

# OVERVIEW AND SCRUTINY COMMITTEE AGENDA

Wednesday, 7th March 2018 at 7:15 PM

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

**THIS MEETING IS OPEN TO THE PUBLIC**

*(Please note this meeting will be audio recorded)*

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

Councillor P Barlow (Chairman)

Councillor Mrs M Cunningham

Councillor Mrs D Garrod

Councillor J Goodman

Councillor A Hensman

Councillor P Horner

Councillor G Maclure

Councillor Mrs I Parker

Councillor R Ramage

Councillor B Rose

Councillor P Schwier

Councillor C Siddall (Vice Chairman)

**Invitees:**

Councillor Mrs Jackie Pell, Chairman of the Task and Finish Group, for item 5 on the Agenda.

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

A WRIGHT  
Chief Executive

## **INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS**

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

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

### **Question Time**

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## **PUBLIC SESSION**

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- 1 Apologies for Absence**
- 2 Member Declarations**
  1. To declare the existence and nature of any interests relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
  2. To declare the existence and nature of any instruction given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Committee or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote on any particular matter
- 3 Public Question Time**  
(See paragraph above)
- 4 Minutes of the Previous Meeting**  
To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 31st January 2018 (copy previously circulated).
- 5 Task and Finish Group report on Tourism** **5 - 13**
- 6 Scrutiny Review into Employment Sites and Premises** **14 - 21**
- 7 Annual Work Programme for 2018-19** **22 - 47**
- 8 Decision Planner**  
To consider the Decision Planner for the period 1st April 2018 to 31st July 2018. (previously circulated).
- 9 Urgent Business - Public Session**  
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.

**10 Exclusion of the Public and Press**

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 this agenda there were none.*

**PRIVATE SESSION**

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**11 Urgent Business - Private Session**

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.

<b>Report of the Task and Finish Group – Scrutiny Review into Tourism Potential in the Braintree District</b>		<b>Agenda No:5</b>
<b>Portfolio</b>	<b>Economic Development</b>	
<b>Corporate Outcome:</b>	<b>A prosperous district that attracts business growth and provides high quality employment opportunities</b>	
<b>Report presented by:</b>	<b>Councillor Mrs J Pell, Chairman of the Task and Finish Group</b>	
<b>Report prepared by:</b>	<b>Leanda Cable Economic Development Officer and Anita Thornberry Economic Development Consultant</b>	
<b>Background Papers:</b>	<b>Public Report</b>	
Report and Minutes of the Overview and Scrutiny Committee - 12 <sup>th</sup> July 2017 and 20 <sup>th</sup> September 2017 Minutes of the Task and Finish Group	<b>Key Decision</b>	
<b>Executive Summary:</b>		
<p>A Task and Finish Group consisting of the following Members was formed to explore the potential of tourism in the Braintree District and make recommendations to Cabinet going forward:</p> <p>Councillors: Mrs Jackie Pell (Chairman), John Baugh, Mrs Mary Cunningham, Andrew Hensman, Patrick Horner, Mrs Iona Parker, Peter Schwier and Mrs Sue Wilson.</p> <p>The Group met with tourism representatives from Braintree District Museum, Maldon District Council, Witham Town Council, Visit Essex and gathered evidence from tourism operators and partners within the District.</p> <p>The Overview and Scrutiny Committee are asked to consider the Scrutiny Report of the Task and Finish Group and the recommendations to Cabinet contained therein. The recommendations are set out in the recommended decision box of this covering report.</p>		
<b>Recommended Decision:</b>		
<p>The Overview and Scrutiny Committee are requested to consider and refer the Task and Finish Group’s Scrutiny Report into Tourism Potential in the Braintree District to Full Council on 23<sup>rd</sup> April 2018 and Cabinet held on 14<sup>th</sup> May 2018.</p> <p>The Task and Finish Group’s Scrutiny Review into Tourism Potential in the Braintree District makes the following recommendations:</p>		

**1. The Council should establish a tourism strategy to help guide its activities to support tourism businesses and the industry in the District.**

Work with the tourism businesses in the District and external tourism partners to produce a Tourism Strategy to establish the objectives for the District Council in supporting the sector. Within this, the Council should create a Sense of Place brand for the District.

**2. The Council should, as part of the Tourism Strategy, establish a dedicated tourism website to better promote the District externally and increase its digital presence.**

Without pre-empting the results of the Tourism Strategy, the Council should establish a dedicated district-wide website to promote the tourism offer and support the businesses engaged in tourism.

**3. The Council should continue to support the “Grape and Grain Trail” initiative across the District and consider further external partnerships.**

The Council should continue to work with Maldon District Council on the successful “Grape and Grain Trail” initiative and explore partnerships with other neighbouring authorities with a similar ‘offer’ to increase the attractiveness of the opportunity.

**4. The Council should consider other, similar, promotional opportunities to the Grape and Grain Trail to raise awareness of the depth of offer within the District.**

The District has much to offer in terms of tourism such as Culture and Heritage and rural recreation, ‘themed’ promotional activity should be considered. This could be promoted on a district-only basis and also, where appropriate, engage with neighbouring authorities (e.g. Textile Trail).

**5. The Council needs to better understand its ‘bed stock’ including quality and promote accordingly.**

Existing online presence for Braintree does not promote the full range of the overnight accommodation available to visitors and the Council needs to fully understand the range and quality of the availability of the offer. Working with the private tourism sector, the Council should assist in creating the appropriate tourism environment to develop high quality accommodation providers of all types throughout the District.

**6. To consider sponsorship and charging opportunities across our tourism information to provide a source of ongoing revenue funding.**

Our existing tourism information is produced at a negative cost to the Council; consideration needs to be given to recouping the costs via advertisement and promotion opportunities for external partners.

**7. Cabinet should consider an increase in staff and financial resources to harness the District’s tourism potential for the benefit of economic growth.**

The Council does not currently have a dedicated staff resource for Tourism, activity is undertaken as part of the Economic Development Officer for Apprenticeships, Skills and Tourism role at 50% of the Officer's time. There is no dedicated budget for tourism and any chargeable activity is consumed within the wider Economic Development budget.

**Purpose of Decision:**

To enable the Task and Finish Group's Scrutiny Report to be referred to Full Council and Cabinet in accordance with the Council Procedure Rules for Scrutiny Reviews.

<b>Any Corporate implications in relation to the following should be explained in detail.</b>	
<b>Financial:</b>	Should the recommendations 1, 2, 3, 4 and 7 be approved and implemented there will be financial implications to the Council.
<b>Legal:</b>	None arising out of this report.
<b>Safeguarding:</b>	None arising out of this report.
<b>Equalities/Diversity:</b>	The Tourism Strategy and any resulting website as well as all marketing campaigns will need to ensure that they are targeted at all groups.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	Attracting visitors to the District could have an environmental impact. Any Tourism Strategy will need to be mindful of this and consider the most sustainable means of attracting visitors and guiding them around the District.
<b>Consultation/Community Engagement:</b>	As set out in the report.
<b>Risks:</b>	None arising out of this report.
<b>Officer Contact:</b> Leanda Cable and Anita Thornberry	
<b>Designation:</b>	Economic Development Officer/Economic Development Consultant
<b>Ext. No:</b>	2588
<b>E-mail:</b>	leanda.cable@braintree.gov.uk

# TASK AND FINISH GROUP REPORT

## TOURISM POTENTIAL IN BRAINTREE DISTRICT

### 1. EXECUTIVE SUMMARY

A Task and Finish Group was established by the Overview and Scrutiny Committee to conduct a Scrutiny Review into Tourism Potential in the Braintree District and to consider the following:

- *What is the current economic impact of tourism in the District?*
- *What is the current tourism offer in the District?*
- *What role could Councils have in promoting tourism?*
- *What kinds of businesses could potentially develop and benefit from an increase in tourism spend in the District?*
- *What role should Braintree District Council, Visit Essex and other partners have in promoting tourism in the District?*

The Task and Finish Group consisting of the following Members:

Councillors: Mrs Jackie Pell (Chairman), John Baugh, Mrs Mary Cunningham, Andrew Hensman, Patrick Horner, Mrs Iona Parker, Peter Schwier and Mrs Sue Wilson.

The Task and Finish Group met with representatives from the Braintree District Museum, Maldon District Council, Witham Town Council, Visit Essex and representatives from tourism businesses within the District.

This report sets out the work undertaken and the recommendations of the Task and Finish Group as a result of its Scrutiny Review.

### 2. BACKGROUND

The Braintree District's mix of rural hinterland and attractive market towns and its location close to major international gateways such as London Stansted Airport and major trunk roads such as the A12 means it has real potential as a tourism destination. It is geographically close to other tourism destinations such as Colchester, Maldon and South Suffolk and is rich in a culture and heritage that is not only related to its near neighbours but also has its own distinction.

### 3. AN OVERVIEW OF TOURISM

In 2015, tourism in the Braintree District was worth £179m pa to the Braintree economy and this did not significantly increase in 2016<sup>1</sup>. The economic impact of tourism is equivalent to 7% of the total Braintree economy and is responsible for 3,000 jobs in the District, equivalent to 0.5% of total employment. The impact of tourism in the Braintree District is, however, below that of Maldon (£183m pa); Colchester (£255.4m pa); and, Tendring (£365m pa).

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<sup>1</sup> the last available figures

The value of tourism for Essex is in the region of £3.1 billion to the local economy as well as creating a total of 61,000 jobs, 70% of these in full time employment. Essex sees over 51 million visitors, with 94% of these being day visitors. Visits to Essex are inspired by a number of different reasons, with the majority being to visit friends and family, although the coast and scenery were very strong attractions.

In 2015, the Braintree District hosted a total number of 3.5m trips made up of 178k staying trips and 3.3m day trips. The “spend” per day trip was in the region of £34 which is broken down as follows:

- £10 – shopping
- £15 – food and drink
- Circa £1 – attractions.

Spend in urban areas was £68.4m and in rural areas was £51.3m with a roughly 50/50 split in total rural and urban visitor trips (1.6m/1.7m). The increased spend in urban areas supports the greater spend on shopping and food and drink as opposed to spend in attractions.

The Braintree District has around 520 serviced hotel rooms which are predominantly rated as 3\* with the majority of overseas visitors to the District staying with friends and relatives, whilst the majority of domestic visitors stay in accommodation, a sizeable proportion of these visitors also stay with friends and relatives. Around 10% of both overseas and domestic visitors are in the District for business purposes. In order for there to be a strong visitor economy to attract more serviced accommodation and better quality serviced accommodation, there needs to be a clear majority of people choosing to stay in such establishments for both business and leisure visits to ensure high occupancy levels throughout the week, deriving a strong yield for the accommodation businesses. Currently there is a lack of independent boutique hotels and a lack of spa and/or 4\* hotels. There is also no specific demand for consideration by chains to bring significant additional rooms or to increase existing quality and the Braintree District is not an area being considered for expansion outside of the two areas highlighted in the Local Plan for hotel development: Eastlink 120 and Braintree Town Centre.

#### **4. VIEWS OF VISITOR ATTRACTIONS**

The Task and Finish Group met with operators of visitor attractions within the District and heard from the operator of a Tourism Information Centre. In these meetings the Task and Finish Group learned about the different operational requirements of the variety of different visitor attractions within the District as well as their barriers and opportunities. The key findings of these meetings are summarised below:

- *Networking*

It was clear from the evidence provided by the attractions operators that value was perceived in bringing together businesses with similar offers in order to facilitate working together and provide a greater depth of offer to the visitors and either prolong their stay in the District and/or encourage repeat visits. This style of networking was not happening in a structured fashion currently with most operators too busy managing and running their attractions to be able to initiate such activity.

- *Market Research*

All agreed that market research was valuable to their businesses but that not all of the operators gathered such research usually due to financial and time limitations. It was agreed that more in-depth market research would be helpful to the businesses though it was not clear how this would be conducted and by whom.

- *Social Media*

In terms of marketing, most of those providing evidence agreed that social media was a very strong marketing platform as it enabled the messages to be received by many people in an economical way. Websites were also found to be invaluable marketing tools but the information within them needs to be easily found as well as clear and concise.

- *Hotel Accommodation*

It was agreed that the lack of bed stock within the Braintree District was an inhibitor for tourism but this was generally a problem across Essex which needed to be addressed. Attractions found it disappointing to have to direct their visitors to accommodation outside the district.

- *Visitor Demographics*

The visitor demographics for the attractions ranges from families to retirees and each had different requirements from the attraction which they attempted to meet. The attractions all hosted themed events to attract the different demographics at different times of the year, for example, family-focused events during school holidays were common.

- *Promotion of Braintree District*

It was agreed that promoting Braintree may not fully address the diversity of offer available to the visitors, particularly new visitors, and many would not perceive a relationship between, for example, Finchingfield and Halstead under the 'Braintree' banner. It was agreed that the recent "Grape and Grain Trail" was a successful initiative that should be replicated for other themes such as Culture and Heritage as long as it was very clearly promoted via social media and a web presence. It was also suggested that the rural element of the Braintree District visitor offer has its own identity as well as the different offers of, for example, Witham to ensure prospective visitors are aware of the range of attractions open to them. A co-ordinated approach to the marketing of, for example, the wide range of events hosted in the District would be beneficial in attracting visitors to the District. The Maldon Sense of Place example was well received with the opportunity for the Braintree District to consider something similar acknowledged.

The Committee heard some concerns around the difficulties of Visit Essex only being able to promote its members rather than the destination and visitor offer of Essex generally and Braintree in particular. From the perspective of Visit Essex, the Task and Finish Group heard that it was financially necessary

for Visit Essex to be a member-led organisation and that it was constrained in its activity through lack of resources.

## 5. RECOMMENDATIONS

Based on the feedback from participants and observations made by Members of the Task and Finish Group, the following recommendations are made:

**1. The Council should establish a tourism strategy to help guide its activities to support tourism businesses and the industry in the District.**

Work with the tourism businesses in the District and external tourism partners to produce a Tourism Strategy to establish the objectives for the District Council in supporting the sector. Within this, the Council should create a Sense of Place brand for the District.

**2. The Council should, as part of the Tourism Strategy, establish a dedicated tourism website to better promote the District externally and increase its digital presence.**

Without pre-empting the results of the Tourism Strategy, the Council should establish a dedicated district-wide website to promote the tourism offer and support the businesses engaged in tourism.

**3. The Council should continue to support the “Grape and Grain Trail” initiative across the District and consider further external partnerships.**

The Council should continue to work with Maldon District Council on the successful “Grape and Grain Trail” initiative and explore partnerships with other neighbouring authorities with a similar ‘offer’ to increase the attractiveness of the opportunity.

**4. The Council should consider other, similar, promotional opportunities to the Grape and Grain Trail to raise awareness of the depth of offer within the District.**

The District has much to offer in terms of tourism such as Culture and Heritage and rural recreation, ‘themed’ promotional activity should be considered. This could be promoted on a district-only basis and also, where appropriate, engage with neighbouring authorities (e.g. Textile Trail).

**5. The Council needs to better understand its ‘bed stock’ including quality and promote accordingly.**

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**6. To consider sponsorship and charging opportunities across our tourism information to provide a source of ongoing revenue funding.**

Our existing tourism information is produced at a negative cost to the Council; consideration needs to be given to recouping the costs via advertisement and promotion opportunities for external partners.

**7. Cabinet should consider an increase in staff and financial resources to harness the District's tourism potential for the benefit of economic growth.**

The Council does not currently have a dedicated staff resource for Tourism, activity is undertaken as part of the Economic Development Officer for Apprenticeships, Skills and Tourism role at 50% of the Officer's time. There is no dedicated budget for tourism and any chargeable activity is consumed within the wider Economic Development budget.

## **6. ACKNOWLEDGMENTS**

The Task and Finish Group would like to thank the following people and organisations for supporting the work of this review:

- Braintree District Museum
- Maldon District Council
- Visit Essex
- West Street Vineyard, Coggeshall
- Witham Town Council
- A&T Ventures, Halstead
- Officers of Braintree District Council

<b>Scrutiny Review into Employment Sites and Premises</b>		<b>Agenda No:6</b>
<b>Portfolio</b>	<b>Economic Development</b>	
<b>Corporate Outcome:</b>	<b>A sustainable environment and a great place to live, work and play</b> <b>A well connected and growing district with high quality homes and infrastructure</b> <b>A prosperous district that attracts business growth and provides high quality employment opportunities</b> <b>Delivering better outcomes for residents and businesses and reducing costs to taxpayers</b>	
<b>Report presented by:</b>		
<b>Report prepared by:</b>	<b>Emma Goodings, Head of Economic Development and Planning Policy</b>	
<b>Background Papers:</b>	<b>Public Report</b>	
Reports and Minutes of Overview and Scrutiny Committee	<b>Key Decision: No</b>	
<b>Executive Summary:</b>		
<p>The Overview and Scrutiny Committee has considered Employment Sites and Premises in the District in line with the terms of reference which are included within the report. During the consideration the committee has met with the owner of a local business park, a local business and a commercial agent, the Haven Gateway and officers from various specialisms within Braintree District Council.</p> <p>As a result of these sessions, the committee is proposing five recommendations on Employment land to Cabinet. This report includes these recommendations, the reason for each recommendation and the evidence base which has been used to support the recommendation.</p>		
<b>Recommended Decision:</b>		
<p>Members are asked to consider the findings of the Overview and Scrutiny review and the recommendations set out below:</p> <ol style="list-style-type: none"> <li><b>1. For Braintree District Council Cabinet to confirm the land that has been identified for commercial development in the district.</b></li> <li><b>2. To ensure that commercial premises owned by Braintree District Council are fit for purpose and in a condition to attract existing users to grow and new users to locate there. This includes the overall layout and design of</b></li> </ol>		

**employment areas and provision of fibre broadband.**

- 3. That Braintree District Council look for further opportunities for investment over and above the EastLink120 development, including those offered by sites in the North of the District and in the Garden Communities.**
- 4. That this Council should review its priorities for commercial development and be braver in its investments such as purchasing land and then developing industrial/retail/office units to encourage more businesses from outside of the District, including promoting specialist clusters and providing employment opportunities locally for new inhabitants moving to the District occupying the increased housing stock being built under the proposed Local Plan. This could include new models of purchase and rent.**
- 5. To encourage businesses in privately owned employment areas to form partnerships to help improve the appearance, security and services within their employment areas for the benefit of the existing businesses and in order to attract new businesses.**
- 6. To investigate with partners the opportunities for forward funding of infrastructure which would help unlock new employment areas.**

**Purpose of Decision:**

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

<b>Any Corporate implications in relation to the following should be explained in detail.</b>	
<b>Financial:</b>	Significant financial implications could arise from investment decisions which would need to be considered on a case by case basis
<b>Legal:</b>	Legal issues could arise from investment decisions which would need to be considered on a case by case basis
<b>Safeguarding:</b>	None
<b>Equalities/Diversity:</b>	None
<b>Customer Impact:</b>	None in this report, however future schemes could have a customer impact which would need to be discussed on a case by case basis.
<b>Environment and Climate Change:</b>	Potential impacts arising from any future development decisions would need to be considered.
<b>Consultation/Community Engagement:</b>	None carried out at this time
<b>Risks:</b>	Risks would need to be considered careful for any investment decisions made.
<b>Officer Contact:</b> Emma Goodings	
<b>Designation:</b> Head of Economic Development and Planning Policy	
<b>Ext. No:</b> 2511	
<b>E-mail:</b> Emma.goodings@braintree.gov.uk	

## 1 Background and Terms of reference

- 1.1 At the Overview and Scrutiny Committee on the 7<sup>th</sup> December 2016 it was agreed that the main area of investigation was Employment Land. The terms of reference agreed for this committee are as follows;
- 1.2 Does current provision meet the growth needs of current businesses and potential inward investors?
  - a) To consider and understand the employment premises needs of the District with respects to towns, villages and rural areas
  - b) To identify how business grow and move to new or larger premises
  - c) To identify how we attract inward investment of new business into the District
- 1.3. What will be the future need for employment sites and premises to meet Local Plan growth aspirations (Employment Land Needs Assessment and economic growth priorities)
  - a) How will the employment need change in relation to the new Local Plan and pending growth in the District?
  - b) How should we develop our offer to attract specific sectors and clusters?
- 1.4. How can we meet future needs?
  - a) What is the mismatch between current provision and future need?
  - b) What are the barriers to delivery?
    - I. To understand what are the barriers to the delivery of allocated employment areas and how we can unlock them
    - II. To consider and determine what are the necessary requirements to delivering a successful business site
- 1.5 What is the Council's role in overcoming barriers to delivery:
  - a) Identify the role/opportunities available to the Council in investing or facilitating growth

## 2 Recommendations of the Overview and Scrutiny Committee to Cabinet:

- 2.1 Further to the scrutiny review, the Overview and Scrutiny make the following recommendations to Cabinet.
- 2.2 The recommendations have been formulated further to the consideration of the evidence gathered by the Committee and the reason for the

recommendation and the evidence base to support the recommendation can be found for each of the recommendations.

### **Recommendation 1**

**Braintree District Council Cabinet to confirm the land that has been identified for commercial development in the district.**

**Purpose:** That Cabinet are focused on the provision of land to run in parallel with identified strategy and direction

**Evidence:** Initiative document to Braintree District Council from Central Government, The Secretary of State for Business, Energy and Industrial Strategy.

### **Recommendation 2**

**To ensure that commercial premises owned by Braintree District Council are fit for purpose and in a condition to attract existing users to grow and new users to locate there. This includes the overall layout and design of employment areas and provision of fibre broadband.**

**Purpose:** That Cabinet recognise that there are buildings on the three town industrial estates that fall short of being attractive to prospective employers.

**Evidence:** Braintree District Council Asset Register documentation

### **Recommendation 3**

**That Braintree District Council look for further opportunities over and above the EastLink120 development, including those offered by sites in the north of the district. This may include opportunities arising from the West Braintree Garden Community which will include a business park and employment uses.**

**Purpose:** To consider other opportunities for investment in employment areas. This area to the west of the A120 is significantly free of congestion as opposed to the east side of Braintree/ Galleys corner. Traffic runs very well on the A131 around Great Notley and from Pods Brook/A120 through to Stansted and the M11.

**Evidence:** Prime evidence is Coopers of Stortford who up –sized from previous premises at Stortford to their present site on Sky-line. They obviously felt that the infrastructure of the A120 to the west of Braintree was good for the expansion and future of their business.

The Joscelyne Chase representative also spoke about this at committee.

## Recommendation 4

**That this Council should review its priorities for commercial development and be braver in its investments such as purchasing land and then developing industrial/retail/office units to encourage more businesses from outside of the District, including promoting specialist clusters and providing employment opportunities locally for new inhabitants moving to the District occupying the increased housing stock being built under the proposed Local Plan. This could include new models of purchase and rent.**

Reason: There are conflicts between portfolios in that this Council wants to be seen as being employment friendly yet is also mindful of meeting its housing targets. Previously allocated employment land is therefore being permitted to be developed for housing. This Council recognises that the Town Centre requires economic development and regeneration however, development is restricted to land between Manor Street and Victoria Street, being the only land it owns in the Town Centre.

Whilst light industrial or office development will not bring the commercial companies, the Council should not look at the direct revenue alone in keeping with the Council's investment strategy. Instead, the Council should be braver when considering investments. It needs to adopt the policy of spending to invest to save. Investing in business premises, in whichever may be most appropriate, will provide employment within the District for the extra people moving into the area and occupying the new houses; the indirect benefit is the rent, the rates and keeping the pound in the local area. This leads to increased footfall for established businesses which, in turn, would see further businesses wanting to move into or stay in the local area.

Evidence: Braintree District Local Plan Submission Draft June 2017  
15/01366/OUT Objection Comments submitted by Porta Planning LLP on behalf of Norish Ltd [https://publicaccess.braintree.gov.uk/online-applications/files/801032A3FB8EBBF0D7E05D353461A3/pdf/15\\_01366\\_UT-PORTA\\_PLANNING\\_LLP\\_-\\_NORISH\\_LTD-1147305.pdf](https://publicaccess.braintree.gov.uk/online-applications/files/801032A3FB8EBBF0D7E05D353461A3/pdf/15_01366_UT-PORTA_PLANNING_LLP_-_NORISH_LTD-1147305.pdf)

## Recommendation 5

**To encourage businesses in privately owned employment areas to form partnerships to help improve the appearance, security and services within their employment areas for the benefit of the existing businesses and in order to attract new businesses.**

Reason: To help improve the appearance of existing employment areas and help to provide suitable parking, road space and facilities within these areas

Evidence: Site visits to employment sites in the District, Witham Industrial Watch

## Recommendation 6

**To investigate with partners the opportunities for forward funding of infrastructure which would help unlock new employment areas.**

Reason: To help to unlock new employment development which may be stalled due to the upfront costs of new infrastructure provision

Evidence: Discussion with employment land owner and agents.

2.3 Whilst outside the terms of the reference of this Overview and Scrutiny Committee, the committee would also like to note the concerns that local businesses expressed over securing appropriately skilled and educated workers for their business in the District. Many of these factors were considered by the Task and Finish Group on Apprenticeships in Braintree which was undertaken in 2016, whose recommendations are now being taken forward by the Council through the Braintree Education and Skills Board.

### 3 Records of the evidence gathering sessions

3.1 The reports and minutes of the meetings of the Overview and Scrutiny Committee during which the evidence gathering sessions were held are available on the Council's website.

[http://braintree.cmis.uk.com/braintree/Committees/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/4/Default.aspx](http://braintree.cmis.uk.com/braintree/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/4/Default.aspx)

3.2 The evidence gathering sessions were held on:

- 1<sup>st</sup> February 2017
- 8<sup>th</sup> March 2017
- 12<sup>th</sup> July 2017
- 20<sup>th</sup> September 2017
- 22<sup>nd</sup> November 2017
- 6<sup>th</sup> December 2017
- 31<sup>st</sup> January 2018

3.3 Some members of the committee also participated in a day of site visits for current and potential employment sites in the District. The places that were visited were;

- Springwood Drive industrial estate, Braintree
- Skyline business park, Braintree

- Site of eastlink120, Braintree
- Eastways and surroundings, Witham
- Land at Gerswin Bouvalard, Witham
- Earls Colne Business Park
- Brouton Lane, Halstead
- Bluebridge industrial estate, Halstead

3.4 In addition to the evidence gathering sessions and the site visits to employment current and potential employment sites within the District the Committee also conducted its own survey which was sent to over 3000 businesses across the District. The results of the survey can be found at <http://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/702/Committee/4/Default.aspx>

3.5 Members considered the survey at the meeting of 31<sup>st</sup> January 2018 and felt that it provided useful and supporting information which gave them comfort that the recommendations in this report are both valid and would support businesses.

## **AKNOWLEDGEMENTS**

The Committee would like to thank the following people and organisations for supporting the work of this review:

Andy Milne – Milbank Floors

Malcolm Hobbs – Earls Colne Business Park

Paul Bird – Joscelyne Chase

Andrew Hull, Interim Head of Projects – Sustainable Development

Anita Thornberry – Haven Gateway

Gary Sung – Planning Policy Officer

Janet Whyte – Strategic Investments

Respondents of the Scrutiny Survey

<b>Annual Work Programme for 2018/19</b>		<b>Agenda No: 7</b>
<b>Portfolio:</b>	<b>Overall Corporate Strategy and Direction</b>	
<b>Corporate Outcome:</b>	<b>A high-performing organisation that delivers excellent and value-for-money services</b>	
	<b>Delivering better outcomes for residents and businesses and reducing costs to taxpayers</b>	
<b>Report presented by:</b>	<b>Emma Wisbey, Governance and Member Manager</b>	
<b>Report prepared by:</b>	<b>Emma Wisbey, Governance and Member Manager</b>	
<b>Background Papers:</b>	<b>Public Report</b>	
Member topic submissions <a href="#">Report to the Scrutiny Steering Board – 19<sup>th</sup> February 2018</a>	<b>Key Decision: No</b>	
<b>Executive Summary:</b>		
<p>The Overview and Scrutiny Committee is responsible for setting its own work programme and, in doing so, it shall take into account the wishes of Members of the Committee and have regard to the Scrutiny Steering Board’s recommendations.</p> <p>During the period 3<sup>rd</sup> to 26<sup>th</sup> January 2018, Members were invited to submit topics for the Annual Scrutiny Work Programme for 2018/19. Eleven topics were received and are outlined in this report together with the comments and recommendations of Management Board and the Scrutiny Steering Board.</p>		
<b>Recommended Decision</b>		
It is recommended:		
<ol style="list-style-type: none"> <li>1) That the topic for Scrutiny Review by the Overview and Scrutiny Committee is: <ol style="list-style-type: none"> <li>a) Operation of ECC Highways functions in terms of liaison with the District to reflect local priorities and to influence use of various budgets to focus on the District’s needs (Short Title: Role of the Highway Authority in the Braintree District).</li> <li>b) The Terms of Reference for the Scrutiny Review are set out in the body of the report.</li> </ol> </li> <li>2) That the topics for Scrutiny Review by Task and Finish Group are: <ol style="list-style-type: none"> <li>a) Re-cycling, Reuse, Reduce</li> <li>b) Tackling isolation and loneliness</li> </ol> </li> </ol>		

- 3) That Officers consider whether there are elements of the “how accepting, accommodating and accessible is our District towards Disabled people and their carers?” be included in the Induction programme for Members following the Elections in 2019, to support Members in understanding their constituents, and that the topic is brought back for consideration next year when a longer review may be able to consider the topic.
- 4) That the topic submission of “The use of IT to enable meeting attendance” be recommended to the Member Development Work Group for consideration within their work programme.
- 5) That the Governance and Members Manager to commence the call for expressions of interest for Members to form Task and Finish Groups.
- 6) The determination of the Membership and the Terms of Reference of the Task and Finish Groups are delegated to the Chairman of the Overview & Scrutiny Committee in consultation with the Scrutiny Steering Board.

**Purpose of Decision:**

To comply with the Council Procedural Rules for Scrutiny Reviews and to set down the Annual Work Programme for 2018/19.

<b>Any Corporate implications in relation to the following should be explained in detail</b>	
<b>Financial:</b>	None arising out of this report.
<b>Legal:</b>	None arising out of this report.
<b>Safeguarding</b>	None arising out of this report.
<b>Equalities/Diversity</b>	None arising out of this report.
<b>Customer Impact:</b>	None arising out of this report.
<b>Environment and Climate Change:</b>	None arising out of this report.
<b>Consultation/Community Engagement:</b>	None arising out of this report.
<b>Risks:</b>	If the topics are not agreed there will be a delay in commencing the work of the Overview and Scrutiny Committee and its Task and Finish Group.
<b>Officer Contact:</b> Emma Wisbey	
<b>Designation:</b>	Governance and Member Manager
<b>Ext. No.</b>	2610
<b>E-mail:</b>	<a href="mailto:emma.wisbey@braintree.gov.uk">emma.wisbey@braintree.gov.uk</a>

## Annual Scrutiny Work Programme for 2018/19

The Overview and Scrutiny Committee is tasked within the Constitution with a number of functions. Within these there are two specific elements which are relevant to the planned work programme:

- To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through the establishing of a task and finish group;
- To make suggestions on the development of policies and suggest new policies where appropriate;

The Committee undertakes this work through a series of planned work programmes. These are selected on an annual basis based on suggestions from Members, and key topics which are proposed from Officers or the Executive. Members are then able to investigate these topics engaging Officers, partners and stakeholders as well as reviewing published research and documents. Where relevant specific research can be commissioned to support the investigation of the topics. The final report arising from the programme of work is expected to include recommendations for the Council and potentially partners. These recommendations can include proposals to change existing policy or approaches, extend or reduce the scope of projects or to develop new areas of work or policy. Once the report is concluded it is passed to the Cabinet for consideration and response.

During the period 3<sup>rd</sup> to 26<sup>th</sup> January 2018, Members were invited to submit topics for the Annual Scrutiny Work Programme for 2017/18. Eleven topics were received and are outlined in this report.

The Overview and Scrutiny Committee is responsible for setting its own work programme and, in doing so, it shall take into account the wishes of Members of the Committee and have regard to the Scrutiny Steering Board's recommendations.

Due to the District Elections on 2<sup>nd</sup> May 2019, the work of the Overview and Scrutiny Committee is to be completed within the Civic Year 2018/19 with the Committee's reports being submitted to Full Council on 25<sup>th</sup> March 2019. The Cabinet will respond to the reports in the new administration following the Election.

The Scrutiny Steering Board (comprising of the Chairman of the Overview and Scrutiny Committee and Group Leaders) and the Council's Management Board have considered the submissions and, in doing so, have recommended the following topics for the Committee's work programme for scrutiny by the Committee and Task and Finish Groups:

Scrutiny Review by the Overview and Scrutiny Committee for 2018/19:

- Operation of ECC Highways functions in terms of liaison with the District to reflect local priorities and to influence use of various budgets to focus on the District's needs (Short Title: Role of the Highway Authority in the Braintree District)

Scrutiny Review by Task and Finish Groups for 2018/19:

- Re-cycling, Reuse, Reduce
- Tackling isolation and loneliness

## Topic Submissions and comments of Management Board and Scrutiny Steering Board

The topic submissions are outlined below followed by the respective observations of Management Board and the Scrutiny Steering Board. Management Board and the Scrutiny Steering Board reviewed the topic submissions on 13<sup>th</sup> and 19<sup>th</sup> February 2018 respectively. Further details are set out in each of submission forms which are attached.

Councillor R van Dulken	Improvement of provision of affordable homes in the District
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Observation by Management Board:

*The proposal is very closely aligned to the work of the proposed housing company; it is intended that a Member Reference Group will be set up for this. Other aspects are driven by the Local Plan which is currently being examined by the Planning Inspectorate.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and consider that it would be a premature topic for 2018/19 as the proposed housing company in its infancy.*

Councillor P Schwier	Re-cycling, Reuse, Reduce
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Observation by Management Board:

*The scope for this would need careful consideration. Whilst elements relate to existing or planned work, some aspects would be very wide ranging and may not be readily achievable in the timescales involved.*

Observations by Scrutiny Steering Board (SSB):

*The SSB supports this topic for a scrutiny review by a Task and Finish Group, but would need carefully considered Terms of Reference to ensure that the review was focused and delivered within the civic year due to the extensive nature of the subject matter. It was also noted that a considerable amount of work has already been undertaken by the Council which could be used in the review.*

Councillor F Ricci	The use of IT to enable meeting attendance
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Observation by Management Board:

*This links strongly to the Council's Digital Strategy which will facilitate this to a level. There are restrictions in the legislation which would preclude this from being adopted for formal meetings.*

*This may be something which could be considered by the Member Development Working Group as a way of supporting some Member interaction.*

Observations by Scrutiny Steering Board (SSB):

*The SSB acknowledges the benefits of this topic particularly having regard to the Council's Digital Strategy; however, it agrees with the comments of Management Board and would support its referral to the Member Development Working Group.*

Councillor B Rose	To consider incorporating the ECC lengthman's scheme by identifying and considering of undertaking minor works within the District from ECC, such as street signage cleaning, erection of tourist signage, cutting back of overgrown vegetation that obscures signage and other minor works as identified
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Observation by Management Board:

*Essex County Council Localism and Subsidiary Task and Finish Group is currently conducting an Overview and Scrutiny review into services which could be delivered at a more local level. We have already indicated to that review that these services should be looked at within this process. Therefore, a review at the District level would be partially duplicating this.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and would add that the suggested topic could be incorporated into the topic submitted by Councillor Barlow regarding "Highway Functions".*

Councillor R Ramage	Cyber Bullying
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Observation by Management Board:

*Whilst recognising the significance of the issue, the District Council would not have any direct mechanism for influencing the behaviour of schools or their pupils. This could limit the impact of any review process.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and acknowledges that the Council has undertaken a lot of work around School and behaviours and considered that this would be picked up by the work of the Community Safety Partnership.*

Councillor A Hensman	How accepting, accommodating and accessible is our District towards disabled people and their carers?
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Observation by Management Board:

*The proposal raises a number of interesting and complex challenges for the Council and the wider community, the scope would need to be carefully considered to ensure that it is deliverable within the relevant scrutiny timeframe. It may be that this is a topic which could be deferred to allow a longer review at a later date.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and acknowledges that this is an important area of considerable breadth which will need considerable time to explore, therefore it would suggest that this topic is deferred to the next cycle where the timescales are not restricted by the District Elections. Officers are asked to consider how relevant elements could be included in the Member Induction Programme to support Members in understanding their constituents.*

Councillor Mrs J Allen	Halstead Doctors Surgery
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Observation by Management Board:

*Whilst this would fall within the powers of the Committee an individual GP practice is not required to engage with the Committee. Therefore, the individual practice, if it chose, could frustrate a significant proportion of the work of this proposed review.*

*Whilst there would be overlap with the previous main topic of "Health in the Braintree District" this topic could be generalised to the mechanisms for managing GP provision and commissioning/upgrading local provision. This would then be targeted at the CCG and NHS England who both have a duty to engage and it could cover the whole District.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and would add that this is a subject which is not unique to Halstead and relates to all GP surgeries.*

Councillor P Barlow	Operation of ECC Highways functions in terms of liaison with the District to reflect local priorities and to influence use of various budgets to focus on the District's needs
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Observation by Management Board:

*This topic was proposed by Management Board last year and is still supported. It remains timely and relevant.*

The Terms of Reference which were prepared by Management Board for 2017/18 are set out below.

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

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

- NEPP

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and recommends that this should be the main topic for a Scrutiny Review for 2018/19. This topic could also incorporate the topic submitted by Councillor Rose.*

Councillor Mrs D Garrod	Accessing possible light pollution
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Observation by Management Board:

*The Dedham Vale AONB is outside the District, although the potential extension would extend it into the District. This limits the scope for direct influence on the area by this Council. The emerging Local Plan has a number of relevant policy elements which address light pollution and impacts.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board. In addition the SSB also noted that the recommendations arising out of any review could be limited as it would be difficult to make recommendations to effect matters which have already had planning permission and are outside the District and County.*

Councillor Mrs D Garrod	Tackling isolation and loneliness
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Observation by Management Board:

*The Council is currently engaged with a pilot with partners looking at related issues in the Halstead St Andrews Ward. This pilot will help identify what can be achieved and considered in future. This topic could look at this work as well as wider elements to help shape a future strategy/policy around these issues.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board and supports this topic for a scrutiny review by a Task and Finish Group, but would need carefully considered Terms of Reference to ensure that the review was focused and delivered within the civic year.*

Councillor Mrs S Wilson	Ideas to prevent homelessness
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Observation by Management Board:

*This is a significant area of work and has been considered a number of times by Members recently.*

*With the recent introduction of Universal Credit and imminent introduction of the Homelessness Reduction Act within the District, there has been substantial planning work undertaken; however, we have yet to develop data on implementation. This*

*review whilst picking a key issue is possibly late in terms of adding value to preparation but premature to assess effectiveness of response. It may therefore be more appropriate in a years' time.*

Observations by Scrutiny Steering Board (SSB):

*The SSB agrees with the comments of Management Board. In addition the SSB also consider that the topic is premature as reviews are currently being conducted by Officers.*

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager  
(emma.wisbey@braintree.gov.uk) by **5pm on Friday 26<sup>th</sup> January 2018.**

Proposal submitted by:	
Councillor:	RICHARD VAN DULKEN
Date:	4/1/18
Suggested topic to be scrutinised:	
IMPROVEMENT OF PROVISION OF AFFORDABLE HOMES IN THE DISTRICT	
Please say why you think this topic should be scrutinised:	
① VERY MUCH IN THE NEWS THESE DAYS. ② HOUSING DOES NOT APPEAR TO HAVE BEEN COVERED BY SCRUTINY COMMITTEE IN RECENT TIMES. ③ THERE MAY BE OPPORTUNITIES TO TIE THIS ISSUE TO INVESTMENT OPPORTUNITIES FOR THE COUNCIL.	
<i>To assist with the assessment of your proposal, please tick the relevant boxes.</i>	
The topic is clearly defined.	<input checked="" type="checkbox"/>
The topic is of key interest to the public and/or members.	<input checked="" type="checkbox"/>
The topic supports the achievement of the Council's Corporate Priorities.	<input checked="" type="checkbox"/>
Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.	<input checked="" type="checkbox"/>
The topic concerns new government guidance or legislation that will require a significant change to services.	<input type="checkbox"/>
The topic has been raised by the external auditor.	<input type="checkbox"/>
Scrutiny of the topic is timely.	<input checked="" type="checkbox"/>

## ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:  Councillor: <b>Peter Schwier</b>
Date: <b>12/01/2018</b>
Suggested topic to be scrutinised:  <b>Re-cycling – Reuse - Reduce</b>
Please say why you think this topic should be scrutinised:  We all know, recycling is very important for the environment and we need to reduce, reuse and recycle more to reduce Landfill, (save £ costs and energy) it saves resources and is much better for the environment.  Our BDC recycling has stagnated and with greater public interest in one use plastic and the 'latte tax' on coffee cups it would be optimum to really scrutinise this topic to aid residents + commercial premises to re-think encourage and improve their recycling habits – with everything that entails - i.e. why not collect residential bins – every three weeks instead of two. Do we need to shift the emphasis to larger Parish/Tri - Parish Collection Hubs? What are other councils doing –experimenting with?  Do residents really understand recycling labels – on everyday items – can BDC help via Contact – online visual info?  Talk to Business to encourage new advanced re-cycling centre in our district (jobs employment)  Re- cycling of food to benefit communities.  What about a 'swap centre' for furniture –residential and commercial  New technology and programs will continue to make recycling more efficient, affordable, and attractive. What will the next five, ten, or twenty years bring?

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager  
(emma.wisbey@braintree.gov.uk) by **5pm on Friday 26<sup>th</sup> January 2018.**

Proposal submitted by:

Councillor: *FRANKIE RICCI*

17 JAN 2018

Date: *16/1/18*

Suggested topic to be scrutinised:

*THE USE OF IT TO ENABLE MEETING ATTENDANCE*

Please say why you think this topic should be scrutinised:

*WITH AVAILABLE TECHNOLOGY, WE SHOULD LOOK INTO THE POSSIBILITY OF USING SKYPE OR FACE TIME TO ALLOW MEMBERS TO ATTEND A LIMITED TYPE OF MEETING.*

*BENEFITS COULD INCLUDE BETTER ATTENDANCE, INCREASED PRODUCTIVITY, REDUCED EXPENSE CLAIMS ETC*

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:  Councillor: <b>Bill Rose</b>
Date: <b>17<sup>th</sup> January 2018</b>
Suggested topic to be scrutinised:  <b><i>To consider incorporating the ECC Lengthman's Scheme by identifying and consideration of undertaking minor works within the District from ECC, such as Street Signage Cleaning, Erection of Tourist Signage, Cutting back of overgrown vegetation that obscures signage and other minor works as identified.</i></b>
Please say why you think this topic should be scrutinised:  <b><i>To consider the topic with regards to BDC obtaining payment or revenue from ECC with a view to enhancing the visual image of the District.</i></b>

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager  
([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by: <i>Cllr Row P. Ramage</i>	<b>18 JAN 2018</b>
Councillor: <i>Row P. Ramage</i>	
Date: <i>18.1.2018.</i>	
Suggested topic to be scrutinised: <i>Cyber bullying</i>	
Please say why you think this topic should be scrutinised: <i>This is a subject which is happening more &amp; more in our schools, which is causing younger people lots of problems which someone needs to be addressed</i>	
<i>To assist with the assessment of your proposal, please tick the relevant boxes.</i>	
The topic is clearly defined.	<input type="checkbox"/>
The topic is of key interest to the public and/or members.	<input checked="" type="checkbox"/>
The topic supports the achievement of the Council's Corporate Priorities.	<input type="checkbox"/>
Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.	<input checked="" type="checkbox"/>
The topic concerns new government guidance or legislation that will require a significant change to services.	<input type="checkbox"/>
The topic has been raised by the external auditor.	<input type="checkbox"/>
Scrutiny of the topic is timely.	<input checked="" type="checkbox"/>

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

<p><b>Proposal submitted by:</b></p> <p><b>Councillor:</b> Andrew Hensman</p>
<p><b>Date:</b> 23 January 2018</p>
<p><b>Suggested topic to be scrutinised:</b></p> <p>How accepting, accommodating and accessible is our District towards disabled people and their carers?</p>

**Please say why you think this topic should be scrutinised:**

Disability and accessibility is more than just wheelchairs and ramps. Until someone becomes disabled, or cares for someone who is, many people do not realise the difficulties faced by both the disabled and their carers, which could be overcome with simple changes.

As part of our Health and Communities priority, we want all residents to feel supported. We are already working towards being Dementia friendly, we should also become Autism friendly, as Autism now has its own Act: the first ever disability-specific legislation. This fed into the Care Act, which in turn formed the Statutory Guidance issued by the Department of Health. Although Districts do not see themselves as having a Social Care role, we do have a duty to accommodate all residents' needs under the Equalities Act. Surprisingly, the priority does not specifically mention disabled or impaired residents, I believe that it should do as part of the Equalities Act. To this end, is everything provided by this Council fully accessible? Are our staff sufficiently trained or aware? Do our facilities such as leisure offer disability friendly sessions, which are not tacked onto other activities? Do we lead by example and encourage others to do likewise?

During our training sessions, we've heard from the deaf/blind community. Following this, I did a blindfold walk around the town centre and found there are A-boards, together with the state of the pavements and roads, which were tricky to navigate. I was also given the Street Charter from Hull, the first of its kind in the UK. I do appreciate that Essex County Council has the Highways function but we need to be aware of it where it affects our residents, especially where they are put off living/working/visiting our District as a result: are dropped kerbs in the right places and clearly marked? Are there steps into/out of shops and so on? Having had to use a wheelchair, I found I had to go out of my way to be able to navigate a route because it was awkward to cross certain roads.

Can disabled people access the facilities or employment? Although covered previously, transport does also feature here. Visiting Reading with Essex County Council, I found that their buses have external speakers, which announce their route and direction as they approach every stop. Inside the bus each stop is also announced, and the announcements are clear and precise.

Many disabled people also have carers. Are carers supported as their lives revolve around the cared for, possibly without realising that they, too, have additional needs? Some have to give up work as a result of their caring role, although a scheme exists called Employers for Carers, which could help many with their work/life balance. The District and its businesses all have access to this via an umbrella membership paid for by Essex County Council. Could this be explored and utilised?

Working with mental health conditions, hidden impairments are often overlooked as individual needs are not always apparent. Braintree East community group helped to develop the Keep Safe scheme, which has been rolled out across the County and beyond. Could this be revisited and updated to make sure that it captures more than just learning difficulties or the elderly? I have been challenged by Essex County Council to make Braintree an autism friendly town. This topic may provide evidence of what's already in place and highlight what still needs to be done, which can then be replicated to support all impairments, whether visible or invisible.

This Council prides itself in being accommodating, pioneering and has won awards. We have successfully developed brands such as Keep Safe and Live Well, which are now recognised beyond this District, yet we do not have a named Member who is a champion for disabled people like Chelmsford City has implemented. Can we?

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:  Councillor: Julia Allen
Date: 24 <sup>th</sup> January 2018
Suggested topic to be scrutinised:  Halstead Doctors Surgery
Please say why you think this topic should be scrutinised:  For many years now the surgery has been front page news for lack of appointments due to the increase in patient demand.  This is only going to get worse as in Halstead we now have 3 substantial housing developments that will increase the demand on the surgery even more.  As a Town Council we have had discussions with doctors and the practice manager on their concerns and it is not all to do with lack of doctors but also space and finances.  They will be receiving section 106 monies but I believe there needs to be a better understanding of how and when the money is spent and the impact of these large developments that are underway.
<i>To assist with the assessment of your proposal, please tick the relevant boxes.</i>  The topic is clearly defined. <input type="checkbox"/>  The topic is of key interest to the public and/or members. <input type="checkbox"/>  The topic supports the achievement of the Council's Corporate Priorities. <input type="checkbox"/>  Scrutiny of the topic is likely to lead to improvements for the people of Braintree District. <input type="checkbox"/>  The topic concerns new government guidance or legislation that will require a significant change to services. <input type="checkbox"/>  The topic has been raised by the external auditor. <input type="checkbox"/>  Scrutiny of the topic is timely. <input type="checkbox"/>

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager (emma.wisbey@braintree.gov.uk) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:

Councillor: Phil Barlow

Date:

26<sup>th</sup> January 2018

Suggested topic to be scrutinised:

Operation of ECC Highways function in terms of liaison with the District to reflect local priorities and to influence use of various budgets to focus on the District's needs

Please say why you think this topic should be scrutinised:

Supported by Management Board in 2017  
ToR set out then still relevant

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:  Councillor: Mrs Diana Garrod
Date: 26 <sup>th</sup> January 2018
Suggested topic to be scrutinised:  Assessing Possible Light Pollution
Please say why you think this topic should be scrutinised:  As a BDC representative for Dedham Vale AONB. I learned from a presentation that there are 36 AONB's in the UK. With regard to night time satellite analysis and light pollution, Dedham Vale is 20 <sup>th</sup> , indicating that there is a high level of brightness. Whilst I appreciate that much of the DV AONB is in Suffolk, I believe there would be benefits if Braintree District Council could assess the level of lighting to ascertain if it could be safely reduced.

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

Proposal submitted by:  Councillor: Mrs Diana Garrod
Date: 26 <sup>th</sup> January 2018
Suggested topic to be scrutinised:  Tackling Isolation and Loneliness
Please say why you think this topic should be scrutinised:  <u>Public Health Journal</u> An overview of systematic reviews on the public health consequences of social isolation and loneliness.  Conclusions: 'This systematic overview highlights that there is consistent evidence linking social isolation and loneliness to worse cardiovascular and mental health outcomes.'  'Policy makers and health and local government commissioners should consider social isolation and loneliness as important upstream factors impacting on morbidity and mortality due to their effects on cardiovascular and mental health. Prevention strategies should therefore be developed across the public and voluntary sectors, using an asset-based approach.'  <a href="http://www.publichealthjrn.com/article/S0033-3506(17)30273-1/pdf">http://www.publichealthjrn.com/article/S0033-3506(17)30273-1/pdf</a>

*To assist with the assessment of your proposal, please tick the relevant boxes.*

The topic is clearly defined.

The topic is of key interest to the public and/or members.

The topic supports the achievement of the Council's Corporate Priorities.

Scrutiny of the topic is likely to lead to improvements for the people of Braintree District.

The topic concerns new government guidance or legislation that will require a significant change to services.

The topic has been raised by the external auditor.

Scrutiny of the topic is timely.

ANNUAL SCRUTINY WORK PROGRAMME FOR 2018/19

Suggested topic for inclusion in the Annual Scrutiny Work Programme for 2018/19

Please complete and return to Emma Wisbey, Governance and Member Manager ([emma.wisbey@braintree.gov.uk](mailto:emma.wisbey@braintree.gov.uk)) by **5pm on Friday 26<sup>th</sup> January 2018**.

<p>Proposal submitted by:</p> <p>Councillor: Mrs Sue Wilson</p>
<p>Date: 26<sup>th</sup> January 2018</p>
<p>Suggested topic to be scrutinised:</p> <p>'Ideas to prevent homelessness,</p>
<p>Please say why you think this topic should be scrutinised:</p> <p>'Ideas to prevent homelessness, which seems to be on the increase at the moment'.</p> <p>Several discussions could take place on what is happening to cause an increase in 'homelessness' and where/why society appears to be failing these people.</p>
<p><i>To assist with the assessment of your proposal, please tick the relevant boxes.</i></p> <p>The topic is clearly defined. <input type="checkbox"/></p> <p>The topic is of key interest to the public and/or members. <input type="checkbox"/></p> <p>The topic supports the achievement of the Council's Corporate Priorities. <input type="checkbox"/></p> <p>Scrutiny of the topic is likely to lead to improvements for the people of Braintree District. <input type="checkbox"/></p> <p>The topic concerns new government guidance or legislation that will require a significant change to services. <input type="checkbox"/></p> <p>The topic has been raised by the external auditor. <input type="checkbox"/></p> <p>Scrutiny of the topic is timely. <input type="checkbox"/></p>