

# Overview and Scrutiny Committee Agenda

**21 June at 7pm**

**Council Chamber, Civic Centre, Chelmsford**

**Membership**

Councillor R.J. Poulter (Chair)

**and Councillors**

L. Ashley, M.W. Bracken, W.A. Daden, I.D. Fuller, R.J.E. Gisby, I.S. Grundy, J.C.S. Lager, C.M. Shaw, M. Sismey, M.S. Steel and C.R. Tron and S. Young

Local people are welcome to attend this meeting remotely, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance to [committees@chelmsford.gov.uk](mailto:committees@chelmsford.gov.uk). Further details are on the agenda page. If you would like to find out more, please email [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) or phone Daniel Bird in the Democracy Team on Chelmsford (01245) 606523

# Overview and Scrutiny

## Committee

21 June 2022

## AGENDA

1. Apologies for Absence and Substitutions
2. Election of Vice Chair
3. Chairs Announcements
4. Minutes

To consider the minutes of the meeting held on 7 February 2022

### 5. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

### 6. Public Question Time

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 20 minutes is allotted to public questions/statements, which must be about matters for which the Committee is responsible.

The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Any member of the public who wishes to submit a question or statement to this meeting should email it to [committees@chelmsford.gov.uk](mailto:committees@chelmsford.gov.uk) 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting.

## 7. Decisions Called-In

To report on any Cabinet decisions called in and to decide how they should be progressed.

8. Cabinet Portfolio Update – Leader of the Council
9. Responding to Rough Sleeping
10. Reports from representatives on outside bodies
11. Report on Decisions Taken Under Delegation to the Chief Executive
12. Annual Report of the Committee
13. Work Programme

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency.

**MINUTES**  
of the  
**OVERVIEW AND SCRUTINY COMMITTEE**

held on 7 February 2022 at 7pm

Present:

Councillor J. Galley (Chair)  
Councillor S. Young (Vice Chair)

Councillors L. Ashley, M.W. Bracken, W.A. Daden, I.D. Fuller, R.J.E. Gisby, I.S. Grundy,  
J.C.S. Lager, M. Sismey, C.M. Shaw, M.S. Steel, and N.M. Walsh

Also in attendance:

Councillors R.J. Moore and S. Rajesh

**1. Apologies for Absence and Substitutions**

Apologies for absence were received from Cllr Tron.

**2. Minutes**

The minutes of the meeting held on 22 November 2021 were agreed as a correct record and signed by the Chair.

**3. Declaration of Interests**

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

**4. Public Question Time**

No questions were asked or statements made.

**5. Decisions Called-In**

The Committee noted that no decisions taken by the Cabinet had been called-in.

**6. Cabinet Portfolio Update – Cabinet Member for Greener and Safer Chelmsford**

Councillor Moore updated the Committee on their role as the Cabinet Member for Greener and Safer Chelmsford. The Committee received a presentation from Cllr Moore which provided an overview of their role and highlighted the key areas of work across the last year. The Committee heard that key aspects of the role included

providing political and strategic leadership along with attending meetings and briefings with senior officers. Cllr Moore also noted the support from Cllrs Davidson and Rajesh in their Cabinet Deputy roles along with assistance from Cllr Willis, in their role as Climate Ambassador. [The presentation slides can be viewed here.](#)

The Committee heard that the main areas of focus for the portfolio were as follows:

- Leisure and Heritage Services
- Parks and Green Spaces
- Public Health and Protection Services
- High Street and Charter Markets, street trading
- Street Care
- Recycling and Waste Collection Services
- Love your Chelmsford, Climate Action

Cllr Moore informed the Committee of the following areas of note in the portfolio across the last year.

- The Ice Rink at Riverside had seen the busiest month for some time with over 16,000 customers attending.
- Participation in sport, physical activity and health had continued to be supported by the Community Sport and Wellbeing team with schemes such as Active Health and Play in The Park.
- Events such as Enlightened at Hylands Park had brought welcome revenue and had been a great success.
- A major Festival in Creamfields was due to return in 2022 after a 4 year period without a major festival at Hylands Park.
- Wedding bookings for Hylands Estate continued to be at record levels.
- The woven willow tanks at the High Chelmer Multi Storey roundabout were due to be replaced with a new exhibit from the same local artist in celebration of the Queen's Platinum Jubilee.
- Since the relaxing of Covid restrictions, Community Planting days had restarted. It was also noted that for 2021/22 woodland and tree planting was on track.
- Floodlighting had been installed at the skatepark in Central Park, which had been well received by users of the facility.
- The Council's Health and Wellbeing Plan was due to be refreshed and a revised air quality strategy is to be published soon too.
- The Council operated a full waste and recycling service throughout 2021 apart from three days' suspension of food waste during the Christmas period.
- Work had continued with the Management Companies and Housing Associations to assist with the challenge of recycling, waste storage and collection from flats, apartments and sheltered accommodation.
- World Clean up Day had been held on 18<sup>th</sup> September and included partnership working with many other organisations across Chelmsford.

In response to questions from the Committee, Cllr Moore informed them that;

- The further use of the Highway Rangers from Essex County Council would be explored with officers.
- It was difficult to assess the usage rates of the car park at Hylands, since charges were introduced due to Covid and poor weather conditions.
- The use of mobile cameras to assist with enforcement against fly tipping would be looked into with officers.

- Dog fouling was an area of focus for Public Health and Protection Services in 2022.
- Chelmsford's recycling rate continued to be above average due to the comprehensive kerbside collections. However due to the closing of a plant at Basildon, unfortunately all black bin waste was going to landfill, at high environmental and financial cost.
- The Council were supporting grants to improve properties with low energy performance ratings and the grants had to be spent by June, with applications required in by the end of March.
- The proposal for a youth shelter near the skatepark in Central Park continued to be considered and once finalised could be installed quickly.

Cllr Moore thanked the staff in their portfolio for their continued hard work. The Committee thanked Cllr Moore for the comprehensive update provided.

RESOLVED that;

1. the update be noted;
2. the Cabinet Member for Greener and Safer Chelmsford be thanked for their attendance and;
3. the staff members across the directorate be thanked by the Committee.

*(7.02pm to 7.52pm)*

## 7. Annual Presentation by Safer Chelmsford Partnership and Essex Police

The Chair informed the Committee, that the two items had been combined into one for this year and after each element of the presentation, questions could be asked.

The Council's Public Protection Manager gave a presentation on behalf of the Safer Chelmsford Partnership, regarding its statutory duties, key priorities, key projects and funding in 2021/22.

The Committee was reminded of the Partnership's statutory duties, which were;

- Strategic Assessment and Partnership Plan
- Co-Ordination of Partnership activities
- Strategic Priorities plus Reducing Reoffending
- Prevent, Modern Day Slavery and Domestic Homicide Reviews
- Face the Public – combined with Police, Fire and Crime Commissioner and Essex Police.
- Survey Public opinion – fear of crime and perceptions
- Annual presentation to Overview and Scrutiny Committee

The Committee was informed of the strategic priorities for the partnership in 2021/22.

- Tackling violent crime
- Driving down anti-social behaviour in public places
- Identifying and supporting vulnerable people
- Tackling rural and environmental crime

The key projects carried out in the last 12 months included;

- The Community Safety Hub was now well established since it opened in march 2019 and the Mid Essex Livewell Alliance were joining soon.
- Home Officer Safer Streets and Essex VRU Locality Funding.
- Partnership response to tackling ASB associated with rough sleeping and supporting our most vulnerable.
- Education, awareness and community engagement
- Night-time Economy Interventions
- Purple Flag Virtual Assessment 2021
- Specific areas of work on Violence and Vulnerability
- Improved Communications with Councillors, including a Sharepoint site ad Local level data for members.
- Effective use of City Life News
- Better Community Engagement via the use of Teams and Zoom for meetings.
- The visit of the Knife Angel exhibit which had 18,000 visitors in a month.
- Safer Streets Fund Round Three

The presentation was continued by Chief Inspector Steve Scott-Haynes, the District Commander for Chelmsford and Maldon, Essex Police. The Committee were updated on areas including, performance levels, the impact of the pandemic, policing tactics and Chelmsford Police Operations.

The Committee was informed that crime had risen by 2.2%, a similar figure was noted across Essex, but ASB had dropped by 27.2%. It was noted that there had been less opportunity to commit crime due to the reduced night-time economy and the detection/solved rate was 12.8%. The Committee heard that the pandemic had been of significant impact, due to additional patrolling of areas for social distancing and high levels of staff having to isolate. There had been an effective response to pandemic related issues along with the continued support of victims of domestic abuse, which had been a higher risk during lockdown. The Committee heard that being visible and responding to demand when appropriate was a key area of focus in Chelmsford, along with being accesible via street meets, or online meetings. It had also been key to ensure there was capability to support rural areas and working with partners such as NHW and Farmwatch. The Committee was informed that a strong commitment to the Community Safety Hub continued, with an important joint Tasking and problem-solving approach. It was also noted operations continued against Violent Crime and Drugs and Vulnerability. The Committee was also updated on Local Issues such as speeding in certain areas and pedal cycle theft. The use of E-Scooters was also discussed and the Committee were informed that 358 illegal E-Scooters had been seized since 2019.

In response to questions from the Committee, the Council's Public Protection Manager and the Chief Inspector provided the following information;

- The improved Neighbourhood watch data would be added to the Sharepoint site for Members.
- Work was still ongoing to obtain ward level date for members.
- There were currently less response drivers available but work continued to improve 24/7 response rates.
- A ten point improvement plan had recently been put in place to improve solve rates.
- A new media campaign was due to start to recruit further special constables.

- Staffing levels had now reached 2010 levels and would surpass them later in 2022.
- Operation Windshield continued with further assistance from the road policing team, including planned work in rural areas to combat speeding and other anti social driving issues.
- There are 63 Parish Councils across Chelmsford and Maldon, so it was impossible to be present at all of the meetings but rural engagement was being looked into to see where it could be increased.
- Calls to '101' were seeing a lower abandonment level and improved response times.
- Speed watch events were being held in different areas as required on a weekly basis.
- Burglaries had seen a slight increase of 3.9%, but this was partly due to a change in definition so they now included shed and garage burglaries too.
- Shoplifting in town centres had decreased by 8% and the town centre policing team now had more work related to the theft of pedal cycles than shoplifting.
- The use of CCTV had to be proportionate and was difficult in residential areas. It was noted that it worked well in City Centres, because of the Night-time economy, but improved lighting could often be a preferred option in other areas.
- Each High School has a PCSO who are not tasked with looking into crime, but for engaging with students and parents and talking about concerns.
- One of the best protection methods against shed or garage thefts, continued to be target hardening, including better locks and other measures.

The Committee thanked officers and Essex Police for their attendance and detailed presentations.

RESOLVED that;

1. the presentations be noted and;
2. the Committee's appreciation for the excellent work of the Safer Chelmsford Partnership and Essex Police be noted.

*(7.53pm to 8.59pm)*

## 8. Work Programme

The Committee considered a report on its work programme which had been updated following the last meeting on 22 November 2021.

RESOLVED that the report be noted.

*( 9.00pm to 9.02pm)*

## 9. Urgent Business

There were no matters of urgent business brought before the Committee.

The meeting closed at 9.02pm.

Chair



## Chelmsford City Council Overview and Scrutiny Committee

21 June 2022

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### Responding to Rough Sleeping

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#### Report by:

Strategic Housing Services Manager

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#### Officer Contact:

Paul Gayler, Strategic Housing Services Manager, [paul.gayler@chelmsford.gov.uk](mailto:paul.gayler@chelmsford.gov.uk), 01245 606375

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#### Scope and Purpose

The Council has needed to respond to concerns about rough sleeping from government, other agencies and the local community, especially since the introduction of the Homelessness Reduction Act in 2018. This report informs the Committee of the progress and achievements of the Council's Strategic Housing Service in response to this, meeting its statutory duties and exercising its discretionary powers.

#### Recommendations:

That the Overview and Scrutiny Committee note the progress made to eliminate the need to sleep rough in Chelmsford.

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## 1. Introduction

- 1.1 In 2018 the government stated its commitment to end rough sleeping by 2024, accompanied by funding under the Rough Sleeper Initiative (RSI) scheme for those local housing authorities with an annual snapshot count of 20 or more rough sleepers. Chelmsford City Council was not eligible because the annual figure was just below this level so a joint bid was made the following year with Maldon District Council for 2018/19 which was successful.
- 1.2 The first-year funding enabled the two Councils to employ a Rough Sleeper Navigator, provide additional emergency bedspaces and contribute to the Council's funding to help people move on into privately rented accommodation. The following year a more ambitious bid was successful, enabling the Council to appoint an additional Navigator, a Strategic Rough Sleeper Co-ordinator, more resources for the StreetLink outreach service and additional bedspaces. The RSI partnership was also extended with support from Essex County Council to include Braintree District Council as the other mid-Essex housing authority and Epping Forest District Council.
- 1.3 In 2020/21, all of these resources were deployed in meeting the requirements of the Everyone In programme, identifying those sleeping rough, helping them access emergency accommodation including the local Travelodge hotel and ensuring that all those accommodated were connected with other agencies to help provide support. The Next Steps Accommodation Programme (NSAP) was launched in summer 2020 to help local authorities increase options for those accommodated under the Everyone In programme, reducing the risk of them returning to rough sleeping. This was replaced by the Rough Sleeper Accommodation Programme (RSAP) later in 2020/21.
- 1.4 The RSI partnership has been identified by DLUHC as an example of good practice, improving the coordination and use of resources to reduce rough sleeping across district boundaries. This has enabled all member districts to provide services and work innovatively in ways that would not have otherwise been possible. A summary of the local services that have been funded through this programme of funding is provided in Appendix One below.

## 2. Legal Duties

- 2.1 Local housing authorities have a number of duties under the homelessness legislation:
- To provide housing advice to anyone at risk of homelessness;
  - To try to prevent homelessness for anyone who seeks their help;
  - Where prevention is not possible, to try to relieve homelessness by helping people find alternative, suitable housing;
  - To provide temporary accommodation for anyone who is homeless and appears to be especially vulnerable;
  - To provide suitable, settled accommodation for anyone who is homeless, vulnerable, not intentionally homeless with a local connection to their area;
  - To review and produce a strategy for responding to homelessness in their area including the elimination of rough sleeping;
- 2.2 In addition to these duties, local housing authorities also have powers to provide accommodation. These powers were used throughout the pandemic to secure accommodation for those sleeping rough including those who may not be covered by the duties above, including in some cases those who were not entitled to public funds. These powers were used most recently to meet the requirements of the Protect and Vaccinate programme which also provided vaccinations to those not already protected.
- 2.3 The Homelessness Reduction Act 2018 created additional duties for some other organisations such as hospitals, prisons and social care to identify and refer to a local housing authority anyone who they think may be at risk of homelessness. This was essential during the pandemic, especially for those who may otherwise have been roofless leaving hospitals and prisons and protocols are now in place with both organisations.
- 2.4 All those accommodated as rough sleepers (and some who have declined offers of accommodation) have been assessed to see if the Council has a statutory duty to secure accommodation. This has freed up other accommodation such as that provided by local housing charities for those who are homeless but have no other option.
- 2.5 By expanding the number and type of accommodation available over the last two years and extending this to include support services, the Council has ensured it can comply with its legal duties and the Code of Guidance for local housing authorities responsible for homelessness. It is now also well placed to meet local and national aspirations to progress plans to eliminate the need for people to sleep rough in Chelmsford.

### 3. Local Need

- 3.1 In November 2019 the annual snapshot figure of rough sleepers in Chelmsford based on a street count was 15. The most effective way of assessing levels of rough sleeping had often been debated up to this point, recognising that not everyone is known or can be found when carrying out street counts on one particular night. As a rule of thumb, once can expect actual numbers to be at least 50% higher.
- 3.2 This was reflected when four months later around 40 people came forward to be accommodated under the Everyone In programme. By this stage most were already known to the Council's small team of Rough Sleeper Navigators as most had been referred through the StreetLink website which was promoted and developed in Chelmsford in the previous year and has been almost 100% effective in linking outreach services to anyone referred.
- 3.3 By having this better-quality information on who is sleeping rough and an understanding of their needs and causes of homelessness, we are able to estimate the rate at which new cases of rough sleeping occur over a year. In 2020/21 this was around 1.5 cases a week or 75 a year. Having looked at the availability of accommodation in the city for people sleeping rough, it was clear that more was needed so bids were made to government to increase supply for those accommodated during the pandemic as well as preparing for the additional need arising over the rest of the year.
- 3.4 Since 2020 the council has worked closely with neighbouring districts monitoring each month the number of rough sleepers in each district, both verified and unverified. In Chelmsford, the level of verified rough sleepers has varied from 8 to over 20 during this period but has settled at around a monthly average of 12. All will be known to Navigators and other outreach services including those who previously would not have had any engagement, and all will have had offers of accommodation.
- 3.5 This improved knowledge of each individual case has helped us understand why the level of rough sleeping appears to have reduced only slightly despite the progress made improving supply of specialist accommodation and support.
- 3.6 Although the number is only slightly below the annual level reported in previous annual snapshots to government, current numbers are far more robust than before, with only a very small number if any not being recorded from month to month.

- 3.7 We also know that a small number have remained sleeping rough in Chelmsford (about six) since 2019 or even earlier despite offers of accommodation and other help. Some have moved on but returned to rough sleeping and this is a cycle we want to prevent in the future. The remainder are often new to rough sleeping or Chelmsford and in many cases are helped to move on with support within a short period of time. As they are then replaced by new cases the overall number appears to be more or less constant. Looking to do more with landlords and others to prevent homelessness and improve access to other accommodation can reduce this element of rough sleeping.
- 3.8 Having set a target to increase accommodation so there is no less than 75 bedspaces (equal to the estimate annual level of need) we have found over the last two years the number of single people accommodated by the council in interim (emergency) or temporary (accepted as statutory homeless) has trebled over the last two years. Some of these have complex needs and are unsuited to existing options, hence the plans to increase the provision of specialist supported housing in the housing strategy.

#### 4. Eliminating Rough Sleeping in Chelmsford

- 4.1 The Council's work with partners has certainly improved the supply of accommodation and coordination of support by statutory, commissioned and voluntary organisations. This may not have led to a reduction in the number of people becoming homeless and sleeping rough in Chelmsford but has certainly reduced the length of time until accommodation and other help is offered. This in turn has reduced the number sleeping rough on any particular day and for the reasons mentioned in para 3.6 above, it is reasonable to claim that actual levels are less than half what they were pre 2020/21.
- 4.2 A very small number are entrenched and whilst work will continue to encourage them to move on into suitable accommodation with support, we need to understand that for some, sleeping rough is not always a consequence of having no offers of housing or support. Officers have therefore been very conscious when working with other agencies about the realistic possibility of eliminating the need to sleep rough in the city as opposed to eliminating all cases of rough sleeping.
- 4.3 Regarding eliminating the need to sleep rough, this is being achieved albeit with some delays at times due to waiting for places to become available. We are therefore at a stage where, having improved the quantity and quality of services, some attention now has to be given to improving the systematic way in which this works. This includes opportunities to prevent homelessness and reduce the number of new cases in the future and is reflected in the plan for eliminating rough sleeping submitted to the Department for Levelling Up, Homes and Communities (DLUHC).

## 5. Conclusion

- 5.1 The Council has transformed its approach to dealing with rough sleepers in Chelmsford since first becoming eligible for RSI funding in 2019. As a result, our understanding and that of partners has become more nuanced. Some cases have been successfully resolved purely by helping people access accommodation. A much larger number require some element of support to help them deal with circumstances that have contributed to them becoming homeless (including inability to access help and support) but this support often only needs to be for a short period and at a low to medium level.
- 5.2 A small but high-profile number have very complex needs and whilst homeless, the most urgent need is help with other matters in particular mental health and substance abuse. Without attending to these issues which are beyond the capability of a housing service, attempts to help settle in accommodation will fail and at worst, some may not even engage to reach this stage.
- 5.3 Combining a housing-led approach to those whose main need is for accommodation with a more strategic approach with partners for those with complex needs has created a comprehensive range of options based upon existing levels of need which is managing to keep levels of rough sleeping broadly static but at a higher level than most other districts in Essex. Further progress improving the supply of accommodation, especially of supported housing, and continuous work to prevent homelessness should lead to a gradual, continuous reduction. This does assume that the causes of homelessness remain constant.
- 5.4 Key achievements include:
- Additional 100 bedspaces for single homeless / rough sleepers in Chelmsford since 2020;
  - £1,365,000 investment from DLUHC and Homes England to date to meet the cost of accommodation and other services and £300,000 contribution from CIL
  - 80+ rough sleepers supported into settled accommodation;
  - Street Link referral system to provide outreach support to all rough sleepers in Chelmsford;
  - Team of Rough Sleeper Navigators and Coordinator to support those who are more entrenched;
  - Tenancy sustainment scheme specifically for rough sleepers moving in to settled accommodation; and
  - Improved coordination and support from partners through the Single Homelessness Forum

### List of appendices:

List of additional accommodation and other projects introduced and funding through central government initiatives 2019/20 to date.

### Background papers:

Chelmsford City Council Homelessness and Rough Sleeper Strategy 2020/24

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## Corporate Implications

**Legal/Constitutional:** in addition to its legal duties, all local housing authorities have been required to comply with guidance and government policies to reduce rough sleeping. Whilst not legally bound to cooperate, failure to do so would reduce the level of funding which in turn would impact on the Council's ability to meet its duties to rough sleepers and others who are at risk of homelessness

**Financial:** almost all the initiatives have been funded through grants awarded by DLUHC and other central government departments, saving the Council £1,300,000 over the past three years in commissioning services and an estimated annual saving of £150,000 in the cost of temporary accommodation.

**Potential impact on climate change and the environment:** all additional accommodation has been provided through change of use of existing housing stock, avoiding the need for new development

**Contribution toward achieving a net zero carbon position by 2030:** by converting existing properties, new-build and the associated carbon footprint has been considerably reduced.

**Personnel:** three additional posts have been created to supplement the Council's Strategic Housing Service and these have now secured three-year funding from 2022/23. There has however been a considerable impact on some other staff, including some employed by other local organisations, enabling and monitoring new services but this has to be balanced against the overall level of investment in to the city

**Risk Management:** all projects are accompanied with service level agreements and constant monitoring by the Housing Service, reporting to DLUHC on a monthly basis

**Equality and Diversity:** expanding services has helped identify some with protected characteristics and informed service development accordingly, for example those suffering with mental health and female rough sleepers who often have distinct support requirements. There is now also improved opportunities for providing support and accommodation to male victims of domestic abuse which did not previously exist in Chelmsford.

**Health and Safety:** procedures are in place to protect those working outside of the office and improved partnership working has helped identify and manage risks

**Digital:** over the last three years there has been considerable use and promotion of smart phones and tablets to help rough sleepers access services, culminating with the Street Support website to provide a digital guide to local services.

**Other:** the reputation of the Council has been enhanced with many local community groups and other statutory organisations including DLUHC for the way it has improved services for rough sleepers

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**Consultees:**

**Relevant Policies and Strategies:**

Chelmsford City Council Homelessness and Rough Sleeper Strategy 2020 – 2024

Chelmsford City Council Eliminating Rough Sleeper Plan

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## APPENDIX

Details of additional accommodation and other services provided for rough sleepers from 2019/20 through Chelmsford City Council

<b>Provider</b>	<b>Project</b>	<b>Funding source</b>
Travelodge	Everyone In – 32 bedspaces	DLUHC (partial)
CHESS	StreetLink outreach support	DLUHC / RSI
CHESS	Emergency shelter – 6 bedspaces	DLUHC / RSI
Chelmsford City Council	Two Navigators and Coordinator	DLUHC / RSI
CHESS / CCC	Rainsford Road – 6 bedspaces	DLUHC / NSAP
CHESS / CCC	Bishop Road – 6 bedspaces	DLUHC / NSAP
CHESS	Goldlay Gardens – 5 bedspaces	DLUHC / NSAP
CHESS	Woodstock – 9 bedspaces	DLUHC / NSAP CCC / CIL
CHESS / Moat	Coval Avenue – 7 bedspaces	Homes England
Helping Hands Essex	Ockleford Avenue – 2 bedspaces	DLUHC / NSAP
Home Group	Homes First – 8 bedspaces	DLUHC / RSAP
Depaul	Nightstop – 15 bedspaces	DLUHC / RSAP
Housing Dilemmas	Meadgate Ave, Scotts Walk, etc – 12 bedspaces	Providers own resources
Housing Dilemmas	Accommodation for ex-offenders – 15 bedspaces	DLUHC / AFEO
CCC / Private landlords	Temporary and settled privately rented accommodation – 25 bedspaces	DLUHC / RSI and NSAP
Sanctus	Tenancy sustainment	DLUHC / NSAP
Probation / HMP Chelmsford / ECC / CCC	Prison release protocol	Existing resources
NHS / mid Essex Hospitals / ECC / CCC	Hospital discharge protocol	Existing resources
Private landlords / NHS / ECC	Accommodation for those sleeping rough during 2021/22 pandemic and access to vaccinations	DLUHC / Protect and Vaccinate programme
In development		
EPUT / CCC / MDC / ECC	Mental Health Navigator	Changing Futures Programme



# Chelmsford City Council Overview and Scrutiny Committee

**21 June 2022**

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## Reports from Representatives on Outside Bodies

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Report by:  
Director of Connected Chelmsford

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Officer Contact:  
Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) (01245) 606523

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### Purpose

To inform the Overview and Scrutiny Committee about the activities of the Council's representatives on outside bodies.

### Recommendations

That the updates be noted by the Committee.

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## 1. Introduction

- 1.1. The Overview and Scrutiny Committee receive updates from those acting as representatives on outside bodies. The purpose is to make Councillors generally more aware of the sort of fields and activities in which those bodies work and are engaged, the contribution our representatives make to the work, and to keep under review the value to be gained from continued representation.

## 2. Reports from Councillors

2.1 The following Councillors have provided reports to this meeting, which are attached as the appendix.

Cllr Ashley – Chelmsford Citizens Advice Bureau

Cllr A Davidson – Chelmsford Age Concern

Cllr Dudley – Fairtrade Committee

Cllr Frasca – Chelmsford Cultural Development Trust, Youth Strategy Board and Chelmsford Educational Foundation

Cllr J Sosin – Essex Countywide Traveller Unit Joint Committee

Cllr M Goldman – Chelmsford Business Board

Cllr S Goldman – Business Improvement District

Cllr Moore – Essex Waste Partnership Board

Cllr Shaw – YMCA

Cllr Young – Chelmsford Council for Voluntary Service

2.2 Members are asked to note the content of the report.

### List of appendices:

Appendix 1 – Reports from representatives on outside bodies.

### Background papers:

Nil

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### Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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Consultees:

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Relevant Policies and Strategies:  
Not Applicable

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**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Citizens Advice

***What are the main functions or purpose of the outside body?***

Free advice to Chelmsford residents

***How many meetings of the body have you attended since May 2021?***

All of the online meetings

***In summary, what has your role on the outside body involved so far?***

***Do  
you  
feel  
the***

Yes, especially as Chelmsford city council supports the Citizens Advice with an annual grant.  
It is also a registered charity

***Council should continue to appoint a representative to the outside body?***

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Age Concern

***What are the main functions or purpose of the outside body?***

- To run a Day Centre (Mon – Fri) for residents over 60.
- To provide them with a 2-course hot lunch using fresh ingredients.
- To provide an opportunity for socialising and participating in activities.
- To help combat loneliness.

***How many meetings of the body have you attended since May 2021?***

There are no meetings as such, but I call in mostly on Fridays every few weeks.

***In summary, what has your role on the outside body involved so far?***

- Keeping up to date with developments at the Day Centre – the long-awaited first-floor extension has now been completed and the official opening was on Fri 6 May. This was made possible with a grant from CIL contributions. Much of the building work was done when COVID restrictions were in place, and I was included in online meetings with the trustees when they were discussing updates on progress. Everyone who has seen the extension has been impressed with what has been achieved and can see the potential it offers. The challenge now is to maximise the use of this space, and I intend to be part of this work.
- I like to go down for an hour or two on a Friday as this is their busiest day. I catch up with Freda Mountain and the staff and then try to spend as much time as I can chatting to those attending.
- During lockdown the centre ran a very successful Meals on Wheels service to keep in touch with people, ensure they had a good meal each day and report any concerns. This was such a vital service while also helping to generate some income for the centre. I helped deliver the meals whenever I could.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Yes. Age Concern applies for an annual grant of £5,000 from CCC, and I think it is important that someone takes an interest in how they use it. They are providing a vital service for the older members of our community who rate it highly. By talking to the regulars, it also gives the opportunity to understand other challenges faced by our older residents in the hope that we may be able to help them with these.

**Representative on Outside Bodies Report**

**Outside Body Appointed to?**

Chelmsford Fairtrade Committee

**What are the main functions or purpose of the outside body?**

The fairtrade committee promotes fairtrade products and events. Fairtrade means that the producer has received an adequate wage. Fairtrade producers also care for their environment.

**How many meetings of the body have you attended since May 2021?**

I have attended five meetings since May 2021

**In summary, what has your role on the outside body involved so far?**

My role on the committee in general is to support and encourage awareness of the aims of the fairtrade group and their range of products. I have chaired a meeting and I attended the annual quiz.

**Do you feel the Council should continue to appoint a representative to the outside body?**

The council should continue to appoint a representative because Chelmsford is a Fairtrade City. In addition, the fairtrade commitment to environmental concerns aligns with the council's ecological aims.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Cultural Development Trust

***What are the main functions or purpose of the outside body?***

To support CC's ambitions for Chelmsford Culture.  
To encourage collaboration in Chelmsford for cultural excellence & sustainable funding.  
To champion the role of Arts & Culture to enrich lives, help address key challenges such as Covid recovery, youth engagement, well being and social isolation.

***How many meetings of the body have you attended since May 2021?***

6

***In summary, what has your role on the outside body involved so far?***

Facilitating better links between the Trust & CC , encouraging the Trust to align themselves more closely with CC aims & CC to value the potential and contribution of the Trust.  
Contributing to discussions that have led to a clearer definition of the Trust's role & purpose.  
Helping to make key decisions regarding projects the Trust supports and relationships with funding agencies such as the Arts Council.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Definitely. Culture is vital to the life of a successful city, and the Trust plays a very important role in helping to promote & encourage & support cultural life in Chelmsford.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Youth Strategy Board

***What are the main functions or purpose of the outside body?***

To facilitate good communications between the various bodies involved in Youth Services in the County and keep everyone informed about current projects , initiatives and challenges.  
To enable professionals with various responsibilities in Youth Service to share their ideas and discuss them with others.

***How many meetings of the body have you attended since May 2021?***

4

***In summary, what has your role on the outside body involved so far?***

Participating in discussions about Youth Services and their priorities, particularly in relation to Covid recovery.  
Contributing my knowledge of needs and challenges in the community, for example the problems faced by Afghan refugee children.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Definitely,. Young people are our future and their welfare is of vital importance. It's very important that ideas are shared and discussed and that everyone knows what's going on.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Educational Foundation

***What are the main functions or purpose of the outside body?***

To provide financial assistance in the form of grants to help support students in need, thus enabling them to continue with their studies. Recipients must be from Chelmsford or have attended school here.

***How many meetings of the body have you attended since May 2021?***

Only 2 ; meetings were not held online during the pandemic. Decisions were made by email.

***In summary, what has your role on the outside body involved so far?***

Contributing to discussions regarding individual applications to the Foundation, the role and purpose of the Foundation and how to promote the Foundation to its target audience.  
Participating in decisions regarding the finances of the Foundation and its legal responsibilities.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Yes, supporting educational achievement is an important role.



**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Business Improvement District (BID)

***What are the main functions or purpose of the outside body?***

The BID work within a defined area within Chelmsford. Any business that has a rateable value greater than £15,000 is required to pay a levy to the BID. This is based as a % of their rateable value. The money is used to fund various projects around Chelmsford. In the last year the BID has organised/contributed to a number of different events, the following is just an example of what it gets involved in:

- Christmas lights
- Monster Invasion
- Boat trips
- Sponsoring local events e.g. Pride March, Fringe, The ideas Hub

The BID aims to work more with other agencies and the council to deliver more projects and initiatives to ensure that Chelmsford remains the county's premier destination to live, work and visit.

***How many meetings of the body have you attended since May 2021?***

25+

***In summary, what has your role on the outside body involved so far?***

I am actively involved in the decision making of the board and the direction that it needs to go. I feel have created a better link between the Council and the BID board.

I also sit on the panel regarding the Xmas lights and last year we managed to have a more striking show of lights for slightly less money than previous years, this year the lights should have an even better impact within the City.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Yes, there is a definite link between the council and the BID. Many of the activities that the BID is involved in does require a good working relationship with the council and therefore it is vital to have a representative on the board.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Business Board

***What are the main functions or purpose of the outside body?***

To facilitate discussions and liaison between Chelmsford City Council, Essex County Council and local businesses.

***How many meetings of the body have you attended since May 2019?***

3: 20/05/2020; 09/09/2020; 20/01/2021

***In summary, what has your role on the outside body involved so far?***

Attending official Chelmsford Business Board meetings.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Yes, but we need to get the Board up and running again. It has had a bit of a hiatus during the pandemic.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Essex Waste Partnership Board

***What are the main functions or purpose of the outside body?***

The Essex Waste Partnership comprises elected members and officers from Essex County Council, the 12 district and borough councils and the unitary authority of Southend-on-Sea Borough Council. In 2019, its purpose was solely to ensure cost-efficient and sustainable waste management services across the county. This is now evidently broader, with a focus on moving towards the Circular Economy; reducing and re-using as much waste as is physically possible.

The current priority is to agree a Joint Municipal Waste Strategy for the whole of Essex based on the Circular Economy model.

***How many meetings of the body have you attended since May 2021?***

3 – all via Teams, including 2 interactive workshops.

***In summary, what has your role on the outside body involved so far?***

As Cabinet Member for Greener and Safer Chelmsford, I have contributed to the emerging Joint Municipal Waste Strategy for Essex, developing evaluation criteria for the strategy, supported by Keith Nicholson. Interactive workshops led by Ricardo (ECC's partner) have distilled elements of the strategy – the focus is now far more centred around carbon and waste reduction, and the Circular Economy.

I have also had the opportunity to highlight best practice by Chelmsford City Council – the wide-ranging kerbside collections, separated streams for recycling, free garden waste collection, bulky items collection, Flats recycling campaign and c. 60% recycling rate.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Yes. The Essex Waste Partnership includes elected members and officers from local authorities across Essex. It is important that Chelmsford continues to be represented in this way on the Board, to gain an understanding of the challenges we face as individual authorities, share potential solutions, best practice, and agree a joint strategy to reduce, re-use and recycle as much as possible. This will benefit everyone living and working in our county, our environment, and add momentum to the City Council's own 2030 net-zero carbon goal.

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Board of YMCA Essex

***What are the main functions or purpose of the outside body?***

It is an inclusive Christian charity, working with people of all faiths and none. Works mainly with young people, including offering support and advice, accommodation (in Colchester), family support, improving health and wellbeing and enabling young people to fulfil their potential. Centres in Chelmsford and Colchester provide the base for activities across a wide area of Essex. Provides positive activities, safe places to go, role models and mentors for young people.

***How many meetings of the body have you attended since May 2021?***

5, plus an awayday with senior staff

***In summary, what has your role on the outside body involved so far?***

As well as normal board meetings, I have attended a special board meeting with architects to discuss possible plans for redevelopment of the Chelmsford site, and another to discuss a possible property purchase. The away day was largely concerned with ideas for the future.

***Do you feel the Council should continue to appoint a representative to the outside body?***

Although the CCC representative is a non-voting member, I still think the Council should continue to appoint a representative.

## Essex Countywide Traveller Unit – Report for Overview and Scrutiny

We meet twice a year. Last meeting was 23<sup>rd</sup> November 2021

We considered the Out Reach report covering the covid period which had made support for and contact with parents and children in the travelling community very difficult.

Outreach covers help with accessing education, training and employment , health, benefits, technology and building trust and cultural understanding. There will be further initiatives following covid with the education project to increase communication between agencies, provide intensive outreach to year 6 cohort and increase the number of children transferring to secondary school. There is advice and guidance for apprenticeships, training and college.

I am always impressed by the efforts made by the outreach team.

We have an unauthorised encampments report and a rural team update each time. Both reports make clear how and when legislation can be used. There is further legislation in the pipeline but only in draft. I may hear more at the next meeting. This meeting also decides the budget provided by all the Essex Councils involved to keep this very important traveller unit in place

Our next meeting is 10<sup>th</sup> June.

Cllr. Jannetta Sosin

**Representative on Outside Bodies Report**

***Outside Body Appointed to?***

Chelmsford Council for Voluntary Service

***What are the main functions or purpose of the outside body?***

Chelmsford CVS is an independent support and development organisation set up to champion, support and strengthen local charities, voluntary and community groups.

During the pandemic it has played a key role in supporting the local community through coordinating volunteers, organising the Hub in conjunction with CCC and helping local charities to survive the challenges faced.

***How many meetings of the body have you attended since May 2021?***

I attend all board meetings as an observer. There have been many challenges arranging meetings during the pandemic and the Trustees have endeavoured to meet online though many of these have had to be informal. I have attended 4 of these meetings since May 2021

***In summary, what has your role on the outside body involved so far?***

I represent the Council as an observer of the work of the Trustees at Board meetings but have no voting rights. However I am actively encouraged to participate in discussions and have been able to offer support during challenging times.

I have also promoted the work of CCVS to emerging community groups so they can benefit from CCVS experience and support.

***Do you feel the Council should continue to appoint a representative to the outside body?***

CCVS plays a key role within and the Chelmsford Voluntary sector and works effectively in partnership with CCC. It is important for both organisations that this partnership continues therefore a representative should continue to be appointed



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# Chelmsford City Council Overview and Scrutiny Committee

**21 June 2022**

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## **Report on Decisions taken under delegation to the Chief Executive**

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Report by:

Director of Connected Chelmsford

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Officer Contact:

Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) (01245) 606523

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### **Purpose**

To report on the decisions taken under delegation to the Chief Executive for the period 1 November 2021 to 31 May 2022.

### **Recommendations**

That the report be noted.

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## **1. Background or Introduction**

- 1.1. The Constitution of the Council includes, at Part 3 (Responsibility for Functions), details of matters on which the officers of the Council are authorised to take decisions. These are known as delegations to officers and among them is the following, which is delegated to the Chief Executive:

“ Deal with any matter on grounds of urgency, following consultation with the Leader of the Council or the Chair and Vice Chair of the appropriate Committee in respect of non-executive matters.

1.2. The decisions taken by the Chief Executive under this delegation are recorded and notified to the public and members of the Council by publication on the Council’s website. On 8 February 2010 the Overview and Scrutiny Committee agreed that a list of those decisions should also be brought to the Committee for information in June and November each year.

## 2. Latest Decisions

2.1. Four decisions were taken under delegation to the Chief Executive during the period 1 November 2021 to 31 May 2022. Summaries of those decisions are attached as appendices to this report.

2.2. Members are asked to note the content of the report.

### List of appendices:

Appendix 1 – Decisions taken under delegation to the Chief Executive for the period 1 November 2021 to 31 May 2022.

Background papers: Nil

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### Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**

Director of Connected Chelmsford

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**Relevant Policies and Strategies:**

None relevant

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**Subject:**

Tindal Square Public Realm Improvement Scheme

**Date of Decision:**

22 November 2021

**Decision Number:**

7/2021

**Background:**

On 12 October 2021 the Cabinet considered the Tindal Square Public Realm Improvement Scheme and agreed to proceed to its implementation.

The proposed scheme budget is £3,838,000. As £480,000 is already identified in the Capital Programme budget, approval to add the remaining £3,358,000 to the Programme is required. The Chief Executive, in consultation with the Leader of the Council, was authorised by the Cabinet to approve the capital budget via the former's delegated authority to take urgent action.

The City Council has now awarded the contract to its preferred contractor and is preparing the contract.

**Decision and Reasons for Urgency:**

The anticipated start date on site is early January 2022, which will require the contract to be concluded and signed in early December. Budget approval is required to be in place in advance of the contract being concluded.

Given that the additional capital spend on the project exceeds £1,000,000 and Full Council does not meet until 8 December, the Chief Executive has invoked the Cabinet's delegation to him and has authorised the Council to enter into the contract for the works, which will enable a start to be made on site as per the current anticipated programme.

**Supporting Information:**

The Leader of the Council and the Cabinet Member for Fairer Chelmsford were consulted before taking the decision and had no objection to it.

**Subject:**

Additional Restrictions Grants Policy

**Date of Decision:**

9 February 2022

**Decision Number:**

1/2022

**Background:**

On 21<sup>st</sup> December 2021, the Chancellor of the Exchequer announced £102m in funding to distribute as direct grant support to businesses affected by the Omicron variant. This funding is a top-up to the existing Additional Restrictions Grant fund, which was first announced in October 2020. Chelmsford City Council has already distributed £6m in direct grants from the Additional Restrictions grant fund and has set aside £556,776 for wider business support activities in collaboration with external partners.

The Council has received £346,571.79 as its share of the £102m, bringing the amount currently available for distribution to £396,590 after unspent funding from previous grant rounds.

**Decision and Reasons for Urgency:**

It was necessary to take a decision under the Chief Executive's urgency powers to agree a policy for distribution of this remaining funding as the need to provide financial support to businesses quickly would be frustrated by the timescales of the usual decision-making process.

The background to this decision and the policy approved under the urgency powers are attached.

**Supporting Information:**

The Leader and the Cabinet Member for a Connected Chelmsford were consulted before taking the decision and had no objection to it.

**Subject:**

Additional Restrictions Grants Policy

**Date of Decision:**

10 March 2022

**Decision Number:**

2/2022

**Background:**

On 21<sup>st</sup> December 2021, the Chancellor of the Exchequer announced £102m in funding to distribute as direct grant support to businesses affected by the Omicron variant. This funding is a top-up to the existing Additional Restrictions Grant fund, which was first announced in October 2020. Chelmsford City Council has already distributed £6m in direct grants from the Additional Restrictions grant fund and has set aside £556,776 for wider business support activities in collaboration with external partners.

On 9<sup>th</sup> February 2022, the Chief Executive signed urgency decision 1/2022 confirming an alteration to the existing Additional Restrictions Grant policy in order to give effect to a two week window to invite applications for £396,590 remaining discretionary funding.

The value of grants paid out as a result of the February application window is approximately £243,000, meaning that there is still approximately £150,000 available to distribute before 31<sup>st</sup> March 2022. Unspent funds must be returned to the Government and cannot be used for any other purpose.

The Chief Executive decided to exercise his powers to make urgent decisions and to extend the existing policy to make more businesses potentially eligible for funding. The need to provide financial support to businesses quickly would be frustrated by the timescales of the usual decision-making process. This decision will open an application window in March 2022 and make payments which provide assistance to affected businesses before the final closure of the scheme on 31 March 2022.

**Decision and Reasons for Urgency:**

The need to provide financial support to businesses quickly would be frustrated by the timescales of the usual decision-making process. This decision will open an application window in March 2022 and make payments which provide assistance to affected businesses before the final closure of the scheme on 31 March 2022.

The background to this decision and the policy approved under the urgency powers are attached.

**Supporting Information:**

The Leader and the Cabinet Member for a Connected Chelmsford were consulted before taking the decision and had no objection to it.

**Subject:**

Covid 19 Additional Relief Fund Policy

**Date of Decision:**

3 May 2022

**Decision Number:**

3/2022

**Background:**

On 25<sup>th</sup> March 2021, the Secretary of State for Levelling Up, Housing and Communities announced £1.5bn in CARF funding to support businesses affected by the pandemic, but ineligible for existing support linked to business rates. This support cannot be distributed as cash grants but must instead be applied as a relief to the 2021/22 rate liability of eligible businesses. All relief must be applied by 30<sup>th</sup> September 2022. The fund was announced as a consequence of a change in rating law. This prevented businesses from appealing to the Valuation Office for a reduction in their rateable value on the grounds that their business had been materially adversely affected by Covid-related restrictions.

The Council has received an allowance of £4,630,970 as its share of the £1.5bn and will be able to reduce 2021/22 rate liabilities for eligible businesses up to a maximum of that figure without any financial cost to Chelmsford City Council. The Government will compensate the Council by way of additional grant for the shortfall in business rates collected as a result of applying rate liability reductions.

**Decision and Reasons for Urgency:**

The Chief Executive decided to exercise his delegated authority to take urgent decisions and agreed the policy for the operation of this fund. He did so on the grounds that the need to provide financial support to businesses quickly would be frustrated by the timescales of the usual decision-making process.

The background to this decision and the policy approved under the urgency powers are attached.

**Supporting Information:**

The Leader and the Cabinet Member for a Connected Chelmsford were consulted before taking the decision and had no objection to it.



# Chelmsford City Council Overview and Scrutiny Committee

**21 June 2022**

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## **Annual Report on the Scrutiny function 2021/22**

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### Report by:

Director of Connected Chelmsford

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### Officer Contact:

Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) (01245) 606523

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### Purpose

To report on the activity of the scrutiny function of the Council for 2021/22, in accordance with the Local Code of Corporate Governance (Core Principle 6 – Engaging with local people and other stakeholders to ensure robust public accountability), which was adopted by the Council on 23<sup>rd</sup> April 2008.

### Recommendations

That the Council be recommended to approve the Committee's Annual Report on the Scrutiny function for 2021/22 for subsequent publication.

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## 1. Introduction

- 1.1. The Local Code of Corporate Governance was adopted by the Council on 23<sup>rd</sup> April 2008 (m6. 1, CL52,2008). Under the Code's Core Principle 6 – Engaging with local people and other stakeholders to ensure robust public accountability

– the Overview and Scrutiny Committee is required to produce an annual report on its work for consideration by the Council and subsequent publication.

1.2. The Committee's Annual Report on the Scrutiny Function for 2021/22 is attached at Appendix 1 to this report and covers the following matters:-

- Statutory provisions
- Terms of reference
- Membership
- Publication of information
- Work undertaken in 2021/22
- Future work for 2022/23
- "call in" of Cabinet decisions
- Training and Development

1.3 Members are asked to recommend to Council that it approves the Committee's Annual Report for subsequent publication.

#### List of appendices:

Appendix 1 – Annual Report on the Scrutiny Function 2021/22

#### Background papers:

Nil

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#### Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**

Chair and Vice Chair of the Overview and Scrutiny Committee

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**Relevant Policies and Strategies:**

Local Code of Corporate Governance

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# **CHELMSFORD CITY COUNCIL ANNUAL REPORT ON THE SCRUTINY FUNCTION 2021/22**

**Councillor J. Galley  
(Chair – Overview and Scrutiny Committee)**

[www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

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## **Background**

### **(a) *Statutory Provisions***

Under the Local Government Act 2000 each local authority is required to establish at least one committee to review or scrutinise decisions taken by the Executive or any other part of the council and make reports to the council or to the cabinet. It can also report on any matters that affect the authority's area or its inhabitants. Its role includes both developing and reviewing policy and holding the Executive to account. The Committee has power to require Cabinet members and officers to attend before it to answer questions and it may also invite other people to attend its meetings.

Chelmsford Council chose, in 2005, to set up a single Scrutiny Committee. The Committee's first meeting was on 23<sup>rd</sup> May, 2005. It was later renamed the Overview and Scrutiny Committee by Council on 10<sup>th</sup> May, 2006.

New legislation came into effect in 2009 which placed additional duties on the Council and in respect of which it was required to make arrangements for their discharge. The legislation concerned was:

- The Police and Justice Act 2006 (Sections 19 -21), which placed a duty on all local authorities to scrutinise the activities of organisations comprising the local crime and disorder reduction partnership, and
- Section 119 of the Local Government and Public Involvement in Health Act 2007, which allowed councillors to ask for discussions to take place at an overview and scrutiny committee on issues of neighbourhood concern.

In December 2009 the Council agreed that the Overview and Scrutiny Committee take responsibility for those functions and that its terms of reference were amended accordingly.

The Local Democracy, Economic Development and Construction Act 2009 (Commencement No. 3) Order 2010 brought into force on 15th June 2010 the requirement for local authorities to have a scheme for responding to petitions from people who live, work or study in the area. Petition organisers who are dissatisfied with the Council's response can ask for a review by the Overview and Scrutiny Committee. A report on this matter was agreed by Cabinet on 8 June and Council on 9 June 2010 and the Committee's terms of reference were again amended to reflect this additional function.

### **(b) *Terms of Reference***

The Terms of Reference of the Committee are contained in Part 3 of the Council's Constitution. They are as follows –

## **General role**

To act as a channel for public involvement in the activities of the Council and other bodies operating in the City; to oversee the proper and efficient administration of the Council; to review the effectiveness of its work and services; and to support and complement the activities of the Cabinet, whilst at the same time scrutinising them and offering constructive comment or advice where appropriate.

## **Specific role**

- monitor the performance of the Council's services, carry out detailed reviews of them where considered necessary and report any resulting recommendations to the Cabinet;
- review the decisions, decision-making processes and activities of the Cabinet, other Council bodies and in respect of the Committee's own work to ensure that they comply with the requirements of the Constitution and the policies of the Council;
- monitor the activities and performance of external bodies, liaising with them where necessary, and carry out detailed assessments of the effectiveness of services provided by them if any apparent shortcomings are identified;
- scrutinise the work of the community safety partnership (Safer Chelmsford) and the partners who comprise it, insofar as their activities relate to the partnership itself and exercise all the other functions of a crime and disorder committee pursuant to Section 19 of the Police and Justice Act 2006;
- consider Councillor Call for Action requests following agreement by the Chair and Vice-Chair of the Committee after consultation with the Director of Corporate Services
- consider and respond to petitions, requesting that officers appear before the Committee to answer questions on functions, services or decisions for which they are responsible
- review the Council's handling of or responses to petitions where the petition organiser is dissatisfied with the action taken.

## ***The Committee will also be responsible for***

- providing opportunities for officers to acquaint members with the operation of the Council.

## **(c) *Membership of the Committee***

The Committee had 13 members, all Members of Chelmsford City Council. They are appointed by the full Council at its Annual Meeting in May of each year on a proportionality basis. No member of the Cabinet may be a member of the Committee.

In 2021/22 the membership of the Committee comprised the following members:

LD Councillors L. Ashley, I.D. Fuller, J.C.S. Lager, J.S. Lardge, T.N. Willis, C. Shaw and S. Young (Vice Chair)

CON Councillors J. Galley (Chair), R.J.E. Gisby, I.S. Grundy, M. Sismey and M.S. Steel

IND Councillor W.A. Daden

Following the Annual Meeting on 18 May 2022 the membership is as follows –

The Committee is currently chaired by Councillor R.J. Poulter, who is a member of the Opposition group on the Council (the Conservatives).

LD Councillors L. Ashley, M.W. Bracken, J. Deakin, I.D. Fuller, J.C.S. Lager, C. Shaw and S. Young (Vice Chair)

CON Councillors R.J. Poulter Chair), N.B. Chambers, R.J.E. Gisby, I.S. Grundy, and M.S. Steel

CIG Councillor W.A. Daden

#### **(d) Programme of Meetings**

The Committee met on three occasions in the municipal year 2021/22. It has five meetings programmed for 2022/23. Additional meetings may be arranged as required, including any which may be necessary if any decisions of the Cabinet become subject to the ‘call In’ procedure mentioned in Part 3 of this Report.

#### **(e) Publication of Information**

The agendas for the Committee’s meetings are published on the Council’s website not later than five clear days before the date of each meeting. The minutes of each meeting are also published on the website as soon as possible after each meeting has taken place.

### **Work Programme 2021-22**

The main areas of activity considered by the Committee during the municipal year (May to May) 2021/22 were as follows –

<u>Subject</u>	<u>Date(s) considered</u>
Cabinet Portfolio Updates	26 July 2021
Final Report from the Riverside Project Task & Finish Group	26 July 2021
Annual Report on the Scrutiny Function 2020/21	26 July 2021
Report on Decisions Taken under Delegation to the Chief Executive	26 July 2021
Annual Report from the Chelmsford Policy Board	26 July 2021
Cabinet Portfolio Updates	22 November 2021
Review of Our Chelmsford Our Plan	22 November 2021
Revenue Monitoring 2021/22	22 November 2021

Cabinet Member for Sustainable Development's Annual Report on Housing Delivery	22 November 2021
Report on Decisions Taken under Delegation to the Chief Executive	22 November 2021
Cabinet Portfolio Updates	7 February 2022
Annual Presentation by the Safer Chelmsford Partnership and Essex Police	7 February 2022

The Overview and Scrutiny Committee took on the role of scrutinising Safer Chelmsford to meet the requirements of the Police and Justice Act 2006, which stated that there must be a formal place where community safety matters can be discussed. The presentations on the Safer Chelmsford Partnership and by the Essex Police are both made to the Committee annually at its February meeting, so that cross-cutting issues can be identified and discussed.

### **'Call-in' of Cabinet Decisions**

This Council's Executive Arrangements, made under Section 21 of the Local Government Act 2000, provide an opportunity for Members to require that the Overview and Scrutiny Committee review a decision taken by the Executive (Cabinet) but not yet implemented. Depending on its conclusion, that Committee could then request that the Cabinet reconsider, and possibly amend, that decision.

The procedure for "calling in" Cabinet decisions is set out in the Council's Constitution (Part 4.5 – Overview and Scrutiny Rules – Rule 4.5.11). In brief this provides that at least five Members of the Overview and Scrutiny Committee must request the call-in in writing, setting out their reasons, and the request must be received by the Council's Legal and Democratic Services Manager by 5 p.m. on the fourth working day after the Cabinet decision was taken.

During 2021-22 no decisions of the Cabinet were called in for consideration by the Overview and Scrutiny Committee.

### **Future Projects**

The Committee keeps its work programme under constant review. The work programme is considered at the end of each meeting.

### **Training and Development**

Members of the Overview and Scrutiny Committee form small "Task and Finish" groups to look into a particular subject or service where appropriate. They work with officers to find out more about the service area and to identify possible improvements. They attend site visits, forums and meetings and undertake research as necessary in order to obtain further understanding and information to support the review. Their findings are fed back to the rest of the Committee in the form of a report and recommendations. In addition to ensuring value for money and that things are done correctly, 'Task and Finish' groups provide excellent development opportunities for Members, help to maintain good Member/Officer relations, raise awareness of issues and services amongst Members and can identify gaps in Member training.



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# Chelmsford City Council Overview and Scrutiny Committee

**21 June 2022**

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## Work Programme

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### Report by:

Director of Connected Chelmsford

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### Officer Contact:

Daniel Bird, [Daniel.bird@chelmsford.gov.uk](mailto:Daniel.bird@chelmsford.gov.uk) (01245) 606523

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### Purpose

The purpose of this report is to invite Members' comments on the Committee's work programme which has been updated since the Committee last met on 7 February 2022.

### Recommendations

Members are invited to comment on the Committee's work programme, attached as Appendix 1 to this report and make any necessary amendments to it.

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## 1. Background

- 1.1. The Committee's work programme has been updated following the meeting held on 7 February 2022 and is attached at Appendix 1.
- 1.2. Any changes to the programme since the last meeting are indicated by an asterisk and bold text in Appendix 1.
- 1.3. Any suggested future items that need assigning to a meeting are highlighted at the end of Appendix 1.

## 2. Conclusion

- 2.1. Members' comments are invited on the work programme.

### List of appendices:

Appendix 1 – Work Programme

### Background papers:

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## Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**

Chair and Vice Chair of the Overview and Scrutiny Committee

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**Relevant Policies and Strategies:**

Not applicable

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## OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme

*\* Any changes to the programme since the last meeting are indicated by an asterisk and bold text.*

<u>Subject</u>	<u>Author</u>
<b>21 June 2022</b>	
<b>Performance Review Items</b>	
<b>*Cabinet Portfolio Updates</b>	<b>Leader of the Council</b>
Rough Sleeping	Paul Gayler Strategic Housing Services Manager
<b>*Reports from representatives on outside bodies</b>	<b>Dan Bird Democratic Services Officer</b>
<b>Standing Items</b>	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
Annual Report of the Committee	Dan Bird Democratic Services Officer
<b>19 September 2022</b>	
<b>Performance Review Items</b>	
<b>*Cabinet Portfolio Updates</b>	Deputy Leader and Cabinet Member for Connected Chelmsford
Temporary Accommodation	Paul Gayler Strategic Housing Services Manager
<b>*Climate Change and Ecological Emergency Action Plan Update</b>	<b>Director of Public Places</b>
<b>*South Essex Parking Partnership</b>	<b>Nick Binder South Essex Parking Partnership Manager</b>
<b>*Annual Report from the Chelmsford Policy Board</b>	<b>*Chair of the Chelmsford Policy Board</b>

<b>21 November 2022</b>	
<b>Performance Review Items</b>	
<b>*Cabinet Portfolio Updates</b>	Cabinet Member for Fairer Chelmsford & <b>Cabinet Member for Sustainable Development</b>
Review of 'Our Chelmsford, Our Plan'	Chief Executive
Revenue Monitoring 2022/23	S151 Officer
<b>*Cultural Services</b>	<b>Marc De'ath</b> <b>Cultural Services Manager</b>
Cabinet Member for Sustainable Development's Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
<b>Standing Items</b>	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
<b>6 February 2023</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Greener and Safer Chelmsford
Annual Presentation by Safer Chelmsford Partnership and Essex Police	Spencer Clarke Public Protection Manager  Essex Police
<b>24 April 2023</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Update	Cabinet Member for Sustainable Development
Climate Change and Ecological Emergency Action Plan Update	Director of Public Places
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
<b>Future Work to be scheduled</b>	

**Performance Monitoring Topic suggestions:**

- *Digital Developments*
- *Business Transformation*
- *Museum*