

# Public Document Pack



## Agenda Supplement

Dear Councillor

### **AUDIT AND SCRUTINY COMMITTEE - TUESDAY, 26TH SEPTEMBER, 2023**

I am now able to enclose, for consideration on Tuesday, 26th September, 2023 meeting of the Audit and Scrutiny Committee, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>
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7.	<b><u>Scrutiny Work Programme 2023/24</u> (Pages 3 - 10)</b>
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Report of FIELD\_AUTHOR  
To follow

Yours sincerely

Chief Executive

Encs

20/09/23



# Agenda Item 7

<b>Committee(s):</b> Audit and Scrutiny	<b>Date:</b> 26 September 2023
<b>Subject:</b> Scrutiny Work Programme 2023/24	<b>Wards Affected:</b> All
<b>Report of:</b> Emily Yule, Strategic Director	<b>Public</b>
<b>Report Author/s:</b> Name: Emily Yule Telephone: 07543 500908 E-mail: Emily.yule@brentwood.rochford.gov.uk	<b>For Decision</b>

## Summary

The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee. This report provides an update of the current scrutiny work programme and is set out in Appendix A.

## Recommendation(s)

- R1. That the Committee considers and agrees the 2023/24 Scrutiny work programme as set out in Appendix A with any additions agreed by the committee at the meeting.**

## Main Report

### **Introduction and Background**

1. At the Annual Council it was agreed that the committee structure would include the introduction of an Audit & Scrutiny Committee.
2. In relation to new scrutiny matters under its Terms of Reference any scrutiny matter identified by members must be agreed Audit and Scrutiny Committee.
3. The Audit & Scrutiny Committee also has responsibility to review decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. In addition, it has responsibility for the monitoring of Council service performance, including Performance Indicators and Formal Complaints.
4. The Scrutiny work programme should not include management or staffing, issues which are the responsibility of the Head of Paid Service.

## **Reasons for Recommendation**

5. The Constitution requires that the Audit & Scrutiny Committee agrees its Scrutiny work programme at each meeting of the Committee.

## **Consultation**

6. None

## **References to Corporate Plan**

7. The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

## **Implications**

### **Financial Implications**

**Name/Title: Tim Willis, Director - Resources and Section 151 Officer**

**Tel/Email: 01277 312500/tim.willis@brentwood.rochford.gov.uk**

8. There are no direct financial implications arising from this report.

### **Legal Implications**

**Name & Title: Claire Mayhew, Joint Acting Director – People & Governance and Monitoring Officer**

**Tel & Email: 01277 312500/claire.mayhew@brentwood.rochford.gov.uk**

9. There are no direct legal implications from this report

### **Economic Implications**

**Name/Title: Phil Drane, Corporate Director (Planning & Economy)**

**Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk**

10. There are no direct economic implications from this report.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

11. None

## **Background Papers**

12. None

## **Appendices to this report**

Appendix A: Draft Scrutiny Work Programme – September – 2023/24

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Sep-23

## Audit & Scrutiny Committee

### 2023-24 Draft Scrutiny Work programme

Subject Matter	July	August	September	October	November	December	January	February	March
Local Development Plan									
Scope	1. Review the Council's Plan making process as required by the National Planning Policy Framework (NPPF). 2. Review efforts to ensure that necessary cooperation on strategic cross boundary matters have been made. 3. Review subjects and issues covered by LDP evidence base to ensure it is appropriate and proportionate.								
Membership 2023/2024	Cllrs To be confirmed.								

#### Detailed timeline

1. Working Group Meeting - tbc

2. Report to Audit & Scrutiny Committee - tbc

3. Working Group Meeting - tbc

4. Report to Audit & Scrutiny Committee - tbc

Subject Matter	July	August	September	October	November	December	January	February	March
Performance and Formal Complaints	Collate Data	Member Working Group	Report to Committee	Collate Data	Member Working Group	Report to Committee	Collate Data	Member working Group	Report to Committee
Membership 2022/2023	Cllrs Fulcher, N Cuthbert, Rigby, Pound and Murphy								

#### Detailed timeline

1. Working Group meeting - tbc

31.8.23

26.9.23

2. Report to Audit & Scrutiny Committee 26.9.23

3. Working Group meeting -

12.10.23

4. Report to Audit & Scrutiny Committee 14.11.23

5. Working Group meeting -

6.12.23

6. Report to Audit & Scrutiny Committee - 23.1.24

Subject Matter	July	August	September	October	November	December	January	February	March
Community Safety Partnership									
<b>Detailed timeline</b>									
1. Report to Audit & Scrutiny Committee - tbc									
7. Report to Audit & Scrutiny Committee - 15th November 2022									
Subject Matter	July	August	September	October	November	December	January	February	March
Council Motions									Report to Committee
Subject Matter	July	August	September	October	November	December	January	February	March
Review of s106 contributions					Report to Committee				
Subject Matter	July	August	September	October	November	December	January	February	March
Implications of appointment system for recycling centres (Motion to Council - June) - dates tbc									
Subject Matter	July	August	September	October	November	December	January	February	March
Review of Legislation Governing Council activity and which Committee has responsibility (Motion to Council - June)					Report to Committee				



**Appendix A - 106 Contributions received - Housing**  
**06.06.23**

Planning Ref	Site	Contribution	Date received	Repayment date	Conditions	Commentary
11/00002/EXT	122 and 124 Station Road, West Horndon	181,577.50	2015	Not applicable	Off site affordable housing	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
15/00267/FUL	The Surgery Site and Landings, Outings Lane, Doddinghurst	165,000.00	2018	2023	Off site affordable housing - 2 x 2 bed semi detached houses	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
15/00710/FUL	Land adjacent to the New Folly, Bell Mead, Ingatestone, Essex	32,684.45	2018	2023	Off site affordable housing	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
14/01247/FUL	Former Elliots Nightclub and petrol station, A127	188,159.98	2019	2024	Off site Affordable Housing - 4 flats	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
14/01446/FUL	Development site at former mountnessing scrap yard, Roman Road, Mountnessing	935,000.00	2019	2024	Off site affordable housing - 8 x 2 bed flats	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
19/00312/FUL	Mellon House, Ingrave Road, Brentwood	105,000.00	2021	Not applicable	Off site Affordable Housing - 1 unit or affordable housing sum	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
19/00312/FUL	Eagle & Child, Shenfield	192,500.00	2022	Not applicable	Off site Affordable housing - 1 x 1 bed flat	Allocated to the Strategic Housing Delivery Programme (SHDP) to be included in the Council's 7-year Delivery Programme
<b>Total</b>		<b>1,799,921.93</b>				

**Appendix B - S106 Contributions - Open Space**  
**06.06.23**

**Open Space Contributions - Capital**

	Reference	Site	Contribution	Date received	Repayment date	Conditions	Commentary
1	06/01062/FUL	Brentwood Community Hospital	48,525.00	14.09.11	Not applicable	Commutated maintenance sum for transferred open space land to the south of the site. To be used to bring a piece of unnamed woodland to the rear of the properties in Worrin Rd and the former blood bank off Crescent Drive, Shenfield into a managed state	Initial survey underway to identify future works
2	12/00403/EXT	Willowbrook Primary School, Rosen Crescent, Hutton	60,000.00	31.12.13	31.12.23	Off site facilities towards the provision and maintenance of open spaces within the vicinity of the development stie - Hutton Recreation Ground, Hutton Polo field and Hutton Poplars	Committed against general maintenance for Hutton Recreational ground. The Assets team are also reviewing a potential project with Hutton Community Centre - discussions are on-going
3	12/00408/FUL	Hanover House, 78-82 High Street, Brentwood	15,849.00	03.05.16	Not applicable	Public open space improvements.	Public open space improvements towards the North Rd play area
4	14/00793/FUL	16 Westwood Avenue, Brentwood	60,000.00	20.12.17	Not applicable	Open space contribution towards the provision, enhancement and/or development of public open space and recreational facilities	Allocated to Projects underway for KGPF and Hartswood Gold Course. The remaining £15,000 is currently allocated to access improvements at Hartswoid Golf Course.
5	16/01462/FUL	114-122 Kings Rd	40,852.00	19.03.18	19.03.23	Open space contribution towards maintenance of essential equipment and services to be able to undertake drainage works to sports pitches at King Georges Playing fields and Warley Playing field	Committed towards King Georges Playing Fields, £3,800 is uncommitted at present.
6	13/01169/FUL	Mascalls Park, Mascalls Lane, Warley, Essex	12,000.00	01.05.18	Not applicable	Woodland management woodland park	
7	15/00710/FUL	Land adjacent the New Folly, Bell Mead, Ingatestone	37,825.00	22.05.19	22.05.24	Open space towards Seymour Playing Fields and Mountney Close play area.	The Assets team are reviewing how they can assist Ingatestone Parish Council to support priority projects at Seymour Playing Fields - discussions are on-going.
8	19/00937/FUL	Regional Blood Transfusion Centre	83,000.00	16.03.21	16.03.26	Open space contribution to the Courage Playing fields	Committed against the general maintenance costs for Courage Playing Fields - tentative outdoor gym project currently being costed up
9	20/01111/FUL	Car Park opp central office, Fords, Eagle Way	144,768.37	30.06.22	30.06.32	Open space contribution towards the improvement of park facilities within the vicinity	Committed against open space improvements within the vicinity, approximately £40,000 left uncommitted at present
Total			502,819.37				

**Open Space Contribution - Revenue**

*The following contributions are designated for ongoing maintenance of land and are drawn down on each year, therefore they are not capital funds for expending on project works*

	Reference	Site	Contribution	Date received	Repayment date	Conditions	Commentary
10	03/01039/FUL	The Nightingale Centre, Warley	525,000.00	01.01.05	Not applicable	Community Centre (Pastoral Way) refurbishment of that part owned by the Council as commuted sum	Committed against the maintenance of the grounds of the Community Centre
11	12/00403/EXT	Willowbrook Primary School, Rosen Crescent, Hutton	6,500.00	05.07.17	Not applicable	The Council to maintain the hedge planted by the Developer.	Commutated sum for maintenance of hedging, Rosen Crescent
12	04/00153/FUL	Former British Gas site, St James Rd	17,200.00	01.03.19	01.03.29	Maintenance of sluice gate on open space land.	Sluice gate maintenance
13	04/00153/FUL	Former British Gas site, St James Rd	66,700.00	01.03.19	01.03.29	Open space contribution, to be drawn down over 10 years. Open space contribution towards ongoing maintenance of the open space	
Total			615,400.00				