

414. Minutes of the previous meeting

Members **RESOLVED** that the minutes of the Environment, Enforcement and Housing Committee meeting held on 14th January 2020 were a true record.

415. Chairs Update

Members noted the updates provided in the Chairs report.

The Chair took the opportunity to inform the committee of the recent recruitment for a permanent Director of Housing & Enforcement. The Chair confirmed that Tracey Lilley was successful and although this is a challenging role, he was very pleased that Tracey would do a fantastic job.

416. Year in Review

A presentation was given to the committee from officers on the highlights of what we have achieved and what is planned moving forward.

The Chair took the opportunity to thank officers for all the work undertaken on behalf of residents and members.

417. Single Use Plastic Elimination by 2020

The report sought to update members on progress following the unanimous decision to work towards a programme to ensure all the Councils buildings avoid using single use plastic by the end of 2020. And further that through the Council's representatives on the Brentwood Business Partnership a proposal for a 'Plastic Free Pledge' for Brentwood be developed to further develop this proposal in the community.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Mrs Pearson to agree the recommendations in the report.

Following a discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that

Members are asked to endorse the work carried out so far and support the direction of the work being taken to remove single use plastics by the end of 2020 from Council buildings.

Reasons for Recommendation

Supports the Councils commitment to develop and consider projects to protect the environment.

418. Water Hygiene Policy

In January 2019, Brentwood Borough Council were subject to a Health and Safety Executive (HSE) review into all compliance areas. As part of this review, we were found to be effectively managing the risk across all areas of

compliance but had areas requiring improvement in relation to Water Hygiene Management.

The Housing Department began working alongside the HSE to improve our compliance, taking advice and guidance from them on what was required to improve our compliance management.

One main area of focus was the request to implement a written procedure for managing Water Hygiene which is available to the whole housing department. In June 2019, the Council implemented a Water Hygiene Management standard which was approved for use by the Senior Leadership Team. It was agreed that this standard would become the baseline for our management with a full policy being taken to a future appropriate committee following completion of the HSE review.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Mrs Pearson to agree the recommendations in the report.

Following a discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that

Members are asked to approve the Housing Water Hygiene Policy.

Reasons for Recommendation

To ensure that the Housing Department has documentation to support the delivery of their Water Hygiene Management processes and procedures and to comply with HSG 274.

419. Great British Spring Clean Campaign

Brentwood Borough Council had signed up to take part in this year's Great British Spring Clean event being held between 20th March to 13th April 2020. The report updated members and begins to provide information of specific events.

Due to the recent Covid-19 outbreak, the Great British Spring Clean campaign would be postponed to September 2020 as it would not be appropriate to engage with community groups. Although planned events would be cancelled, it would be "business as usual" for the NATs team and streetcare team in the high streets and gateways in the borough.

The Chair encouraged members to utilise the services of the NATs team and to advise of areas or issues within their wards so this could be scheduled.

The Chair also suggested a new role be considered for an officer to work within the High Streets and build relationships with businesses to encourage them to be more responsible for keeping the High Streets clean (including the rear of shops) which would be monitored and provide improvements.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Mrs Pearson to agree the recommendations in the report.

Following a discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that

Members are asked to note the report.

420. Housing Audit Report

The report updated the Environment, Enforcement & Housing Committee of the progress of the 2016/17 and 2017/18 Audit reviews for Housing Services. Those audits were included in the Council's approved Audit plans for 2016/17.

The outcome of the 2016/17 internal audit review was originally reported to the Audit Committee on the 27th September 2017 ("Audit Report 1 – May 2017").

The outcome of the 2017/18 internal audit review was originally reported to the Audit Committee on the 14th December 2017 ("Audit Report 2 – November 2017").

Both Audit reports will enable the Housing Service to concentrate on specific areas highlighted by the Audit recommendations to implement essential service improvements as part of the transformation programme 'Getting Our House in Order'.

The 74 recommendations have now been completed to the satisfaction of the independent Auditors, subject to appropriate evidence being provided, and this standing item will be removed.

Stuart Morris confirmed to members since the report was published, all the recommendations were completed.

A new audit has now started.

The Chair thanked officers for the work to complete the tasks.

A motion was **MOVED** by Cllr Hossack and **SECONDED** by Cllr Mrs Pearson to agree the recommendations in the report.

Following a discussion a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that

Members are asked that the Committee receives and notes that all recommendations (as summarised in Appendix A of the report) have now been confirmed as complete by the Auditor, subject to appropriate evidence being provided.

Reasons for Recommendation

To acknowledge completion of work against the highlighted actions arising from the two Audit Reports and the management actions in response to those recommendations.

421. Repairs & Maintenance Update

The report before Members contained exempt information and was therefore considered in private session.

The report provided the committee with a progress update on matters in relation to:

- Axis Contract
- Stock Condition Survey
- Planned maintenance programme
- Compliance
- Keystone
- Snakes Hill

The update report followed on from the previous progress report on these matters which was provided at the 14 January 2020 Environment, Enforcement and Housing Committee meeting.

422. Urgent Business

There was no urgent items to be discussed.

The Chair gave thanks to officer Stuart Morris who is leaving Brentwood Borough Council and this would be his last committee meeting. The Chair thanked Stuart on behalf of all members for his work on policies, training and the general hard work and progress made which has been commendable. Stuarts patience and manner when working with the public has always been courteous and thorough.

The meeting ended at 8.45pm.
