

# OVERVIEW AND SCRUTINY COMMITTEE AGENDA



THE PUBLIC MAY ATTEND THIS MEETING

**Date:** Wednesday 11<sup>th</sup> July 2012

**Time:** 7.15pm

**Venue:** Council Chamber, Causeway House, Braintree CM7 9HB

## Membership:

Councillor P R Barlow	Councillor F Ricci
Councillor C A Cadman	Councillor W J Rose
Councillor Dr R L Evans (Chairman)	Councillor A F Shelton
Councillor P Horner	Councillor J S Sutton
Councillor S A Howell	Councillor J R Swift
Councillor R P Ramage	

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

1. **Apologies for Absence.**
2. **Member Declarations.**
  - (i). To declare the existence and nature of any interests relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
  - (ii). To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter.
3. **Question Time.** (See paragraph below).
4. **Minutes.** To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 30<sup>th</sup> May 2012 (copy previously circulated).

5. **Task and Finish Group - Scrutiny of the Council's Land and Property Investment Policies.** To receive the Task and Finish Group report (report attached page 4).

*Note. Members are requested to retain their copies of the Task and Finish Report for the meeting of Council on 30<sup>th</sup> July.*

6. **Overview and Scrutiny Committee - Annual Work Programme 2012-13 – Scrutiny of the Braintree District Community Safety Partnership.** To consider the attached report page 6).
7. **Overview and Scrutiny Committee – Composition of 2 Groups and Establishing a Third Group.** To consider the attached report page 9).
8. **Overview and Scrutiny Committee – Member Development.** To consider the attached report page 12).
9. **Decision Planner.** To consider the Decision Planner for the period the Decision Planner for the period 15<sup>th</sup> June to 31<sup>st</sup> October 2012 (copy previously circulated
10. **Urgent Business.** To consider any matter which, in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.
11. To agree the exclusion of the public and press for the consideration of any items for the reasons set out in Part 1 of Schedule 12(A) of the Local Government Act 1972.

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

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

A PEACE  
Member Services Manager

The last page of this Agenda is numbered 14.

**Contact Details**

If you require any further information please contact Alastair Peace on 01376 551414 extension 2602 or e-mail [alastair.peace@braintree.gov.uk](mailto:alastair.peace@braintree.gov.uk)

**Question Time**

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

Members of the public wishing to speak should contact the Council’s Member Services on (01376) 552525 or email [alastair.peace@braintree.gov.uk](mailto:alastair.peace@braintree.gov.uk) prior to the meeting.

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

The Council's "Question Time" leaflet explains the procedure and copies of this may be obtained at the Council’s offices at Braintree, Witham (Library) and Halstead (Library).

**Health and Safety**

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

**Mobile Phones**

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

**Comments**

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

Please let us have your comments setting out the following information

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

Comments.....

.....

.....

.....

Contact Details: .....

Overview and Scrutiny Committee  
11<sup>th</sup> July 2012



<b>Task and Finish Group - Scrutiny of the Council's Land and Property Investment Policies</b>	<b>Agenda No: 5</b>
<b>Corporate Priority: Prosperity and Performance</b> <b>Portfolio Area: Prosperity</b> <b>Report presented by: Cllr P Tattersley, Chairman of the Task and Finish Group</b> <b>Report prepared by: Andrew Epsom, Head of Asset Management</b>	
<b>Background Papers: Overview and Scrutiny Committee meetings 13<sup>th</sup> July 2011 and 22<sup>nd</sup> March 2012</b>	<b>Public Report</b>
<b>Options:</b>	<b>Key Decision: No</b>
<p><b>Executive Summary:</b></p> <p>At its meeting on the 13<sup>th</sup> July 2011, the Overview and Scrutiny Committee agreed that a Task and Finish Group be established to scrutinise the Council's general property and land investment policies. The composition of the Group was formally approved by Committee on the 12<sup>th</sup> October 2011 and the Group subsequently conducted a number of meetings to examine this matter.</p> <p>The key findings of the Task and Finish Group can be summarised as follows: -</p> <ol style="list-style-type: none"> <li>1) Members felt that the Council's current approach to land and property investment was conducted in a structured and coherent manner and that decisions were routinely considered and approved by both Cabinet and Full Council. Members were provided with the policy documents that underpinned the Council's property investment decisions and were supportive of the approach adopted.</li> <li>2) Members were provided with background information relating to the acquisition of Mayland House. Members felt better following this background information and understood the circumstances surrounding the acquisition of Mayland House.</li> <li>3) Members received a presentation detailing the availability and sources of property related information which demonstrated the Council's approach to Asset Management.</li> </ol> <p>Members did not identify any key issues and have, therefore, not made any recommendations to the Overview and Scrutiny Committee or Cabinet.</p>	

**Full Report**

A copy of the full report is enclosed with this agenda.

**Decision:**

That Members note the report, the work undertaken by the Task and Finish Group, and the conclusions reached and refer the report to Cabinet and Council.

**Purpose of Decision:**

To consider the Overview and Scrutiny report and relating findings.

**Corporate Implications**

<b>Financial:</b>	None
<b>Legal:</b>	None
<b>Equalities/Diversity</b>	None
<b>Customer Impact:</b>	The Task and Finish Group exercise has enabled Members to be better informed by improving their knowledge and understanding of the work undertaken by the Asset Management Service.
<b>Environment and Climate Change:</b>	None
<b>Consultation/Community Engagement:</b>	N/a
<b>Risks:</b>	N/a
<b>Officer Contact:</b>	Andrew Epsom
<b>Designation:</b>	Head of Asset Management
<b>Ext. No.</b>	2921
<b>E-mail:</b>	<a href="mailto:andep@braintree.gov.uk">andep@braintree.gov.uk</a>

<b>Overview and Scrutiny Committee- Annual Work Programme 2012-13 – Scrutiny of the Braintree District Community Safety Partnership</b>	<b>Agenda No: 6</b>
<p><b>Corporate Priority:</b> A better place People feel good</p> <p><b>Report presented by:</b> Cllr Dr Evans, Chairman, Overview and Scrutiny Committee</p> <p><b>Report prepared by:</b> Alastair Peace, Member Services Manager</p>	
<b>Background Papers:</b>	<b>Public Report</b>
<b>Options:</b>	<b>Key Decision: No</b>
<p><b>Executive Summary:</b></p> <p>At its meeting on 30<sup>th</sup> May, the Overview and Scrutiny Committee agreed to include scrutiny of the Braintree District Community Safety Partnership (CSP) in its Annual Work Programme for 2012-13.</p> <p>The Committee agreed that the scrutiny review would need to identify if the CSP provides clear value to the community, value for money, is transparent, and meets the Council’s objectives. The Committee also agreed that the Committee’s Chairman and Vice Chairman should meet with Corporate Directors to discuss a draft Terms of Reference for the review.</p> <p>The Chairman agreed with Corporate Directors that the Committee should develop a list of topics and questions which members would like addressed by representatives of the CSP at the Committee’s meeting on 26<sup>th</sup> September.</p> <p>The following topics and questions are suggested with members invited to identify further items for the September meeting:</p> <ul style="list-style-type: none"> <li>• What are the objectives and priorities of the CSP and how are they identified and agreed?</li> <li>• Is the CSP a public body?</li> <li>• How are projects and actions with the CSP agreed, implemented and monitored?</li> <li>• What are the outcomes and benefits to the community from the CSP?</li> </ul>	

- How does the public gain access to CSP meetings, agendas, reports and minutes?
- How do items get on to the agenda of CSP meetings?
- How does the CSP engage with communities and raise awareness of its work?
- What is the mandate of the CSP?
- What are the voting arrangements for CSP?
- How is the CSP managed?
- What are the reporting arrangements for the CSP?
- To whom is the CSP accountable?
- What is the role of each partner within the CSP?
- How does the CSP meet the objectives of each partner including the Council?
- What are the funding arrangement and what funds have been spent by the CSP?
- What are the implications for the CSP with the budget for Community Safety due to be held by the Police and Crime Commissioner to be directly elected in November?

Members might also wish to receive information on CSP arrangements practices in other Council districts and boroughs.

**Decision:**

Members are invited to agree topics and questions they would like addressed by representatives of the CSP at the Committee's meeting on 26<sup>th</sup> September.

**Purpose of Decision:**

To agree topics and questions to be addressed by representatives of the CSP at the Committee's September meeting.

<b>Corporate Implications</b>	
<b>Financial:</b>	The scrutiny review will consider value for money aspects of the CSP.
<b>Legal:</b>	None
<b>Equalities/Diversity</b>	None
<b>Customer Impact:</b>	The scrutiny review will consider the impact and value of the CSP to communities.
<b>Environment and Climate Change:</b>	None
<b>Consultation/Community Engagement:</b>	The scrutiny review will consider the impact and value of the CSP to communities.
<b>Risks:</b>	Not applicable
<b>Officer Contact:</b>	Alastair Peace
<b>Designation:</b>	Member Services Manager
<b>Ext. No.</b>	2602
<b>E-mail:</b>	<a href="mailto:alastair.peace@braintree.gov.uk">alastair.peace@braintree.gov.uk</a>



<b>Task and Finish Groups – Composition of 2 Groups and Establishing a Third Group</b>	<b>Agenda No: 7</b>
<p><b>Corporate Priority:</b> Building a prosperous district People feel good A better place</p> <p><b>Report presented by:</b> Councillor Dr R Evans, Chairman of Overview and Scrutiny Committee.</p> <p><b>Report prepared by:</b> Alastair Peace, Member Services Manager</p>	
<b>Background Papers:</b>	<b>Public Report</b>
<b>Options:</b>	<b>Key Decision: No</b>
<p><b>Executive Summary:</b></p> <p>At its meeting on 30<sup>th</sup> May 2012, the Overview and Scrutiny Committee agreed that the following Task and Finish Groups be established:</p> <ol style="list-style-type: none"> <li><b>1. Affordable and Social Housing</b> – a review of how the Council might further support affordable and social housing in the district. The review should include considering possible options in terms of shared ownership and shared equity ie. both property owning and property renting in the district.</li> <li><b>2. Citizens Advice Bureau and the Braintree District Voluntary Support Agency</b> – the review should include understanding the work, pressures, issues and benefits to the community of both organisations. The review should also identify what sort of information and how members would like to receive that information</li> </ol> <p>The Overview and Scrutiny Steering Board, comprising Group Leaders and the Chairman of Overview and Scrutiny Committee, recommends the following composition and Chairman of the Task and Finish Groups:</p> <ol style="list-style-type: none"> <li><b>1. Affordable and Social Housing</b> <p>Councillors Banthorpe, Barlow, Cadman, Gibson, Horner, Kirby, Lynch, Mann, Rose, Shelton, Shepherd (11 Members).</p> <p>Chairman of the Group: Cllr Barlow.</p> </li> </ol>	

## **2. Citizens Advice Bureau and the Braintree District Voluntary Support Agency**

Councillors Allen, Cadman, Canning, Cunningham, Elliott, Fincken, Howell, Johnston, Parker, Sutton, Swift, Rice, Wilson (13 members).

Chairman of the Group: Cllr Wilson.

The Overview and Scrutiny Steering Board, has also recommended that the Overview and Scrutiny Committee now establishes a third Task and Finish Group on Recycling and Waste Management to a review of possible future targets for the Council.

The Committee is invited to consider the Steering Board's recommendations.

### **Decision:**

1. That the Task and Finish Group reviewing Affordable and Social Housing has the following composition:

Councillors Banthorpe, Barlow, Cadman, Gibson, Horner, Kirby, Lynch, Mann, Rose, Shelton, Shepherd (11 Members).

Chairman of the Group: Cllr Barlow

2. That the Task and Finish Group reviewing Citizens Advice Bureau and the Braintree District Voluntary Support Agency has the following composition:

Councillors Allen, Cadman, Canning, Cunningham, Elliott, Fincken, Howell, Johnston, Parker, Sutton, Swift, Rice, Wilson (13 members).

Chairman of the Group: Cllr Wilson.

3. That a Task and Finish Group on Recycling and Waste Management to review of possible future targets for the Council be established.

### **Purpose of Decision:**

To agree the composition and Chairman of the Task and Finish groups and establish a third group.

<b>Corporate Implications</b>	
<b>Financial:</b>	None
<b>Legal:</b>	None
<b>Equalities/Diversity</b>	None
<b>Customer Impact:</b>	None arising from this report.
<b>Environment and Climate Change:</b>	None
<b>Consultation/Community Engagement:</b>	
<b>Risks:</b>	Not applicable
<b>Officer Contact:</b>	Alastair Peace
<b>Designation:</b>	Member Services Manager
<b>Ext. No.</b>	2602
<b>E-mail:</b>	<a href="mailto:alastair.peace@braintree.gov.uk">alastair.peace@braintree.gov.uk</a>

Overview and Scrutiny Committee  
11<sup>th</sup> July 2012



<b>Overview and Scrutiny Committee - Member Development</b>	<b>Agenda No: 8</b>
<p><b>Corporate Priority:</b> An organisation that delivers value  <b>Report presented by:</b> Councillor Dr R Evans, Chairman of Overview and Scrutiny Committee.  <b>Report prepared by:</b> Alastair Peace, Member Services Manager</p>	
<b>Background Papers:</b>	<b>Public Report</b>
<b>Options:</b>	<b>Key Decision: No</b>
<p><b>Executive Summary:</b></p> <p>At its meeting on 30<sup>th</sup> May 2012, the Overview and Scrutiny Committee agreed to receive a report at its next meeting reviewing available options for the further development of Committee members.</p> <p><b>Overview and Scrutiny Committee Specific Member Development</b></p> <p>Committee members received two Overview and Scrutiny Committee specific development sessions in June/July 2011 from the Institute of Local Government Studies (INLOGOV), University of Birmingham. These sessions provided an overview of overview and scrutiny including its role within local authorities, scrutinising budgets, and questioning techniques. An event providing Committee members with an overview of both general local authority and the Council's finances was also held in October 2011.</p> <p>In the light of the member development provided to Committee members to date, options to further develop members include:</p> <ul style="list-style-type: none"> <li>• A general refresher Overview and Scrutiny Committee member development event including recent developments for example in the light of the Localism Act;</li> <li>• An event covering specific scrutiny skills: for example, questioning techniques, evaluating and analysing evidence.</li> <li>• A mix of the above.</li> </ul> <p>In all cases, the event might review and reflect on how scrutiny by the Committee and its members has developed since previous member development events.</p>	

## General Member Development Events

In considering options for the development of Committee members might wish to take account topics planned within the Member Development Programme for 2012-13. Cabinet approved the Programme at its meeting on 9<sup>th</sup> May and the Member Development Working Group will be considering the Programme in more detail at its meeting in July. Topics to be included in the Programme are listed in Appendix A.

### Decision:

Members are invited to consider possible options for the development of Committee members in 2012-13.

### Purpose of Decision:

To agree proposals for Committee member development in 2012-13.

## Corporate Implications

<b>Financial:</b>	None
<b>Legal:</b>	None
<b>Equalities/Diversity</b>	None
<b>Customer Impact:</b>	None arising from this report.
<b>Environment and Climate Change:</b>	None
<b>Consultation/Community Engagement:</b>	Not applicable
<b>Risks:</b>	Not applicable
<b>Officer Contact:</b>	Alastair Peace
<b>Designation:</b>	Member Services Manager
<b>Ext. No.</b>	2602
<b>E-mail:</b>	<a href="mailto:alastair.peace@braintree.gov.uk">alastair.peace@braintree.gov.uk</a>

## **MEMBER DEVELOPMENT PROGRAMME 2012-13**

Topics to be covered include:

- Council's Annual Plan;
- Council's Corporate Priorities;
- Council's Budget;
- Localism (including the Localism Act);
- Planning matters for Ward Members;
- Standards/Code of Conduct for Members;
- Community Services;
- Licensing matters for Ward Members;
- Risk Management;
- Performance Management;
- Event with Council partners;