



# Agenda

## Corporate Projects Scrutiny Committee

Tuesday, 21 November 2017 at 7.00 pm

Brentwood County High School, Shenfield Common, Seven Arches Road,  
Brentwood CM14 4JF

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### Membership (Quorum – 3 )

Cllrs Mrs Pound (Chair), Reed (Vice-Chair), Aspinell, Barrett, Mrs Coe, Kendall, McCheyne, Trump and Tumbridge

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Agenda Item	Item	Wards(s) Affected	Page No
1.	Apologies for Absence		
2.	Minutes of the Previous Meeting		5 - 8
3.	Work Programme 2017-18 Update		9 - 20
4.	Leisure Strategy Report to follow.		
5.	Urgent Business		

A handwritten signature in black ink, appearing to read "P. L. Russell". The signature is stylized and includes a large, sweeping underline that extends to the right.

Chief Executive

Town Hall  
Brentwood, Essex  
13.11.2017

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### Information for Members

#### Substitutes

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The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

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#### Rights to Attend and Speak

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Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

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#### Point of Order/ Personal explanation/ Point of Information

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##### Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

##### Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

##### Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

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## Information for Members of the Public

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### **Access to Information and Meetings**

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk).

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### **Guidelines on filming, photography, recording and use of social media at council and committee meetings**

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

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### **Private Session**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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### **Access**

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

### **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.



## Minutes

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### Corporate Projects Scrutiny Committee Monday, 25th September, 2017

#### Attendance

Cllr Mrs Pound (Chair)  
Cllr Reed (Vice-Chair)  
Cllr Mrs Coe

Cllr Trump  
Cllr Tumbridge

#### Apologies

Cllr Aspinell  
Cllr Barrett

Cllr McCheyne

#### Substitute Present

Cllr Clarke (substituting for Cllr Kendall)

#### Also Present

Cllr Hossack  
Cllr Mynott  
Cllr Ms Sanders

#### Officers Present

Philip Ruck - Chief Executive  
Steve Summers - Group Manager In House Services

#### 118. Apologies for Absence

Apologies were received from Cllrs Aspinell, Barrett, Kendall and McCheyne.  
Cllr Clarke substituted for Cllr Kendall.

#### 119. Minutes of the Previous Meeting

The minutes of the previous Corporate Projects Scrutiny Committee held on 3 July 2017 were approved as a true record.

#### 120. Leisure Strategy - Phase 1 update and recommendations

It was agreed at the 3 July 2017 Corporate Project Scrutiny Committee to establish a Leisure Strategy Working Group (LSWG) to inform and assist the Community, Health and Housing Committee in agreeing recommendations on each of the three phases of the Leisure Strategy. These three phases were agreed by the Policy, Projects and Resources Committee on 20 June 2017. The report before Members was an update on the progress under Phase 1.

The LSWG consisted of Cllrs Pound, Middlehurst, Murphy, Davies and Hubbard and met on 2 August and 6 September 2017.

Members debated the content of the report and the recommendations contained therein and concluded that the report lacked sufficient detail and background information to enable scrutiny of the recommendations and findings of the working group.

Cllr Hossack requested that officers contact two major leisure operators so that they can provide a presentation and information to members to assist with their deliberations.

A motion was **MOVED** by Cllr Tumbridge and **SECONDED** by Cllr Trump to require a full report including accompanying information is provided to the next committee meeting in order to enable full scrutiny of the working groups findings.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That a full report from officers and the LSWG with annexes to be able to scrutinise the recommendations.

### **REASON FOR RECOMMENDATIONS**

The Council needs to ensure that its Leisure Facilities were fit for purpose, sustainable, accessible to the residents and visitors, and support the Council's priorities of improving health and wellbeing of its residents.

#### **121. Town Hall -Temporary Customer Services and Members Portal**

A working group was set up to consider the arrangements for Face to Face customer services during the temporary relocation of Council services and secondly to consider a new Members Portal.

The nominated members of the Working Group were Cllrs Aspinell, Hones, Morrissey, Poppy and Reed. The Working Group met on the 6 September 2017.

A motion was **MOVED** by Cllr Tumbridge and **SECONDED** by Cllr Mrs Coe to approve the recommendations in the report with the amendment to recommendation number 1 that "Members note".

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. Members agree note the findings of the Working Group in relation to the temporary Customer Services and new Members Portal.
2. Invitations to members to view the new venue at Seven Arches Road once fully complete towards the end of October 2017.
3. Provide a demonstration of the new Members Portal to the Working Group in November 2017.
4. That training and assistance to create an account will be provided to Members when the Members Portal is implemented.

### **REASONS FOR RECOMMENDATIONS**

To allow Members the opportunity to familiarise themselves with the temporary front line service area and provide confidence in the service which will be delivered.

To assist Members with the transition over to a new Members Portal system to build confidence and speed up the overall responses.

## **122. 2017/18 Work Programme**

At the Policy, Projects and Resources Committee on the 20th June 2017 it was agreed that the following Corporate Projects be considered by the Corporate Projects Scrutiny Committee in 2017/18:

- Town Hall Redevelopment – Customer Services/Member Portal
- Leisure Strategy
- Local Development Plan
- Town Centre Redevelopment

The Corporate Projects Committee would also have responsibility to review decisions made, or other action taken, regarding the discharge by the responsible authorities of their crime and disorder functions. In addition, it had responsibility for the monitoring of Council service performance, including Performance indicators, Formal Complaints and Freedom of Information requests.

At the Corporate Projects Scrutiny Committee on 3 September 2017 it was agreed in addition to the projects set out in 1.2 and 1.3 in the report that a working group would scrutinise the Council's Emergency Planning procedures.

The Corporate Projects Scrutiny Committee would make recommendations to the appropriate decision making committees and Council as necessary. The Corporate Projects Scrutiny Committee were invited to consider its 2017/18

updated work programme which included the scopes for the Local Development Plan and the Town Centre which had been approved by the Policy, Projects and Resources Committee on the 19<sup>th</sup> September 2017.

The 2017/18 updated work programme at Appendix A of the report had set out the latest proposed position with regards to the working groups.

The committee deliberated the detail of Appendix A of the report that had set out the latest proposed position with regards to the working groups.

Cllr Tumbridge asked when the Local Development Plan would be coming to Full Council. Officers advised that the Council Leader would be providing a response to that question in due course.

Cllr Mynott raised the issue of the number of substitutes allowed for the committee. Cllr Tumbridge advised that this issue could be reviewed and considered at the Constitution Working Group of which he was Chair.

A motion was **MOVED** by Cllr Mrs Pound and **SECONDED** by Cllr Reed to defer the work programme report until the next meeting to enable inclusion of detailed dates of when the working groups will be responding to the Corporate Projects Scrutiny Committee.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

1. **The Corporate Projects Scrutiny Committee updated work programme 2017/18 (Appendix A of the report) be deferred until the next meeting to enable inclusion of detailed dates of when the working groups will be responding to the Corporate Projects Scrutiny Committee.**

#### **REASON FOR RECOMMENDATION**

The Constitution required that the Corporate Projects Scrutiny Committee agreed its work programme at each meeting of the Committee.

#### **123. Urgent Business**

There were no items of urgent business to discuss.



**21 November 2017**

**Corporate Projects Scrutiny Committee**

**Work Programme 2017/18 Update**

**Report of:** *Phil Ruck, Chief Executive*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 This report provides the 2017/18 updated draft work programme for members consideration and is attached at Appendix A.
- 1.2 Members should note that the workplan is a timeline of the latest and proposed working position of the working groups and **not** the actual timeline of the subject matter or project being reviewed. These timelines are subject to change depending on the work and outcomes of the working groups.
- 1.3 The Committee is requested to consider the draft work programme at Appendix A and agree any amendments.

## **2. Recommendation(s)**

- 2.1 That the Committee considers the Corporate Projects Scrutiny updated work programme 2017/18 attached at Appendix A and agree any amendments for approval.**

## **3. Introduction and Background**

- 3.1 At the Councils Annual Council it was agreed that the committee structure would include the introduction of a Corporate Projects Scrutiny Committee.
- 3.2 The Policy, Projects and Resources Committee agrees the Corporate Projects and scope that it requires to be reviewed by the Corporate Projects Scrutiny Committee in 2017/18.

3.3 The Corporate Projects 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.

3.4 The work programme of the Corporate ProjectsScrutiny Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

#### **4 Reasons for Recommendation**

4.1 The Constitution requires that the Corporate Projects Scrutiny Committee agrees its work programme at each meeting of the Committee.

#### **5 Consultation**

5.1 None.

#### **6 References to Corporate Plan**

6.1 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.

#### **7 Implications**

##### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, S151 Officer**

**Tel & Email: 01277 312500 /**

**jacqueline.vanmellaerts@brentwood.gov.uk**

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

##### **Legal Implications**

**Name & Title: Daniel Toohey, Monitoring Officer & Head of Legal Services**

**Tel & Email: 01277 312500 / daniel.toohey@brentwood.gov.uk**

7.2 There are no direct legal implications arising directly from this report.

#### **8 Background Papers**

8.1 None

## **9 Appendices to this report**

Appendix A – Amended Work Programme 2017/18

### **Report Author Contact Details:**

**Name:** Phil Ruck, Chief Executive  
**Telephone:** 01277 312500  
**E-mail:** phil.ruck@brentwood.gov.uk

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**APPENDIX A - November 2017**

**Corporate Projects Scrutiny Committee (CPS)**

**2017-18 Draft Work programme**

Subject Matter	July	August	September	October	November	December	January	February	March
Leisure Strategy	Phase 1 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee 25.09.17.			Phase 1 - Report to CPS Committee 21.11.17. Report to Community, Health & Housing Committee 04.12.17			Phase 2 - Review and Options work and report to Community, Health & Housing Committee. Update report to CPS Committee.		
Scope	<p>1. Review the three-phased approach to the delivery of the Leisure Strategy.</p> <p>2. Review the outcome of the consultation with residents and visitors on options of new activities for King George's Playing Fields.</p>								
<b>Detailed timeline</b>									
1. Working Group Meeting - 06.11.17									
2. Leisure Development Presentation - 06.11.17									
3. Leisure Development Presentation - 16.11.17									
4. Report to Projects Corporate Scrutiny Committee - 21st November 2017									
5. Working Group Meeting - December 2017 - Date to be finalised.									

Subject Matter	July	August	September	October	November	December	January	February	March
Town Hall	Review and Options work. Report to Policy, Projects and Resources Committee. Update report to CPS Committee 25.09.17.						Members Working Group to review draft request system and process.		
Scope	1. Review of Customer Services delivery during redevelopment of the Town Hall. 2. Review of Members request system and process.								
<b>Detailed timeline</b>									
1. Report to Corporate Projects Scrutiny Committee 25th September 2017									
2. Working Group Meeting to review Members draft request system and process - January/February 2018 - dates to be finalised.									

Subject Matter	July	August	September	October	November	December	January	February	March
Town Centre						Review work		Consult on Design Guide	
Scope	Review content of Design Guide Consultation responses.								
<b>Detailed timeline</b>									
1. Working Group Meeting - Week beginning 04.12.17									
2. Working Gorup Meeting - Week beginning 08.01.18									
3. Public consultation - February-March 2018 (group to consider responses April-May 2018)									



Subject Matter	July	August	September	October	November	December	January	February	March
Local Development Plan					Review work				Report to Committee
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.								
<b>Detailed timeline</b>									
1. Working Group Meeting 14.11.17									
2. Working Group Meeting 05.12.17									
3. Working Group Meeting 09.01.18									
4. Working Group Meeting 30.01.18									
5. Working Group Meeting 20.02.18									
6. Working Group Meeting 13.03.18									
7. Report to Corporate Projects Scrutiny Committee - 19th March 2018									

Subject Matter	July	August	September	October	November	December	January	February	March
Performance and Formal Complaints					Review work	Report to Committee	Review work		Report to Committee
<b>Detailed timeline</b>									
1. Working Group Meeting - 13.11.17									
2. Working Group Meeting - 27.11.17									
3. Report to Corporate Projects Scrutiny Committee - 11th December 2017									
4. Working Group Meeting(s) - February 2018 - date to be finalised									
5. Report to Corporate Projects Scrutiny Committee - 19th March 2018									

Subject Matter	July	August	September	October	November	December	January	February	March
Crime and Disorder Reduction Partnership									Report to Committee
<b>Detailed timeline</b>									
1. Report to Corporate Projects Scrutiny Committee - 19th March 2018									

<b>Subject Matter</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
Emergency Response Plan and Procedures				Review work	Review work	Report to Committee			
<b>Detailed timeline</b>									
1. Working Group Meeting - 04th October 2017									
2. Working Group Meeting - 30th October 2017									
3. Report to Corporate Projects Scrutiny Committee - 11th December 2017									

## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

**Terms of Reference**  
**Corporate Scrutiny Projects Committee**

The Corporate Projects Scrutiny Committee acts as the Council's Overview and Scrutiny Committee with all the powers under Part 3 of the Local Authorities (Committee System) (England) Regulations 2012, and discharges the functions under section 19 of the Police and Justice Act 2006 (local authority scrutiny of crime and disorder matters). Without prejudice to the generality of the above, the terms of reference include those matters set out below:

- 1) Responsible to scrutinise major Corporate projects as identified and agreed by the Policy, Projects and Resources Committee.
- 2) To report to the Policy, Projects and Resources Committee on the progress of the major Corporate projects and to make relevant recommendations.
- 3) To establish working groups (in line with agreed protocols) to undertake the major Corporate projects work programme, including setting their terms of reference, the reporting arrangements, and to co-ordinate and review the work of the working groups.
- 4) Responsibility for the monitoring of Council service performance, including Performance Indicators, Formal Complaints and Freedom of Information requests, making reports if required to any committee, or sub-committee, any officer of the Local Authority, or any joint committee on which the Local Authority is represented, or any sub-committee of such a committee.
- 5) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge of any functions of the Local Authority.
- 6) To deal with those issues raised through the 'Councillor Call for Action' scheme in line with agreed protocols and procedures.
- 7) To review and/or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.
- 8) To make reports or recommendations to the Local Authority with respect to the discharge by the responsible authorities of their crime and disorder functions.

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