above direction arrows, located approximately 100 metres from the roundabout give-way markings.
- Alter the sign face of the existing Advance Direction Sign (ADS) to reflect the new layout.
- Unless an alternative route for cyclists can be identified and implemented then the cycle lane and cycle markings are removed. The cyclist can make their own

decision and adopt a primary position (centre lane) when approaching the roundabout and be more aware of vehicle movements around them.

- Provide road markings with lane destination arrows in lane 1 and 2 arrows (A131) to supplement the lane destination sign in the nearside verge, this sign could be improved by incorporating lane destination arrows.
- All the new lamp columns/lanterns should be illuminated during the hours of darkness
- Provide a 0.5 metre strip of concrete behind the kerbs in the verge either side of the pedestrian crossing point.
- Provide red reflective strips around the post supporting the map-type direction sign at varying heights for adults and child pedestrians.

Highways England has examined options to increase the capacity of the A120 Marks Farm roundabout that will both reduce current traffic congestion and support future growth. Two outline opinions have been identified. Option 1 includes enlargement of the roundabout with wider entries and exits and the free-flow left turn lane reconfigured to avoid removing capacity from the A131 southbound. Option 2 is similar to the first option but provides both enlargement and signalisation of the roundabout, with wider entries and exits and free-flow left turn lane reconfigured to avoid removing capacity from the A131 southbound. A third option to construct a flyover was discounted at an early stage.

AECOM has been commissioned to develop these options and they have reconfigured the VISSIM (visual block diagram language for simulation of dynamical systems and model based design of embedded systems) model previously constructed as part of the A120 Millennium Way Slip Roads scheme to test the effectiveness of the scheme options. Improvements to Marks Farm roundabout would support the proposed A120 Millennium Way Slip Road improvements.

In the short to medium term an enlarged roundabout would provide the necessary increased capacity; however, the design of the roundabout would enable signalisation in the future as traffic demand grows.

It is expected that developer contributions will be sought to fund the scheme; however, Highways England have also highlighted this for potential funding in Road Investment Strategy Period 2 (RIS2). Unfortunately they cannot guarantee funding for this scheme until the outcome of the RIS2 settlement is determined.

PLANNING POLICY

The Local Plan, including the joint section one which is shared with Colchester and Tendring Council's, is currently out for public consultation. The six week consultation period ends on the 28th July. Officers have been manning a series of events in main towns and those areas affected by the proposals for Garden Communities which have been well attended.

The Hatfield Peverel Neighbourhood Plan is also currently subject to a six week consultation period which ends on the 17th July. Once completed the Neighbourhood Plan would be subject to an independent examination.

DEVELOPMENT MANAGEMENT

The service is monitoring applications granted for new dwellings on a quarterly basis. The most up to date figures relate to Quarter 4 in 2016/17 (January to March 2017). During that quarter, planning permissions were granted for a total of 736 dwellings of which 222 would be affordable dwellings.

HOUSING

Development Programme

We are predicting 130 new affordable homes to be completed during 2017/18. There is a significant number (70 homes) forecast for completion in March 2018, so it will be difficult to make accurate predictions until later in the financial year.

The next affordable housing schemes coming up for completion are the Greenfields scheme at St Andrews Road, Hatfield Peverel (25 homes) and the Colne Housing scheme for 21 homes at the former site of Crossman House, near Braintree railway station. Both should be being let by the end of the summer/beginning of Autumn.

Housing Related Support

Essex County Council awarded the new contract for housing related support for young people aged 16 to 18 to NACRO and Family Mosaic. Since June 2017, the access to the accommodation and support for two housing schemes in the district has been managed by ECC where previously BDC was the main referring agency.

At the same time, The Foyer is no longer receiving funding from ECC. The Salvation Army Housing Association has committed to keep the scheme running for another 12 months and we are piloting new arrangements for managing and operating the scheme.

A successful bid to government by Essex County Council and Councils in Essex late last year secured £890,000 for a trailblazer project to tackle homelessness. The money is funding 10 specialist mentors to identify at risk households and individuals in Essex and intervene before they are threatened with eviction.

In June, the specialist mentor for the Braintree District started working alongside the Council's Housing and Community Team, and supports customers with a range of issues. The officer has a specialism in mental health and can offer advice and support to any of the other mentors. Likewise the other mentors are able to offer support/advice on their areas of expertise.

Colchester and Tendring Women's Refuge are operating a new project for people experiencing domestic violence across the districts of Tendring, Colchester, Braintree and Maldon. The Councils secured funding from the Department for Communities and Local Government for a one-year project to consider the issues facing members of the Gypsy, Traveller and Roma communities (GTR) and hard-to-reach groups – particularly older people experiencing violence from their partners. The Refuge now has officers in post and we are monitoring progress throughout the year.

Homelessness Reduction Act

The Bill received Royal Assent in April 17 and it is anticipated the implementation of the Act will be April 18. In summary, this new Act will mean the Council will be required to help people at an earlier stage when threatened with homelessness and develop individual formal plans to help people with their housing problems. The focus is on the prevention and relief of homelessness.

Fire Safety

Fire safety is prominent issue following the awful tragedy at Grenfell Tower, in North Kensington in June. My thoughts are with the people who have lost their family and friends.

The Department of Local Government has been in contact with all local authorities and social housing providers requesting information regarding flats. The Council transferred its housing stock to Greenfields Community Housing in 2007 and we own just 4 small low rise flats which are used as temporary housing. Essex Fire Service is in contact with all Essex Councils offering support to those with tower blocks in their areas; there are none in the Braintree District.

Councillor Mrs Lynette Bowers-Flint
Cabinet Member for Planning and Housing

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
ECONOMIC DEVELOPMENT**

Agenda No: 12d

Enterprise Centres

In January 2017, detailed planning permission was granted for the construction of four commercial grow-on units as a further phase of the Braintree Enterprise Centre. A revised planning application has been submitted. The requirement to re-design the scheme occurred due to contractor advice on the buildability, which suggests that relocating the buildings could produce a substantial saving in structural and drainage cost. A second stage tender will run concurrent with revised planning application. The revised programme still demonstrates delivery in Q4 2017/18.

We are continuing to work with the developer on the Rural Business Hub proposal as part of the Premdor scheme in Sible Hedingham. Construction has commenced and Officers are now attending monthly site meetings. A specialist consultant has been appointed to undertake quality monitoring and handover process. The developer has indicated the project will reach completion in November 2017.

Regeneration

I last reported on the sharpened focus on the condition of Braintree's town centre by local communities and the media, including stating that there are a lot of misconceptions around the role of the Council and its powers in Braintree town centre. We have sought to correct this through an interview with the Braintree and Witham Times and by holding workshops with the wider town centre community (see Business Engagement section below).

Our work on town centre improvements in Halstead and Witham is being refined in partnership with the Highways Authority. This dialogue is advancing us towards a point where we can be clear on what can be built and when.

Business Engagement

Throughout the last month officers have been working on a range of business engagement activities particularly focusing on planned growth of the District and the regeneration plans for Braintree town centre.

On Monday 12th June 2017, in partnership with the Braintree Chamber of Trade and Commerce, we held a facilitated workshop with businesses to start developing a shared vision for the town centre going forward. Cllr Bowers and I attended the workshop at Braintree Town Hall along with officers and were pleased by the enthusiasm our local businesses have for the town centre and their desire to work with us to help bring forward a positive change. This work is continuing with further workshops taking place between Councillors and other town centre stakeholders from

a range of public and third sector organisations, including Essex County Council, in the coming months. These will collectively establish a vision for the town which will dictate activity to commence as soon as possible.

On 15th June 2017 a further event was held at Braintree Town Hall to unveil the latest concept ideas for the Manor Street redevelopment area. Before the exhibition was unveiled to the public we held a special session where town centre stakeholders could come along, view the plans, ask questions and share their views. A number of local businesses came to this session and throughout the rest of afternoon shared their initial thoughts and ideas for the scheme.

Finally, on 28th June 2017, as part of the Local Plan consultation process, we held a breakfast briefing attended by over 40 local business representatives who had the opportunity to hear an update from the Planning Policy Team on the proposals in the latest version of the local plan, ask questions, and take part in feedback activities to help us capture their views. Whilst not all businesses were able to attend on the day I would encourage any resident or business who has not yet done so to visit one of the local plan exhibitions or feedback to the team through other channels.

I appreciate the time that business representatives have taken out of their schedules to join us at these events over the last month. We are already in the process of finalising dates and topics for other business briefings throughout the year so look forward to many more opportunities.

Broadband

Following the tendering process which took place earlier this year, Superfast Essex has announced the contractors appointed for Phase 3 of the Superfast Essex Programme. As part of the tendering process Superfast Essex divided Essex into a number of smaller size lots to encourage bids from a wider range of contractors. As part of this process the Braintree District this area was split across two Lots, classed as Lot 2 and the Gainshare (BT) lot.

Since concluding the procurement exercise Superfast Essex has confirmed the following contractors who will be delivering the next phase in this area:-

- Lot 2 - Gigaclear (Fibre to the premises providers) have been appointed for the north of the District and part of the south towards Terling.
- Gainshare - BT will be delivering part of phase 3 using the gainshare funding which covers areas around Cressing, Silver End and Witham areas.

Gigaclear are specialist in delivering Fibre to the Premises (FTTP) broadband which delivers fibre cables directly to each individual premise and is capable of achieving ultrafast speeds in excess of 100mbps. This is particularly important in a rural district such as ours as this particular technology does not suffer from the issue of attenuation which is the loss of speed over longer distances when broadband signals travel through traditional copper lines.

Deployment of Phase 3 is scheduled to begin shortly and will run alongside Phase 2 which launched last summer, with a target completion date for both phases in 2019. Whilst deployment plans are being finalised we are continuing to work with Superfast

Essex to establish anticipated coverage levels at the end of this phase and to look at what the options are for any premises still not included in the programme. This includes a number of properties in the District which have been claimed by different commercial operators and are therefore are not currently eligible for any Public Sector funding.

Timescales for the new phase of the rollout programme have been added to the information already available on the interactive map on the Superfast Essex website. Residents and businesses are encouraged to use this tool to find out if their property is covered by current plans and feedback to Superfast Essex if the information provided by operators does not reflect the actual coverage in your area. More detailed updates will be provided when we have more information to share from Superfast Essex.

Skills

The Inaugural meeting of the Braintree District Education and Skills Board was held on 15th June 2017 at Causeway House, with attendees including Colchester Institute, local schools and a representative from businesses in the District. The Board will bring together the resources, skills and experience of a range of partners to address educational attainment and employment skills needs within the District. It will compliment, strengthen and provide a local perspective to the countywide Education and Skills Board. Meetings will be bi-monthly with a particular topic pertinent to the group discussed and appropriate actions agreed. Braintree District Council will act as the secretariat. The Board will be formally launched in the Autumn.

Officers have accepted an invitation to join the Information, Advice and Guidance Cluster Group (involving Alec Hunter, Tabor, Notley High and Hedingham schools) to provide updates on work and develop project ideas. This partnership working is critical to the success of any projects developed and delivered by the Braintree District Education and Skills Board. The Council's Economic Development Officer will be supporting the delivery of the annual Braintree District Careers Festival.

Finally I am pleased to say that Leanda Cable is now a member of the South East Apprenticeship Ambassador Network. This network feeds into the National Apprenticeship Ambassador Network and is designed to drive employer engagement and apprenticeship delivery in England. This role, combined with acceptance from the Department of Education as an Apprenticeships Champion, provides insight into central Governments apprenticeship plans.

Barclays Bank Halstead

Many people will be aware from the local press that Barclays Bank has announced the closure of their branch in Halstead. To this end I, along with Cllr Stephen Kirby and officers from the Economic Development Team, have met with senior representatives from Barclays to discuss this matter. At this meeting we took the opportunity to feedback the concerns raised by businesses and seek clarification on a number of matters relating to the planned closure and the support that will be available.

As a result of this meeting I am pleased that Barclays has offered to put some additional support in place for Halstead businesses to raise awareness the services available following the closure and address digital skills needs around online/mobile banking and cyber security.

Councillor Tom Cunningham
Cabinet Member for Economic Development

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
CORPORATE SERVICES AND ASSET MANAGEMENT**

Agenda No:12e

GOVERNANCE

Legal

Work continues in support for the North Essex Garden Communities Limited, working in partnership with colleagues in Colchester Borough Council, Tendring District and Essex County Council

We are providing legal support with assistance from specialist legal resources to draft Transfer and Funding agreements to achieve a smooth transfer of staff and responsibilities of the Museum Service to Braintree District Museum Trust Ltd

Elections

Successfully completed Essex County Council elections 4 May 2017 and successfully completed the management of a General Election on June 8th, despite the short notice provided to plan and execute.

BUSINESS SOLUTIONS

ICT and Digital

At the end of March 2017 the contract with Capita to deliver IT services terminated and BDC has brought the IT service back in-house to be run by our own staff and those staff that transferred from Capita under TUPE arrangements. The plan was executed such that a smooth transition was achieved and IT services and communications remained stable, resilient and effective for our customers, Members, staff and partners.

We will continue to work with partners across Essex and more widely providing solutions to several IT issues including hardware procurement, cyber security, communications and networking and sharing IT resources.

We have started work on our digital strategy, working with our customers, partners and staff and members across the organisation to develop our digital vision for the future, and in due course we will review this strategy at the Executive and then roll out a program of communications on the impact on each stakeholder group.

Customer Service Excellence Standard

The Customer Service Excellence accreditation has been retained for a further year. The assessment was held in June and assessed the authority against a range of criteria in relation to customer groups, our knowledge of them, how we engage with them and use their feedback to improve services together with looking at areas of continuous improvement across the Council. Full compliance was achieved in all areas assessed with nine elements achieving compliance plus.

ASSET MANAGEMENT

Asset management have been active during the past month, and have made significant progress with many of investments that form part of our overall investment strategy and recent approved schemes are all on track:

- Purchase of Headlease at 15 Springwood Drive Contract Signed completed
- Relocation of St. Lawrence Surgery Project Completed and the formal opening was made by James Cleverly M.P. Virgin Health Care are operating with a better service than was possible at the St Lawrence site. There has been significant positive press coverage on this whole project
- Silver End GP Surgery Purchase of Head Lease has been negotiated and subject to Cabinet approval, contracts will be signed, further adding to our income generation and health provision.

Following on from the tragic fire at Grenfell Tower, the Council has reviewed its own buildings to identify if there are any similar issues in relation to high rise buildings with cladding. In the Councils operational, residential and commercial portfolio of buildings there are no buildings which are classed as high rise with cladding. As always, we will continue to assess any risks in the light of further information becoming available.

COMMUNICATIONS AND MARKETING

Municipal Journal Awards

BDC entered a submission to the MJ newspaper to be considered for an award in the Innovation in Finance, highlighting the work and success that we have achieved since the Peer Challenge in 2013 and focussing on the District Investment Strategy. The paper submission was followed by a presentation from the Chief Executive supported by the Finance and Asset Management leads. The award ceremony on 15th June was attended by three officers; Andy Wright, Trevor Wilson and Andrew Epsom along with myself, and we were delighted to be awarded a special commendation (2nd Place !) with Aberdeen City Council the winner. The Marketing team pulled together to produce the collateral for the submission including a professional looking video.

Manor Street Exhibition

The first public unveiling of the plans took place in the Town Hall in Braintree Town Centre on the 15th June, which was well attended by consultees and members of the public. The press comments and reporting have been very positive and were managed again by the PR team with their usual efficiency.

HR AND ORGANISATIONAL DEVELOPMENT

Key Performance Indicators for the performance of the HR service are all green and indicate a healthy and motivated staff with low staff turnover and low levels of sickness. The percentage of staff with nil sickness is rising slightly and is under management review to determine the cause, however overall performance is all key metrics indicates improvement when compared with 2015/16.

Employee of the Month Award

The two recent winners of the Award since my last cabinet report were Joby Humm and Sean McMahon and their citations reflect the dedication and great contributions made by the staff of this authority

June 2017

Joby Humm in Health & Wellbeing.

Joby showed tremendous commitment towards the refurbishment of Braintree Swimming Centre. The project ran into some unforeseeable difficulties and Joby worked tirelessly with Fusion to rectify the issues to minimise further disruption. Staying late most evenings, reeling out hose reel to re-fill the pool, being on call for out of hours and sourcing specialised technicians are just a few of his attributes. In addition, Joby has many job roles and is hands on no matter how busy his diary is. He always makes time for his staff and offers support no matter how minor the issue. Joby is a fantastic example of someone who has the ability to focus on a solution and deliver results.

May 2017

Sean McMahon in Customer Services.

Sean has had a number of nominations from different members of staff for Employee of the Month, highlighting his commitment to good customer service. Last month on Easter Sunday, Sean responded to a call to assist the Head of Service late at night to secure the building following an alarm call. Sean was not on call but was at the office within 15 minutes and stayed to help sweep the building and secure the outbuildings until a contractor could attend. This is just an example of the support and commitment that Sean shows to the organisation.

Councillor John McKee
Cabinet Member for Corporate Services and Asset Management

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**REPORT TO COUNCIL – PORTFOLIO AREA OF
ENVIRONMENT AND PLACE**

Agenda No: 12f

ENVIRONMENTAL SERVICES

National Air Quality Day

The Council publicised the National Air Quality action day across the District as it coincided with the following campaigns the Council was also actively promoting. It was in the middle of Bike to Work week (10th-18th June) and tied in well with the Live Well Child campaign as part of the campaign is about parents considering a more “active” way of getting their children to school, rather relying on the car for transport. The National Air Quality Campaign highlights motor transport as the major contributor towards air pollution.

Members may have noticed the local coverage by the press of the Friends of the Earths report that Braintree was a “neglected air quality hot spot” as they found high levels of Nitrogen Dioxide during their investigations.

I would like to inform members that this Council monitors Nitrogen Dioxide levels on a monthly basis throughout various locations in the District, and our recorded levels have not exceeded Government guidelines. Although there is some credence in the FOE report, the methodology used, doesn’t reflect that required by the Government guidance and is not a true like for like comparison. However, we recognise that poor air quality is an issue in our District and welcome the opportunity to work with other organisations to mitigate problems and the known sources.

A charger for electric vehicles is being installed in the front car park of Causeway House

BDC Handyman scheme

The Council established a pilot scheme in early 2016 offering a free handyman service to elderly and vulnerable owner-occupier and private tenants in the District. The scheme offers two types of work, energy efficiency schemes and measures to reduce trip and fall hazards around the home. The type of work undertaken includes draught proofing of windows/doors, foil backing to radiators, hot water cylinder jackets, clearing of lofts ready for the installation of insulation and grab rails and carpet/floor threshold fitting.

The funding of the service initially came from a joint project with BDVSA and Healthy Homes fund as well as a Health & Well Being Panel grant. When this money is spent, future funding is being sought from referral fees for successful energy switches and referral fees from insulation measures. Officers are also hopeful of getting further funding from the Health & Well Being Panel.

We have had over 130 requests for works to be carried out since the project started and it is clearly filling a gap in local demand for a handyman scheme. With the withdrawal of the Papworth Trust handyman service in our district, the continuation of our scheme is even more important, especially as it focus’ on those in our community most at risk either from fuel poverty or at risk of injury at home.

Our officer Phil Shears I has been providing a sterling service; his personable character, coupled with the trust that the Council brand provides, puts the elderly and vulnerable at ease allowing him to provide support that they otherwise would be reluctant to ask for.

OPERATIONS

Flats Recycling

The Recycling Rewards Scheme was launched in December 2016 and this provided for winners to receive a £25 'Love to Shop' voucher to spend at a variety of retail outlets or at Fusion Leisure Centres. All participants from the month's winning area/block of flats also get to nominate their preferred charity to receive a £100 donation. The results thus far are as follows:-

Month	Winners	Charitable Donation to
December 2016	13 winners	Age UK
January 2017	2 winners	RSPCA
February 2017	2 winners	RSPCA
March 2017	1 winner	British Heart Foundation
April 2017	1 winner (to be announced).	British Heart Foundation

Schools Recycling (Food)

All 29 schools that have joined the scheme and are collecting food waste from their dining halls and kitchens will be entered into the competition for the Best Performing School (unless they opt out). In addition, schools where food waste is also collected from Staff Rooms or that do other recycling activities such as composting will also be entered into the "Super Recycling School" competition. (Schools should aim to collect all their food waste to increase food waste recycling and reduce refuse.)

All participating schools will receive £500 and a certificate, with the Best Performing School receiving an additional £500 contribution and the Super Recycling School receiving an additional £1,000.

Prizes will be chosen by the schools from a list including:-

- Cash contribution towards outdoors and play equipment made of recycled materials;
- Plants, seeds and support from the Horticultural Team to grow their own food;
- Visits to recycling plants (within allowed age limits);
- Books for the school library (including cooking books for children).

The winning schools will be selected in June and it is proposed that I will be awarding the prizes in early July.

Sales of compost bins across Essex

The District's residents have left the rest of Essex far, far behind insofar as compost bin sales are concerned. The discounted compost bin scheme was promoted by our Comms Team from August 2016 onwards in light of the decision to suspend garden waste collections, helping to generate 878 sales out of the 912 total. Castle Point is in second place, having introduced a *chargeable* garden waste service with associated comms in late November last year.

Street Cleansing

There were 49 fly-tips in April 2017 which is the lowest in April in the last 4 years (2014/15 = 61; 2015/16 = 50 and 2016/17 = 72).

Cleaning of the A12/A120

A letter has been received from Highways England (formerly the Highways Agency) notifying the Council that it has recently appointed a new service provider – Kier Highways - in our area.

They will jointly be introducing a litter strategy designed to achieve “*A network predominantly free from litter, without compromising safety and delivered affordably*”. Kier will be hosting Litter Steering Groups as a platform to inform stakeholders of litter picking opportunities during programmed closures, target litter hotspots and to collaborate to support partnerships such as Keep Britain Tidy. They will also be grading the network to help prioritise locations for litter clearance and will communicate with councils as appropriate.

In order to improve partnership working with district and borough councils, Highways England has created a Litter Partnership Agreement, showing its commitment to collaborative working with local authorities and Kier Highways to keep the network clear of litter and they are encouraging councils to sign up to help improve cleanliness standards on the road networks

This is excellent news for BDC who has been trying for some years to work more closely with the Highways Agency in order to maximise efficiency and improve cleanliness standards along that stretch of the A12 that traverses the Braintree District.

On July 20th I will be giving a presentation at the Westminster Briefings on the Governments Litter Strategy

Street Scene Protection

Fly-tips

A 26 year old man from Halstead pleaded guilty to paying an unknown male to take waste from his business which was found unlawfully deposited on land off the A131 opposite Attwood's Manor, Halstead in November 2016. He was fined and ordered to pay costs and a victim surcharge totaling £1,210.

A 35 year old man from London pleaded guilty to paying an unknown male to take a large amount of waste from his property. This waste was found unlawfully deposited in a lane known locally as Soldiers Walk in Black Notley in August 2016. The defendant received a 12 month conditional discharge and was ordered to pay costs and a victim surcharge totaling £611.

Both of these cases clearly demonstrate the importance of residents ensuring that they are using legitimate and licensed companies to remove their waste.

Dog out of Control

A 47 year old woman from Witham was prosecuted for allowing her dog (a Staffordshire Bull Terrier) to be dangerously out of control in a public place in that on 25 September 2016 it attacked another dog causing such severe injuries that the other dog had to be euthanized. The defendant pleaded guilty to the charge and was ordered to pay costs of £1,081.70. In addition, a Control Order was made on the dog (e.g. to be muzzled and kept on a leash when out in public) to ensure that it is kept under proper control in future.

Parks and Open Spaces

Protection of public open space from illegal encampments

Work has already commenced on protecting a number of the Council's open spaces to prevent unauthorised access. Godlings Way leading to the Bocking Blackwater nature reserve has been completed and a tender is due to be awarded imminently to complete the remainder of the priority 1 sites.

Highway Verge Cutting

The annual Spring cut of the rural grass verges has just been successfully completed, on behalf of ECC; the second cut will take place in September.

Car parks

Phase 2 – Redecoration of George Yard Multi-Storey Car Park

Work is due to commence at the car park in late Summer on the redecoration of the ground floor, first floor and the entrance/exit ramps.

COMMUNITY SAFETY

Parents/Carers Awareness Sessions

The 32 session programme is complete and promotional material designed. Schools will be utilising their communication channels to get information out to their parents and those parents from their feeder primary schools, the Comms Team will also be promoting the sessions via social media.

Gangs

St Giles Trust SOS+ delivered whole day sessions at Alec Hunter, Notley High and Maltings Academy. Some feedback received from parents stated that their children found the sessions very interesting

LANDSCAPES AND COUTRYSIDE

On July 6th a Swift Tour around Braintree town centre was organised by BDC, The Swift Society and Essex Birdwatching Society to raise awareness of the decline in the swift population. This follows on from the installation of swift boxes on to the Museum last year. This iconic bird is in serious decline in part due to the lack of nesting sites and BDC is proud to be partaking in assisting this species.

Councillor Mrs Wendy Schmitt
Cabinet Member for Environment and Place

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REPORT TO COUNCIL – PORTFOLIO AREA OF HEALTH AND COMMUNITIES

Agenda No: 12g

Virgin Care's Essex Child & Family Well Being Service

On 1st April 2017 Virgin Care Services Ltd, in partnership with Barnardo's, began a 10 year contract with Essex County Council to deliver a new Essex-wide Child & Family Well Being Service.

The service brings together a range of existing services including the Healthy Child Programme, Healthy Schools and Family Nurse Partnership, amongst others, to form an innovative new service centred on school catchment areas and local communities.

Dementia Update

Dementia diagnoses and awareness is recognised as being an increasing problem in our society. The Council aims to play its part through its Dementia Action Alliance programme. The Church Lane Surgery in Braintree has joined the Dementia Action Alliance and has introduced a monthly meeting (Dementia Café). Last month 60 people attended. This would not have been possible had the surgery not relocated with support from the Council.

A reminder to Members that there is the opportunity for them to attend a Virtual Dementia Tour training session on Thursday 13th July from 6.30pm–8.45pm. After experiencing the tour delegates will have a better understanding of the needs and difficulties faced by those suffering with and affected by dementia.

Councillors' Community Grant Scheme

A reminder to Members that funding applications can now be processed following the County and National Elections. A total of 17 applications have been put through for payment since 10th June 2017. Any Councillors that have not submitted applications and require assistance with identifying potential groups please contact Moira Groborz in Community Services.

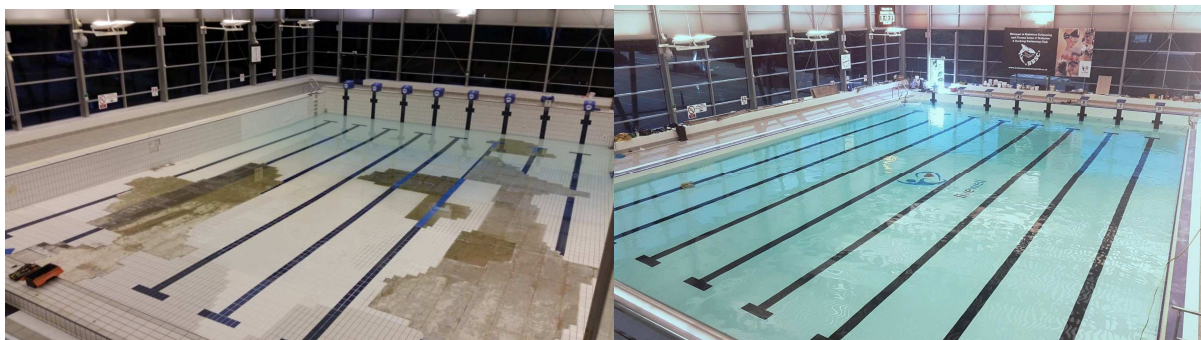
The scheme was for an initial two year period and we will need to determine if it is to continue into 2018/19 following a review by the Member Working Group later in the year.

BDC Livewell Brand

The Council's Livewell brand (introduced back in 2014) is now going to be adopted across the whole of Essex (all 12 local authorities, Essex County Council and Mid Essex Clinical Commissioning Group). The importance of collaborating on the health and wellbeing agenda and working together with partners across Essex has been recognised and the Livewell brand has been adopted as the one stop platform for

information and services to enable residents to make healthy lifestyle choices.

Braintree Swimming Pool re-lining



Braintree Pool is now fully open. There was an unfortunate delay as it was decided to refurbish both pools at the same time rather than just the main pool. This delayed the re-opening slightly but the result has been a much more aesthetically pleasing pool area which will serve the District well for a number of years.

Free swimming and activities are being offered on Saturday 22nd and Sunday 23rd July for the inconvenience caused during the closure period. Over the weekend, residents can make use of both the main pool and the children's leisure pool as part of the pirate themed weekend. In addition they can try canoeing, have a swim assessment, have their faces painted, watch a life guard display, win prizes, try canoe water polo or take part in a fun pool session following the renovation.

Museum Services

The transfer of the museum services and the TUPE of two members of staff to the Braintree Museum Trust is progressing well and the aim is for the transfer to take place on 1st November 2017.

Town Hall

Usage has increased significantly over the last 12 months with various initiatives contributing to this increase such as the tea dances. The staff are currently making a concerted effort to market the Town Hall as a wedding and conference venue and projects such as the refurbishment of the female toilets and a new carpet for the reception area and main staircase will add to the ambience of the venue.

Livewell Child

The Livewell Child project has been launched in all participating schools over the last few weeks using the schools sports days to encourage pupils and parents to take part in the project. National interest in the project continues to grow. Officers have been asked to present the project to a number of national organisations including the Charlton Manor Foundation, the Jamie Oliver Foundation and Public Health England. Officers are due to present to Leeds Beckett University which is leading the national campaign to tackle childhood obesity. The latest copy of the Livewell Child bulletin has been distributed to all Members which demonstrates how the Council is supporting the local health service and Essex County Council's responsibilities towards combatting the growing obesity crisis.

Bags of Help

Tesco supermarket runs a scheme called Bags of Help using funds collected from the 5p carrier bag levy. Customers are given a plastic token to enable them to select their preference from a choice of three local community projects. This month the Livewell Child project has been selected as one of the projects. The winning project will receive a grant of £4,000, second place will receive £2,000 and the runner-up will receive £1,000.

Sport for Confidence



As part of the National Learning Disability Awareness Week, Sport for Confidence and Fusion Lifestyle teamed up with local health teams to deliver a day of activities at Witham Leisure Centre. Sport for Confidence ran sessions throughout the day which included swimming, inclusive dance and boccia (a game similar to bowls played by people with severe physical difficulties). They also commissioned the services of an ex-international rugby player to attend the day and deliver tag rugby sessions. The whole event was an outstanding success.

HSBC UK BMX National Series - Round 9 & 10 and National Championships



I am pleased to report that a major national sporting event took place recently in Braintree with the Braintree BMX Club hosting the National Championships. The event was a huge success with over 1300 riders participating over the course of the weekend. The organisers appreciated the help the Council provided in hosting this event with special thanks going to the Grounds Maintenance and Refuse teams.

Councillor Peter Tattersley
Cabinet Member for Health and Communities

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List of Public Meetings Held Since Last Council Meeting		Agenda No: 13
Portfolio: Not applicable Corporate Outcome: Not applicable Report presented by: Not applicable Report prepared by: Chloe Glock, Governance Business Officer		
Background Papers:		Public Report
Published Minutes of the meetings listed within the report below.		Key Decision: No
Executive Summary: Since the last Council meeting held on 5 th June 2017, the following Minutes have been published for meetings held in public session: <ul style="list-style-type: none"> (1) Planning Committee – 20th June 2017 (2) Governance Committee – 29th June 2017 (3) Planning Committee – 4th July 2017 (4) Cabinet – 10th July 2017 (5) Planning Committee – 18th July 2017 (6) Local Plan Sub-Committee – 11th July 2017 (7) Overview and Scrutiny Committee – 12th July 2017 (8) Licensing Committee – 19th July 2017 		
Recommended Decision: Members are invited to note the Minutes published.		
Purpose of Decision: Not applicable.		

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

Financial:	Not applicable
Legal:	Not applicable
Safeguarding:	Not applicable
Equalities/Diversity:	Not applicable
Customer Impact:	Not applicable
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Not applicable
Risks:	Not applicable
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