

Overview and Scrutiny Committee Agenda

21 September 2020 at 7pm

Remote Meeting

Membership

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

and Councillors

L. Ashley, M.W. Bracken, N.A. Dudley, I.D. Fuller, I.S. Grundy, R.J.
Hyland, J.C.S. Lager J.S. Lardge, M. Sismey, M.S. Steel, M.D.
Watson, T.N. Willis and R.T. Whitehead

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

Overview and Scrutiny

Committee

21 September 2020

AGENDA

1. Apologies for Absence and Substitutions

2. Minutes

To consider the minutes of the meeting held on 8 June 2020.

3. 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.

4. 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 15 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 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, provided they have indicated that they wish to do so and have submitted an email address to which an invitation to join the meeting and participate in it can be sent.

5. Decisions Called-In

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

6. Performance Review – Recycling and Waste Collection

To receive an update on the performance of the Council's Recycling and Waste Collection.

7. Annual Report on Corporate Health and Safety

8. Quarterly review of the work of the Chelmsford Policy Board

9. Work Programme

10. Urgent Business

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 8 June 2020 at 7pm

Present:

Councillor J. Galley (Chair)

Councillors S.M. Goldman (Vice-Chair)

Councillors L. Ashley, N.A. Dudley, I.D. Fuller, I.S. Grundy, R.J. Hyland, J.C.S. Lager, J.S. Lardge, M. Sismey, M.S. Steel, M.D. Watson, R.T. Whitehead and S. Young

1. Apologies for Absence and Substitutions

No apologies for absence were received and no substitutions were made.

2. Minutes

The minutes of the meeting held on 10 February 2020 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 Updates

Three Members of the Cabinet provided the Committee with updates on their duties as Cabinet Members.

Cllr Robinson – Leader of the Council [\(Please note the report is available online\)](#)

Cllr Robinson updated the Committee on his role as Leader of the Council. The report detailed a normal calendar of events for the role and also covered the Council's response to Covid-19 and the changes it had led to in the way the Council operates. It was noted that the Council would have to continue adjusting the way it worked, across a wide range of departments.

In response to questions from the Committee, Councillor Robinson stated that;

- The weekly briefings between the Chief Executive and Councillors had proved to be very beneficial during the last few months and the prospect of these continuing would be explored.
- There was not yet specific information on which stores in High Chelmer had taken rent holidays, but various initiatives were in place along with the Business Improvement District. It was noted that the Council had recently reduced its exposure to risk of this nature by selling some retail properties.
- Meetings took place with a wide variety of stakeholders around the City, including the University, tech firms and the County Council.

Cllr M Goldman – Deputy Leader/ Cabinet Member for Connected Chelmsford ([Please note the presentation is available online](#))

Cllr Goldman updated the Committee on the key aspects of her roles as the Deputy Leader and as the Cabinet Member for Connected Chelmsford. It was noted that these roles included, promoting Chelmsford, providing a strategic direction for the Council, providing political and strategic leadership within the directorate, communicating key issues and reviewing press releases. Cllr Goldman also provided the Committee with an overview of what has been happening in each service in the Connected Chelmsford directorate and provided an overview of ways in which each service has been responding to Covid-19. It was noted that large areas of work were taking place behind the scenes, without members and the public being aware and it was hoped the presentation would highlight the work in these areas.

In response to questions from the Committee, Councillor Goldman stated that the possibility of holding theatre style events outdoors, would be explored once it was confirmed this was permitted by government.

Cllr Mackrory – Cabinet Member for Sustainable Development ([Please note the report is available online](#))

Cllr Mackrory updated the Committee on the key aspects of his role as the Cabinet Member for Sustainable Development. He firstly paid tribute to the staff in the directorate, who had worked incredibly hard and noted that it was brilliant to work with staff so dedicated to their work. Cllr Mackrory took the Committee through each area in detail including, town planning, car parks, the South Essex Parking Partnership and building control. The Committee also heard about various working groups and also the role that Cllr Bracken has as deputy for business and economic development.

In response to questions from the Committee, Councillor Mackrory stated that, the South Essex Parking partnership had to deal with a large number of requests and therefore this could lead to long response times. This was also due to a restricted budget, and the number of staff available. It was noted however that a plan had been to use surplus funding to help mitigate this, but due to current circumstances the surplus was now needed due to a loss of income. It was also noted though, that it was an ambition to reduce wait times and options would continue to be explored.

RESOLVED that the reports be noted and Councillors thanked for their presentations.

(7pm to 8.19pm)

7. Quarterly review of the work of the Chelmsford Policy Board

The Committee received a report on the work of the Chelmsford Policy Board, since its inception in 2019. It was noted by the Chair, that the comprehensive report had been considered by the Policy Board itself the previous week and therefore, this report was for any additional questions.

Cllr Pooley, the Chair of the Chelmsford Policy Board, provided an overview of what work the board has completed over the previous 12 months, including the work it took on from the previous Development Policy Committee. It was noted that the key aims had been to work across party and with external partners to develop policies and strategies which were key to the way forward for the Council. It was also noted that the board had been able to make use of the excellent knowledge of officers and councillors that the Council had available. The Committee also heard that both officers and councillors had responded very well to the different way of working and how the working groups interact with the Cabinet and other bodies.

Members of the Committee also acknowledged the importance of the policy board and stated that they had found it a very useful Committee. It was noted that it had served as a very helpful overview of the Council's work to new members and that it had been very important to engage with external partners through the working groups.

RESOLVED that the report be noted.

(8.20pm to 8.36pm)

8. Reports from representatives on Outside Bodies

The Committee received an update, including reports from those members appointed as representatives to outside bodies. The individual reports were appended and provided an overview from each Councillor on the work the body does and how they had contributed to it.

RESOLVED that the report be noted.

(8.37pm to 8.38pm)

9. Annual Report on the Scrutiny Function 2019/20

In accordance with the Local Code of Corporate Governance adopted by the Council on 23 April 2008 a report on the activity of the scrutiny function of the Council for 2019/20 had been prepared. The Code required that the Committee produce an annual report on its work for consideration by the Council and subsequent publication on the Council's website.

It was noted that the Committee had asked for a new format for the report. However, this had not been possible this year due to Covid-19 and it would therefore be amended in future years.

RECOMMENDED TO COUNCIL that the Overview and Scrutiny Committee's Annual Report on the Scrutiny Function for 2019/20 be approved for subsequent publication.

(8.39pm to 8.40pm)

10. Decisions taken under delegation to the Chief Executive

The Committee received information on the three decisions taken during the period 1 November 2019 to 31 April 2020 under the Chief Executives delegated authority to take urgent decisions. Two decisions related to, Discretionary Rate Relief and one to the sealing of documents.

RESOLVED that the report be noted.

(8.40pm to 8.41pm)

11. Work Programme

The Committee considered a report on its work programme which had been updated following the Committee's meeting on 10 February 2020.

It was noted that members of the task and finish group on Community Safety Communication would be contacted by officers with information soon.

RESOLVED that the report be noted.

(8.42pm to 8.44pm)

12. Urgent Business

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

The meeting closed at 8.45pm.

Chair

Overview and Scrutiny Committee 21 September 2020

Performance Review – Recycling and Waste Collection

Summary

- A. Chelmsford City Council has a statutory duty as prescribed by the Environmental Protection Act 1990 to arrange for the collection of household waste in the area
- B. The Council adopted a strategy for recycling and waste collection services in Chelmsford, and associated short-and medium-term improvement plan, in April 2009, which has now been fully delivered
- C. The twin aims of the strategy remain to reduce the amount of waste [of whatever nature] generated from each household and to increase the proportion of the waste that is produced that is reused, recycled or composted. This is consistent with current national policy and the principles of the circular economy
- D. The Council operates an extensive ‘kerbside-separated’ collection system, requiring materials to be source-separated into the different waste streams ready for collection. This helps ensure that as much waste material as possible can be recycled or composted. Non-recyclable waste is now collected once per fortnight and capacity is limited to 180 litres on each occasion [although the majority of households still have access to a wheeled bin of 240 litre capacity] to help encourage residents to reduce the amount of waste generated
- E. Recycling and waste collection services provided in Chelmsford are comprehensive, of high quality and generally well-regarded. Performance measured by the two headline indicators [*level of non-recyclable waste generated per household and the proportion of waste generated that is reused, recycled & composted*] has improved significantly since the strategy was adopted and, in respect of the recycling rate, is now consistently better than the average nationally and for Essex

- F. There is scope for further reductions in the level of non-recyclable waste generated per household in Chelmsford, but this will be reliant on changes in attitudes and resident behaviour, rather than major system changes
- G. In the context of the widening climate emergency there is increasing interest in developing alternative performance indicators for waste management activities that complement weight-based metrics, for example in terms of greenhouse gas emissions. Using the most established of these metrics, diverting material from landfill through recycling and composting activities in Chelmsford achieved an estimated saving of 19,514 tonnes of CO₂ equivalent emissions in 2019/20, 40% better than when compared to 2009/10
- H. The net cost of all recycling and waste collection services in Chelmsford in 2019/20 was equivalent to a charge of £52.35 per household per year. Non-recyclable waste is the most expensive waste stream to collect with a collection cost per household of £26.66, compared to £23.31 per household for all materials collected for recycling and £6.66 per household for garden waste. The disposal of non-recyclable waste, whether into landfill or by mechanical and biological treatment, is also, by far, the most expensive option

Background

1. Chelmsford City Council is a waste collection authority with a statutory duty under Section 45 of the Environmental Protection Act 1990 (as amended) to arrange for the collection of household waste in its area, together with the collection of commercial waste for which, in this case, a charge can be made.
2. The statutory duty does not prescribe the method of collection of household waste. The City Council, therefore, can determine the type and frequency of collections to be made available in the area and set out the policies to be applied in relation to these activities.
3. Essex County Council is the waste disposal authority for the area with responsibility for arranging for the treatment and disposal of household waste collected across Essex.
4. The Essex Waste Partnership, comprising the 12 waste collection authorities within Essex, working in collaboration with the waste disposal authority [Essex County Council], exists to ensure an integrated and coordinated approach to the planning and delivery of waste management practices throughout the County.
5. In 2009 the Essex Waste Partnership agreed a Joint Municipal Waste Management Strategy [JMWMS] for Essex for the period 2007 to 2032 with the aim of reducing the amount of waste produced and to collectively achieve at least 60% recycling [or composting] of household waste by 2020. It was anticipated that this would be achieved through a combination of improvements to kerbside recycling and composting collection schemes, additional services provided at recycling centres for household waste and the further recovery of materials through the use of new treatment technologies.
6. The JMWMS included the development of major infrastructure provision such as new treatment facilities and a network of local waste transfer station, as well as investment in new collection arrangements, such as a separate food waste collection.
7. The delivery of the JMWMS is supported by an Inter-Authority Agreement [IAA] which establishes a framework under which the authorities can work together to deliver their respective responsibilities and determines how the 'waste economy' between collection and disposal authorities works in practice – essentially this involves WCAs meeting the cost of waste collection and the WDA covering the cost of waste treatment and disposal.
8. The IAA prescribes the relationships between the individual EWP members in detail, including the financing arrangements. Under the terms of this agreement, Essex County Council provide financial support for waste collection authorities where collection arrangements are successful in either reducing the amount of waste generated in the first place or diverting waste from disposal [known as retained waste] for which Essex CC, otherwise, would be responsible.
9. The mutual benefit of these so-called 'avoided disposal costs' are manifest in the recycling credits and composting credits that are paid by Essex CC to waste collection authorities for every tonne of material that is diverted from disposal. In addition to this, Essex CC also

contribute towards the separate collection of food waste to ensure that this material is removed from the general waste stream, thereby significantly reducing treatment costs and the adverse environmental impact that would be caused by landfilling such materials.

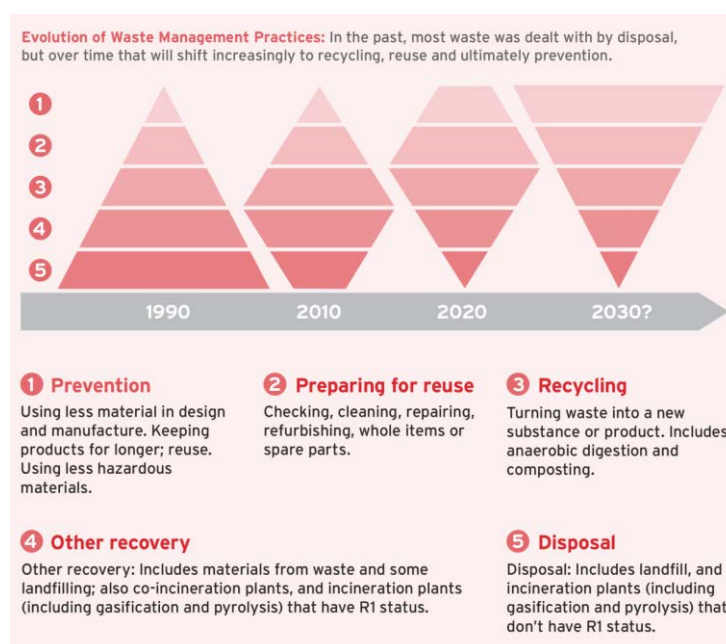
Context

10. The core driver for waste management activities over the last 20 years has been to apply the principles of the 'waste hierarchy'. Whilst the waste hierarchy is used as a general guide to encourage more sustainable waste management practices, it is also, in fact, a legal requirement as set out in the Waste (England and Wales) Regulations 2011.

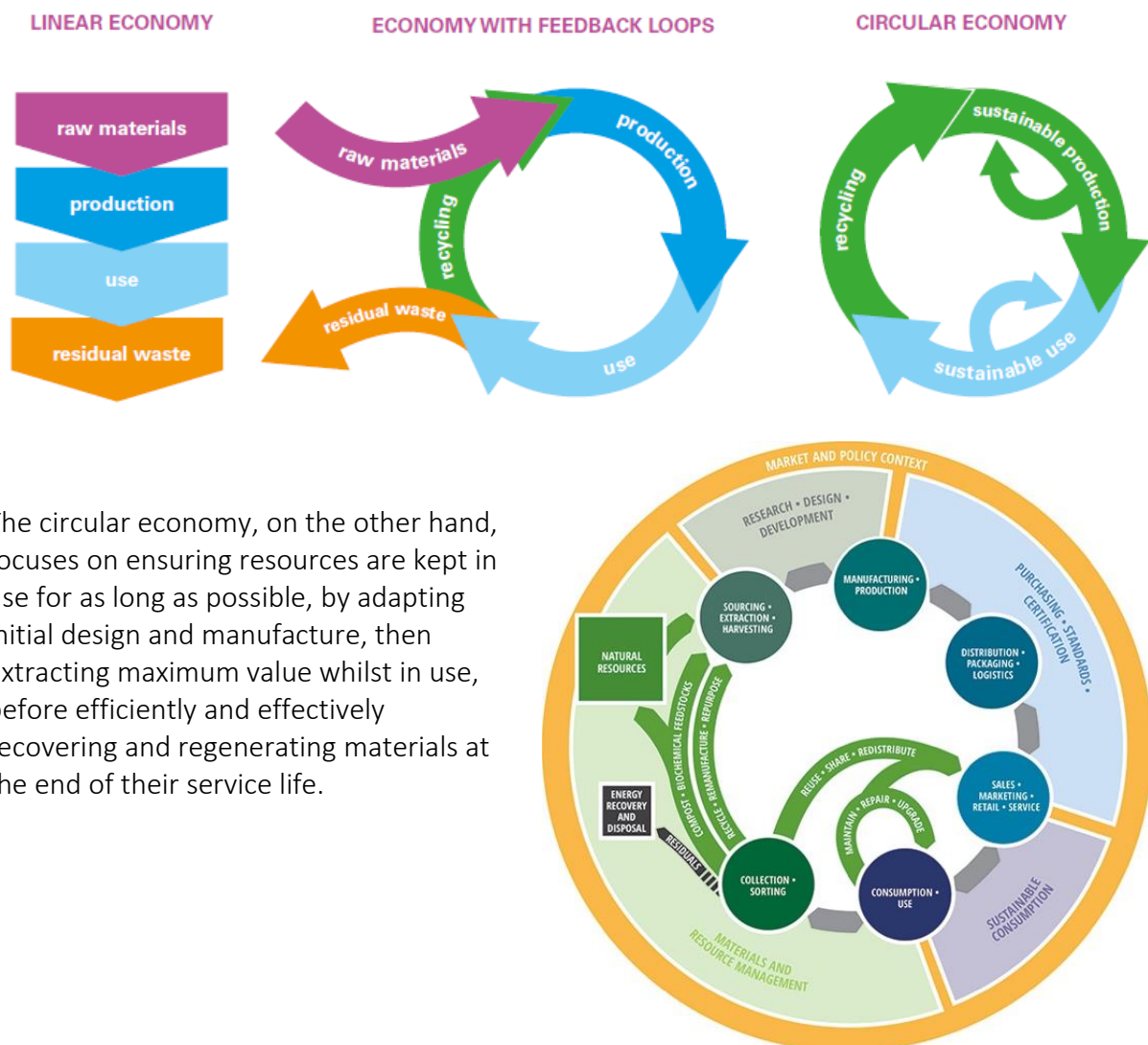


The key objective is to move waste management activity up the waste hierarchy, i.e. favouring waste reduction and prevention, as these are considered to be the most environmentally beneficial and affordable options; with incineration and landfill being the last resort as these are the most damaging environmentally

11. In practice implementing the principles of the waste hierarchy has relied upon various measures to reduce waste in the first place, re-using materials where practicable and then recycling as much of the waste that is generated as possible to try to avoid disposal into landfill or by incineration.
12. The latest version of the Waste Management Plan for England, [draft currently out to consultation], describes the evolution and shift in waste management practices reflecting the principles of the waste hierarchy as illustrated below.



13. Whilst the application of the waste hierarchy has driven progress towards more sustainable waste management practices, what is needed now, as the extent of the environmental crisis deepens, is a shift away from the concept of waste altogether, towards one that focuses entirely on resource efficiency. To help achieve this, the concept of the 'circular economy' has now been adopted as the key driver for recycling and waste management practices. The core principle is that this should lead to greater resource efficiency; reducing waste and the adverse environmental impacts of production and consumption, as well as addressing resource security / scarcity issues in the future.
14. Traditionally, the waste management sector has been based on a linear economy, [making ⇒ using ⇒ disposing] accommodating some, albeit quite limited, feedback loops reflecting a degree of reuse and recycling. However, without comprehensive 'closed loop' recycling [whereby a product can be recycled back into itself, rather than being 'downcycled' into something else] this system can quickly lead to a dependence on the use of energy from waste and general incineration facilities, where raw resources are then lost from the system entirely.



15. The circular economy, on the other hand, focuses on ensuring resources are kept in use for as long as possible, by adapting initial design and manufacture, then extracting maximum value whilst in use, before efficiently and effectively recovering and regenerating materials at the end of their service life.

National policy

16. National waste management policy is set out at a high level in the Government's '*A Green Future: Our 25-Year Plan to Improve the Environment*'¹ and in more detail in a specific waste strategy for England '*Our Waste, Our Resources*'.
17. The Environment Plan sets out intended action '*to help the natural world regain and retain good health, with the aim to deliver cleaner air and water, protect threatened species and provide richer wildlife, whilst tackling the growing problems of waste, soil degradation, pollution and the wider effects of climate change*'. The high-level targets set by Government in respect of waste are:
 - working towards an ambition for zero avoidable waste by 2050
 - working to a target of eliminating avoidable plastic waste by end of 2042
 - meeting all existing waste targets – including those on landfill, reuse and recycling – and developing ambitious new future targets and milestones
 - seeking to eliminate waste crime and illegal waste sites over the lifetime of this Plan, prioritising those of highest risk. Delivering a substantial reduction in litter and littering behaviour
 - significantly reducing and where possible preventing all kinds of marine plastic pollution – in particular material that came originally from land
18. '*Our Waste, Our Resources*'² sets out a strategy for preserving the stock of material resources by minimising waste, promoting resource efficiency and moving towards a circular economy, setting out a number of strategic ambitions and specific timelines for achieving significant changes in waste management practices including:
 - 2020: 50% recycling rate for Household Waste
 - 2025: all plastic packaging to be recyclable, reusable or compostable
 - 2030: all food waste to landfill eliminated
 - 2030: 75% recycling rate for packaging
 - 2035: 65% recycling rate for Municipal Solid Waste (MSW)
 - 2035: 10% or less MSW to landfill
 - 2043: avoidable plastic waste eliminated
 - 2050: avoidable waste of all kinds eliminated

¹ A Green Future: Our 25 Year Plan to Improve the Environment [Department for Environment, Food and Rural Affairs HM Government 2018]

² Our Waste Our Resources: A Strategy for England [Department for Environment, Food and Rural Affairs HM Government 2018]

Strategy for Recycling and Waste Collection in Chelmsford

19. The Council's own Strategy for Recycling and Waste Collection Services in Chelmsford was originally adopted in April 2009; it was expected to be a 15 to 20-year strategy. The associated short- and medium-term Improvement Plan, agreed at the time, has now been fully delivered.
20. The twin aims of the Council's strategy – to reduce the amount of waste [of whatever nature] generated from each household and to increase the proportion of the waste that is produced, that is reused, recycled or composted – remain consistent with principles of the circular economy and current national policy.
21. This is largely due to the foresight of the Council when implementing the key components of its Strategy, in particular the focus given to discourage waste being generated in the first place, a long-standing commitment to maintain 'kerbside-separated' collection systems that support 'closed-loop' recycling wherever possible, despite the challenges experienced at times and the ongoing financial pressures, combined with the Council's diligence in adhering to core waste policy decisions and the consistency with which they have been applied.
22. The current collection arrangements are set out in the City Council's 'Recycling and Waste Collection Policy'³ published in accordance with the provisions of Section 46 of the Environmental Protection Act 1990 which allows the Council to:
 - Determine the type and frequency of collections to be made available in the area
 - Specify the type of receptacle to be used by the householder for the collection of their non-recyclable waste
 - Specify the type of receptacles to be used by the householder for the waste which is to be recycled or composted
 - Specify the size, construction and maintenance of the receptacles provided
 - Determine the position that householders should place their receptacles for emptying by the Council and the steps to be taken by residents to facilitate the collection of waste from the receptacles
 - Take enforcement action against a householder who fails, without reasonable excuse, to comply with the Council's requirements under this legislation
 - Make a charge to residents for the provision of waste receptacles, if it so wishes
23. The Controlled Waste (England and Wales) Regulations 2012, in particular Schedule 1, defines what waste is to be treated as household waste or otherwise the waste that is considered to be industrial or commercial waste. These Regulations also define the types of

³ <https://www.chelmsford.gov.uk/resources/assets/inline/full/0/2020238.pdf>

household waste for which collection and / or disposal charges may be made. Generally, the Council is able to decide whether or not to impose such a charge, where it is permitted to do so.

24. Chelmsford City Council operates a 'kerbside-separated' collection system. This requires materials to be source-separated into the different waste streams ready for collection. This helps ensure that as much waste material as possible can be recycled or composted. This includes the separate collection of food and garden waste. Similar collection arrangements are in place, also, for those people living in flats and apartments who make use of communal collection services.
25. The technologies currently used to treat the materials arising from household collections in Chelmsford are as set out below. Access to suitable waste treatment facilities are procured by, and the cost of treatment met by Essex County Council in accordance with their statutory role as waste disposal authority.
 - Windrow composting is used for the treatment of garden waste collections arising from Chelmsford – this is a farm-scale treatment process, usually open to the air, involving the decomposition of organic material to produce a compost. The material is piled into long rows, periodically turned to improve porosity and oxygen content and to adjust moisture levels. Outputs include water, carbon dioxide, compost and heat. The quality of the compost can be certified through the 'PAS' system [the British Standards Institution's Publicly Available Specification for composted material]. This treatment is not suitable for food waste
 - Anaerobic digestion is used to treat the food waste collected separately from Chelmsford households – this is an accelerated composting process which takes place in the absence of oxygen in a sealed vessel or silo. Anaerobic digestion produces a biogas which can be used to generate electricity and heat, or as a fuel for vehicles, and a liquid that can be used as a fertiliser or a composted fibre for soil improvement
 - Mechanical biological treatment has been used in the last few years for the processing of general, non-recyclable mixed [often called residual or black bin] waste. This involves the initial mechanical separation and recovery of any materials suitable for recycling that may have entered the general waste stream, prior to the remaining biodegradable component of the waste being composted and stabilised. This process takes place under controlled conditions inside a building. The main output is a stabilised residue suitable as low grade landfill cover or as secondary refuse-derived fuel that can be used for the generation of power NB: *Due to the issues with the performance of the Tovi MBT plant at Basildon, Chelmsford's residual waste is currently directed by ECC for disposal in landfill*
26. The materials for recycling from the separate kerbside collections in Chelmsford [i.e. paper, cardboard, glass, cans, plastic and cartons, textiles and small electrical items] are defined as 'retained waste' and are sent to specialist merchants or direct to re-processors by the City Council. Some of these materials have a sale value, which helps to offset the cost of

collection. They also attract a 'recycling credit' payment from Essex CC, as ECC avoid the cost of treatment or disposal that would otherwise be incurred. However, some difficult to recycle materials, such as mixed plastic polymers, attract a gate fee charge as otherwise the cost of treatment is unviable for the re-processor.

Performance

27. Generally, to date, overall performance of recycling and waste management activities has been measured by two headline indicators, which used to be part of a set of national best value performance indicators:

- The level of residual [non-recyclable] waste generated per household
- The proportion of waste generated that is reused, recycled & composted

28. Trends in performance for Chelmsford over the last 12 years against these two headline indicators are as follows:

Year	Diversion rate		Residual waste per household		
	Actual	Year on year change	Actual [Kg/HH]	Year on year change	
2008/09	38.33%		653.98		
2009/10	37.59%	-0.74%	628.65	-25.33	-3.87%
2010/11	40.18%	2.59%	608.05	-20.60	-3.28%
2011/12	42.91%	2.73%	573.10	-34.95	-5.75%
2012/13	46.96%	4.06%	528.01	-45.09	-7.87%
2013/14	46.38%	-0.59%	534.37	6.36	1.20%
2014/15	46.16%	-0.21%	539.26	4.89	0.92%
2015/16	45.38%	-0.78%	542.34	3.08	0.57%
2016/17	47.25%	1.86%	519.69	-22.65	-4.18%
2017/18	52.70%	5.45%	439.30	-80.39	-15.47%
2018/19	53.50%	0.80%	427.43	-11.88	-2.70%
2019/20	53.65%	0.15%	420.41	7.02	-1.64%

29. Ten years ago, in 2009/10, the level of residual waste generated per household in Chelmsford averaged 628.65Kg. In 2014/15 it averaged 539.26Kg/HH; in 2019/20 the average was 420.41Kg/HH; a reduction of a third over ten years, a 13% reduction in the last five years. This is some 130Kg/HH below the original strategy target for residual waste to be below 550Kg/HH. [Chart 1]

30. Before the switch to fortnightly collection of non-recyclable waste in 2016, Chelmsford generated one of the highest levels of residual waste per household in the country. Restricting residual waste capacity is a key factor in changing behaviour and achieving the highest levels of recycling and composting performance; the most effective way of

reducing capacity is to reduce the collection frequency. The switch to fortnightly collections of non-recyclable waste resulted in a 15% reduction in residual waste levels and a 5% increase in recycling and composting rates.

31. However, levels of residual waste generated per household in Chelmsford remains slightly above the average for Essex, which is currently 410Kg/HH, probably symptomatic of the still relatively generous 'black bin' capacity in Chelmsford, where 240 litre bins collected fortnightly still largely prevail.
32. The proportion of waste reused, recycled and composted in Chelmsford in 2019/20 was 53.65%. This exceeds the original strategy target of at least 50% of material collected being recycled or composted. Ten years ago, in 2009/10, the recycling rate in Chelmsford was 37.59%; in 2014/15 it was 46.16%; equivalent to a 43% improvement over ten years and a 16% improvement in the last five years. [Chart 2]
33. This compares to the average recycling and composting rate for Essex authorities of 50.5% in 2019/20. The latest published average recycling rate for England is 44.70%.
34. In 2019/20 14,069 tonnes of material were collected for recycling, this compares to 12,749 tonnes in 2014/15 – a 7% increase – whilst levels of waste generated overall has fallen by 9.5%. The composition of materials collected for recycling has changed significantly over time:
 - 58% reduction in paper collected since 2008/09
 - 3% reduction in glass collected since 2008/09
 - 111% increase in cardboard collected since 2008/09
 - 295% increase in plastic collected since 2008/09
 - 28% increase in cans collected since 2008/09
35. In 2009 almost 50% of the material collected was paper and 32% glass with less than 5% plastic. Now paper represents less than 20% of the total material collected, whilst the proportion of plastic collected has increased to about 17%, increasing from 1,407 tonnes in 2014/15 to 2,375 tonnes in 2019/20 [69%]. The other notable increase is the amount of cardboard collected, which has increased by 65% in the last five years. [Chart 3].
36. The dramatic increase in the amount of plastic collected is a challenge due to the physical volume of the material, despite it being relatively light in weight, impacting on vehicle capacity; also making collection operations more time consuming. The variety of polymer types and the combination in which they are used also makes the process of recycling problematic, with difficulty finding market outlets for many types of plastics. The extent of plastic pollution and the impact of plastics on the environment is a well-recorded global catastrophe. Urgent action is required at all levels – from government through producer to consumer – to reduce the level of plastic waste generated. There is certainly no environmentally viable future in collecting ever increasing volumes of effectively unrecyclable plastic waste.
37. In 2019/20 23,020 tonnes of material were collected for composting, of which 16,077 tonnes were garden waste and 5,544 tonnes of food waste [the remainder being street sweepings]. Food waste collections have increased by 50% since 2014/15. The amount of garden waste collected is relatively static, with year to year changes generally reflecting

seasonal variations. The trend in the amount of residual waste and the materials collected for recycling and composting per household is shown in Chart 4.

38. There is increasing acknowledgement that weight-based measures of recycling performance for local authorities, such as the percentage recycling rate, whilst useful do not provide a particularly comprehensive view of the impact and value of waste reduction, recycling and composting activities.
39. Weight-based metrics alone also may inadvertently skew recycling behaviour by encouraging the collection of heavier items [such as paper] that improve the perceived recycling rate in preference to other waste streams which are lighter [such as aluminium], but where the environmental benefit of recycling may be much greater; for example the carbon reduction benefit of recycling one tonne of aluminium is 23x compared to that for one tonne of glass.
40. Accordingly, there is increasing interest in developing performance indicators that complement weight-based metrics, for example, in terms of greenhouse gas emissions, so-called 'natural capital'⁴ impacts and social value. The Department for the Environment Food and Rural Affairs are currently examining suitable alternative measures.
41. The most established of the current alternatives is based on the Scottish Carbon Metric Factors which measure the environmental benefit of diverting materials for recycling or composting, compared to disposal by landfill in terms of CO₂ equivalent savings for particular materials. This is particularly pertinent in the context of the widening climate emergency.
42. The range of CO₂ equivalent savings set out in the carbon metrics for specific materials are illustrated in Chart 5; aluminium representing the greatest potential CO₂ saving, 'mixed glass' the lowest. In comparison the emissions from landfill could be as high as 290Kg CO₂/tonne [circumstances and composition vary considerable, so this 'average' needs to be viewed with caution], whilst the savings from disposal using energy recovery average 37Kg CO₂/tonne, but of course the material is then lost as a resource which defeats the principles of a circular economy.
43. The application of these carbon metrics, however, is reliant on sufficient separation of materials when collected; they cannot be used effectively where comingled collections are in place. For this reason, the adoption of the Scottish Carbon Metrics currently has been limited and widescale comparisons are not readily available. However, the trends for Chelmsford are shown in Chart 6.
44. In Chelmsford diverting material from landfill through recycling and composting achieved an estimated saving of 19,514 tonnes of CO₂ equivalent emissions in 2019/20, a 40% increase compared to 2009/10.

⁴ Natural capital is the world's stock of natural resources, which includes geology, soils, air, water and all living organisms. Some natural capital assets provide people with free goods and services, often called ecosystem services

Costs

45. The net cost of all recycling and waste collection services in Chelmsford in 2019/20 was £4,015,600 [gross expenditure £9.000m, offset by income from various sources totalling £4.985m]; equivalent to a charge of £52.35 per household per year. The net cost excluding capital charges [as these provisions can vary significantly year to year] in 2019/20 was £3,445,200 and the trend since 2006 shown in Chart 7. The collection costs per household since 2006 is shown in Chart 8.
46. Residual [non-recyclable] waste is the most expensive waste stream to collect with a collection cost per household of £26.66 in 2019/20, compared to £23.31 per household for all materials collected for recycling and £6.66 per household for garden waste. The cost of collecting food waste is fully offset by the payment from ECC under the terms of the IAA.
47. The cost per tonne of material collected, though, is higher for materials for recycling at £131.23 per tonne, compared to £61.89 for residual waste, essentially because materials for recycling are collected separately and are much lighter in weight for similar volumes.
48. The cost of treating all Chelmsford's household waste [arranging for waste treatment and disposal is the responsibility of Essex CC who are the waste disposal authority for the area] in 2019/20 was £4.244m; equivalent to £55.32 per household per year. 80% of this cost relates to residual waste. The cost of treatment of garden waste was £423,000 [equivalent to £5.54 per household per year]. The cost of treatment of food waste was £27,216 [equivalent to £0.35 per household per year]. Essex CC do not pick up any costs for the treatment and reprocessing of materials for recycling.
49. The cost of handling and disposal of waste depends on the treatment processes involved; the latest reported 'gate fees' in England being:

Treatment technology	Material	Average gate fee
Windrow composting	Generally used for garden waste	£24/tonne
Anaerobic digestion	Generally used for garden waste	£27/tonne
Mechanical and biological treatment	Generally used for residual waste	£105/tonne
Material recycling facility	Generally used for sorting materials collected comingled before onward transfer to for reprocessing	£25/tonne but currently ranging up to £91/tonne
Energy from waste [fundamentally an incineration process]	Any materials	£89/tonne
Landfill	Generally residual waste, but potentially all materials	£102/tonne

50. The average income for materials retained and sold by Chelmsford City Council for recycling was £39.20/tonne in 2019/20. When collection and disposal costs [i.e. whole system costs] are taken into account, residual waste is by far the most expensive waste stream to collect and treat.

Chart 1

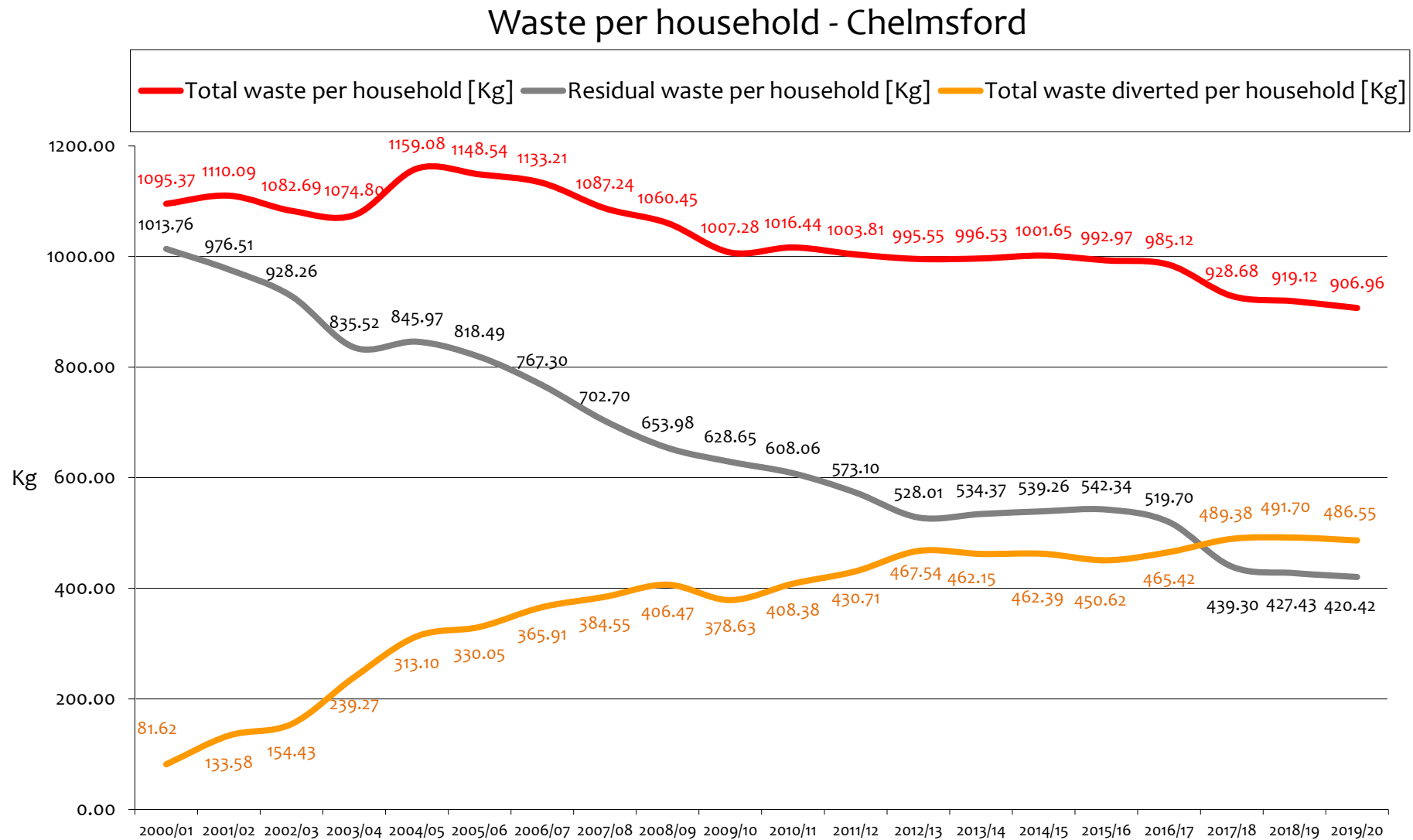


Chart 2

Waste diversion rates - Chelmsford

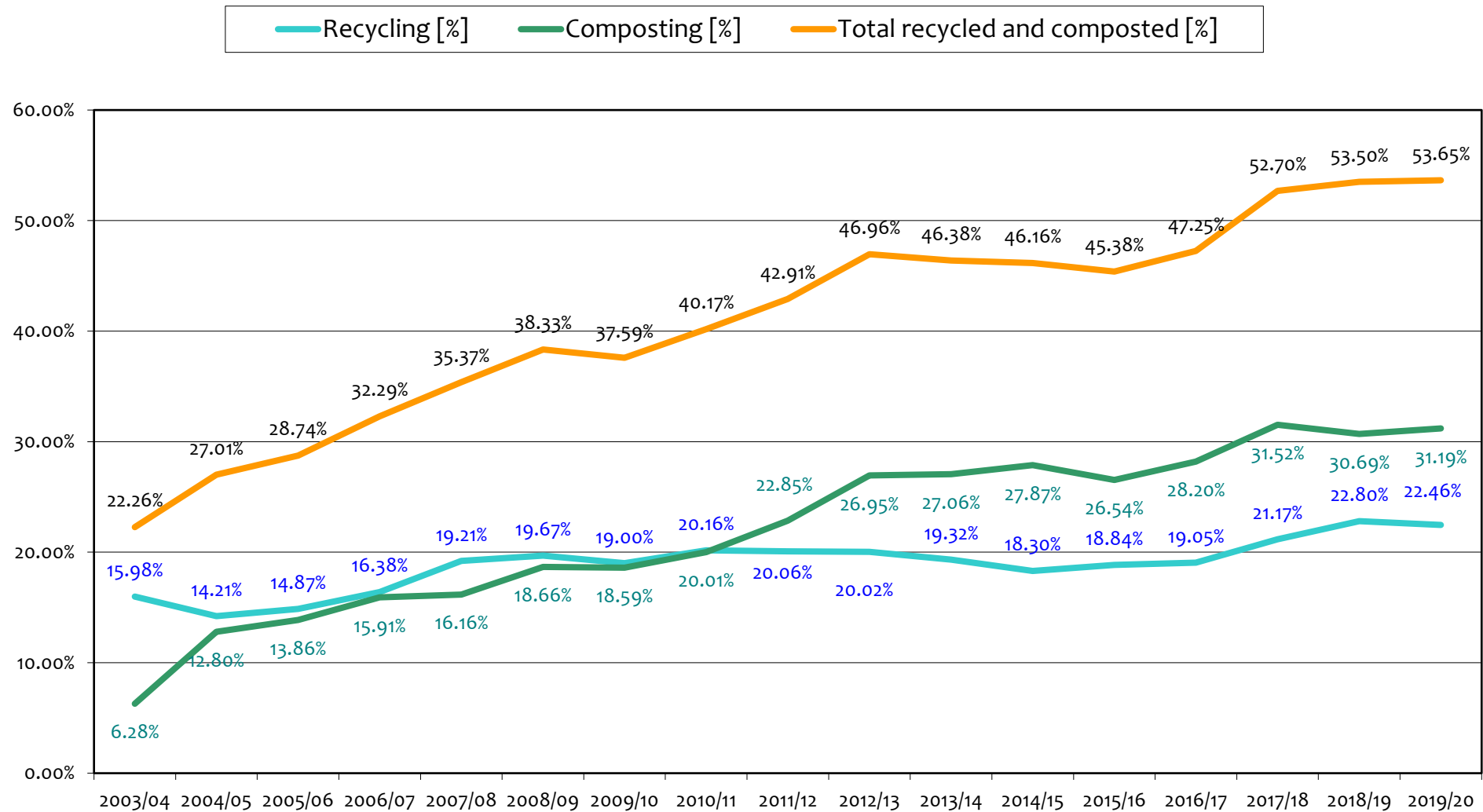


Chart 3

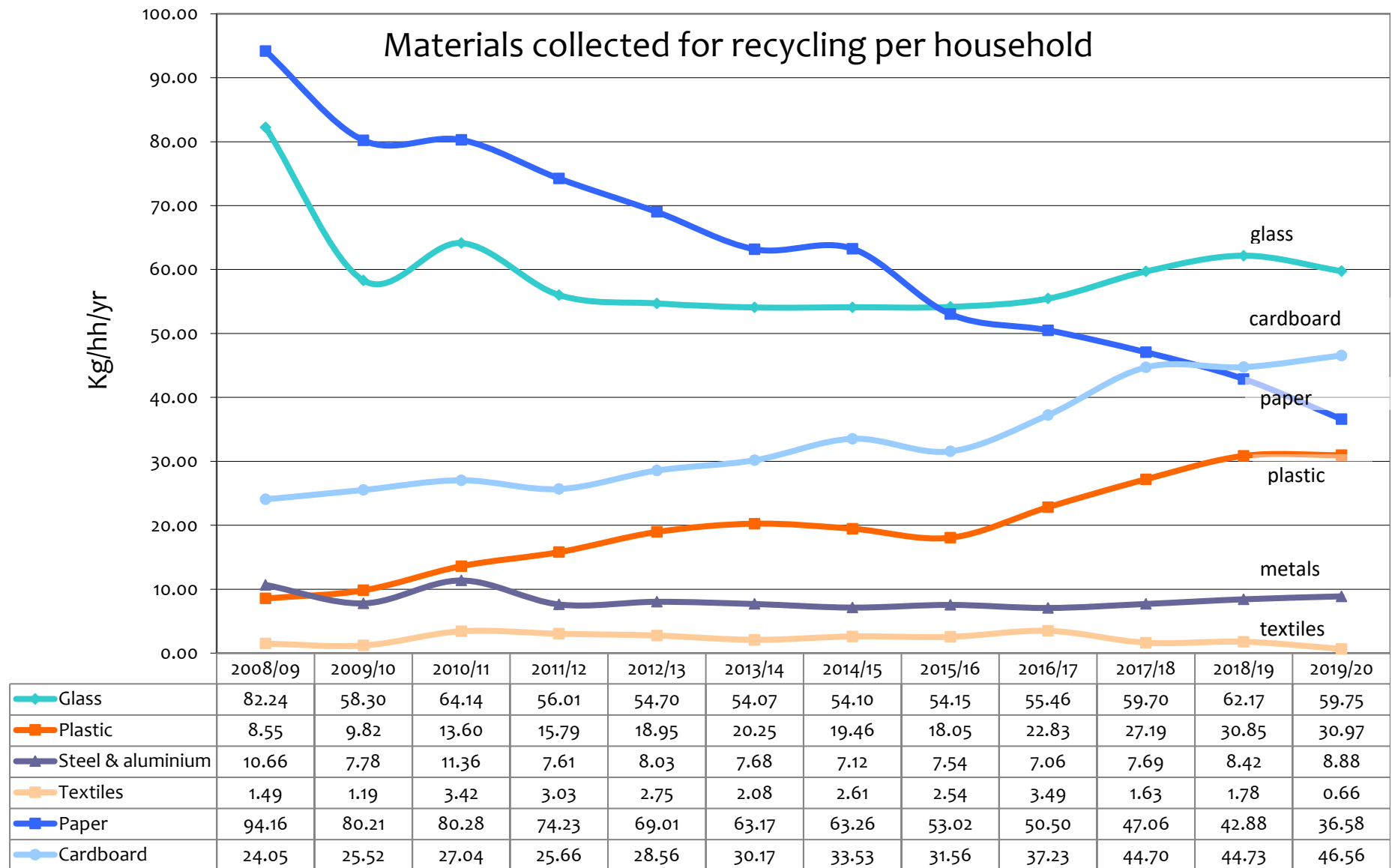


Chart 4

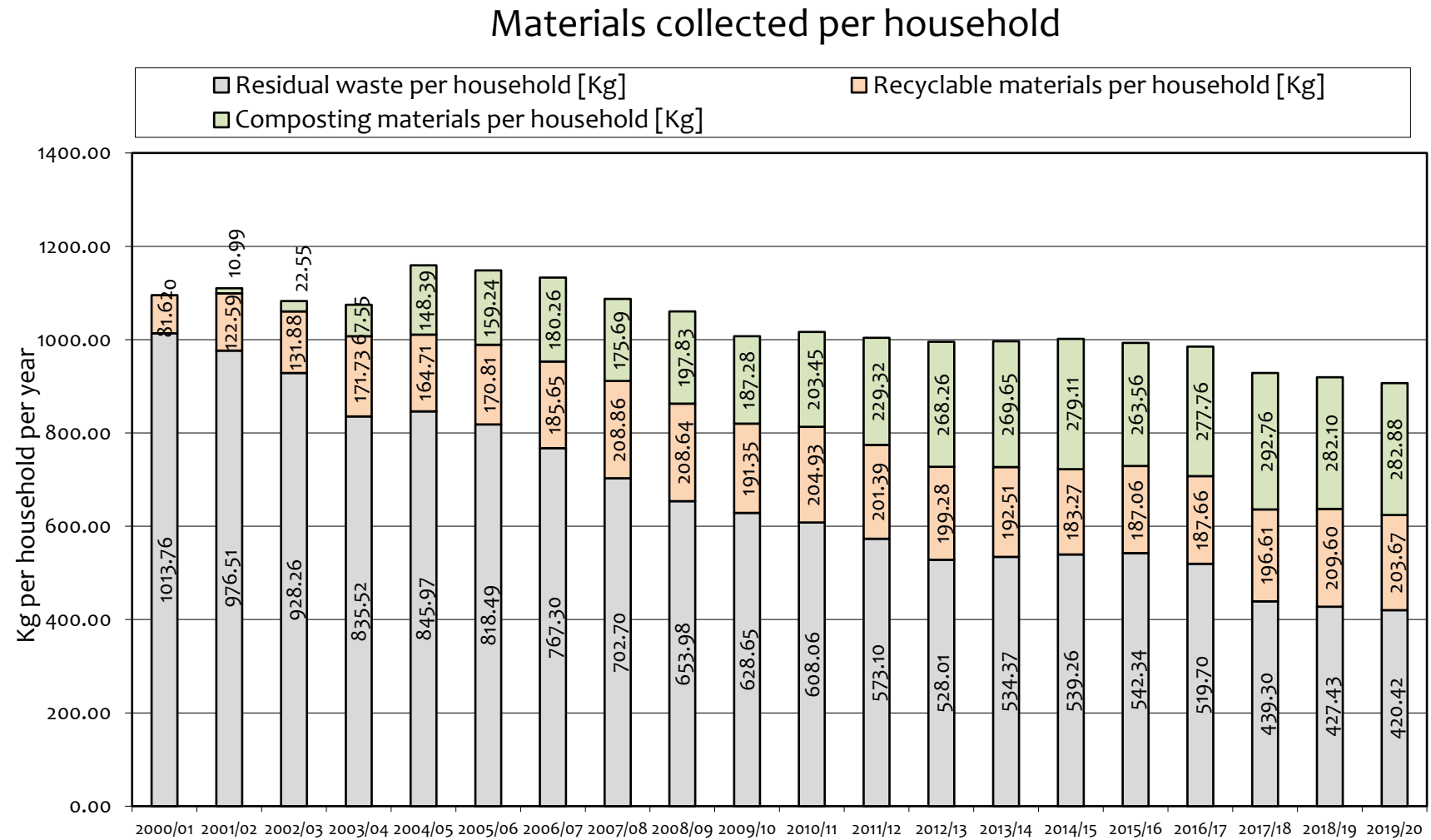


Chart 5

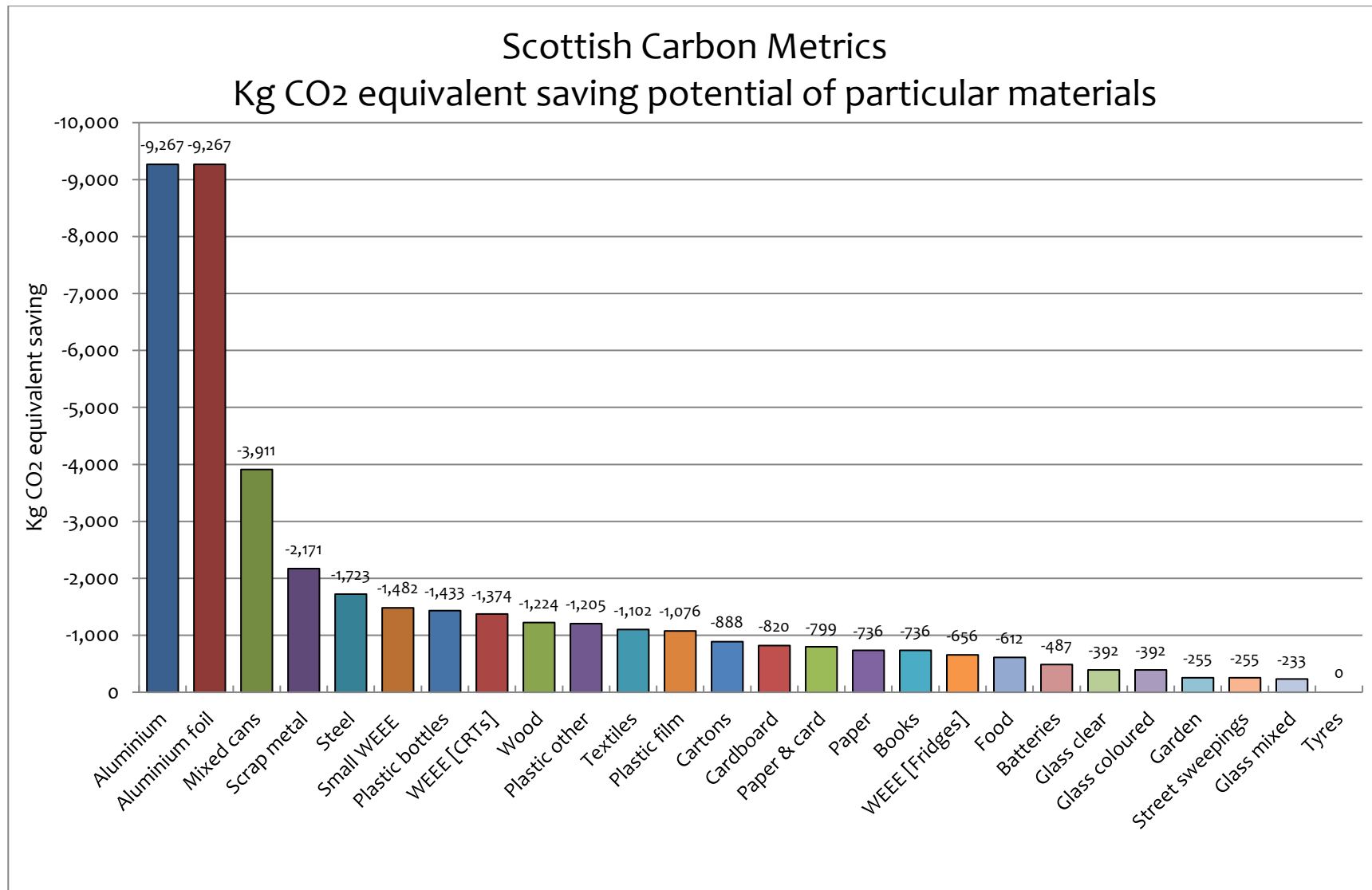


Chart 6

Environmental benefits of recycling in Chelmsford [tonnes CO₂ eq emissions saved based on Scottish Carbon Metric Factors v2012]

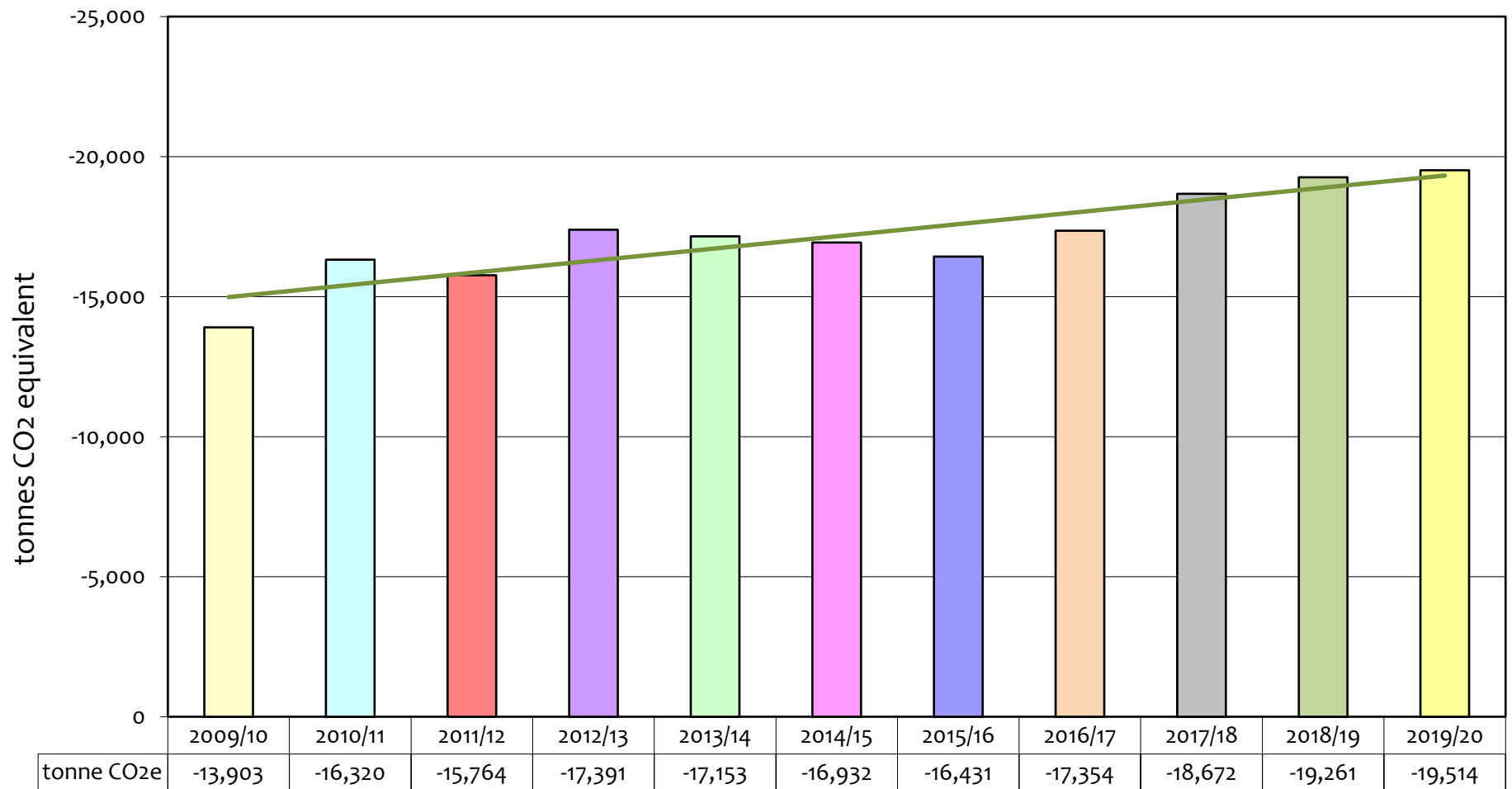


Chart 7

Recycling and waste collection costs - Chelmsford

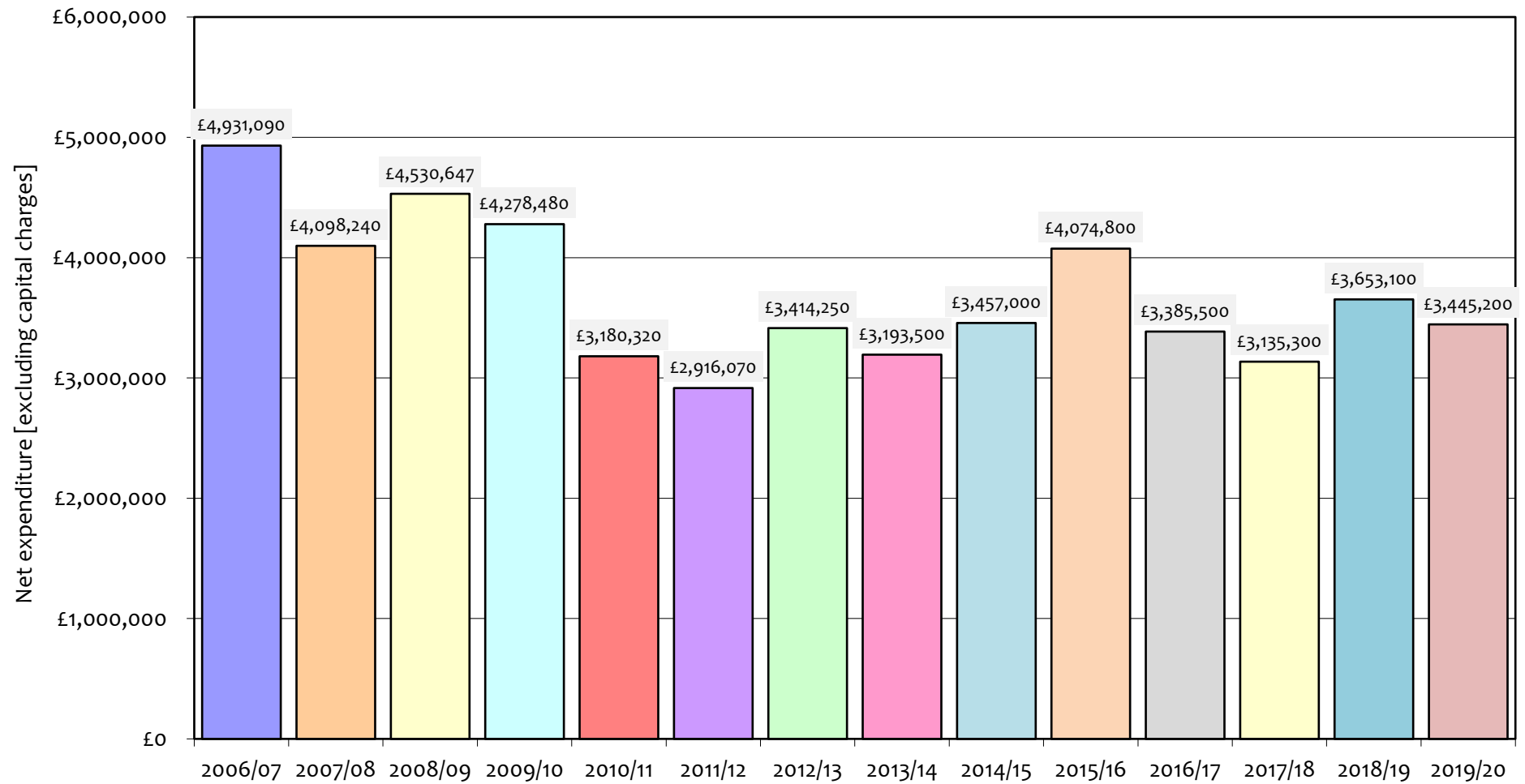
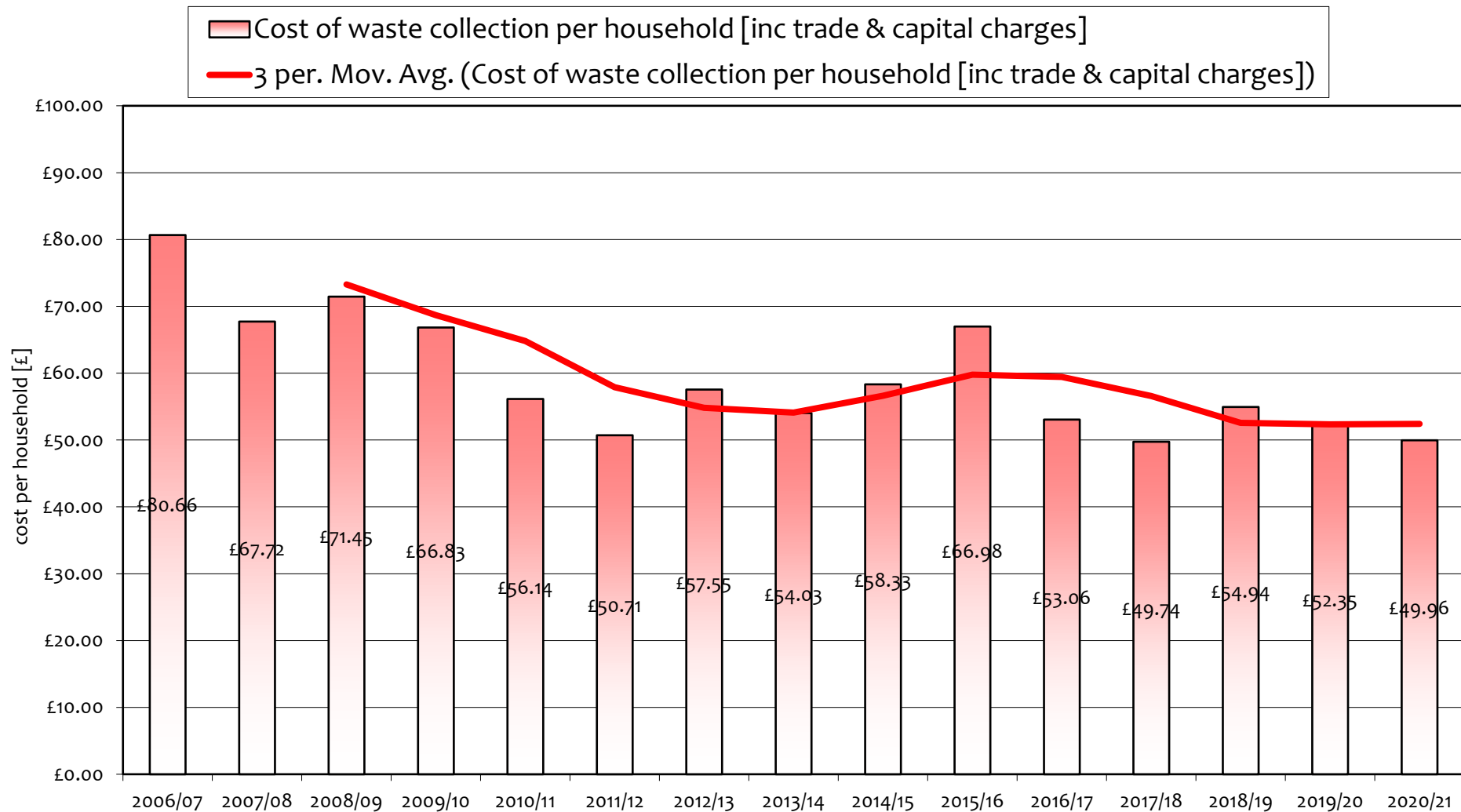


Chart 8

Cost of recycling and waste collection per household





Chelmsford City Council Overview & Scrutiny Committee

21st September 2020

Annual Corporate Health & Safety Report

Report by:

Keith Nicholson, Director for Public Places

Officer Contact:

Paul Brookes, Public Health & Protection Services Manager, 01245 606436,
paul.brookes@chelmsford.gov.uk

Purpose

The Council is responsible for ensuring the health, safety and welfare of its employees and members of the public that use its facilities and services. This report informs Members of the performance and issues in 2019/20 in respect of Corporate Health & Safety.

Recommendations

That Members note the report.

1. Introduction

- 1.1. Chelmsford City Council is committed to high standards of health and safety management within a sensible risk management framework. This means having in place effective management arrangements within directorates to ensure the wellbeing of our staff, service users, members of the public and others affected by our organisation and services.
- 1.2. The Council uses Health and Safety Consultants, Peninsula Group Limited, to provide advice and guidance in implementing a safety management system in the Council's higher risk areas of Leisure, Waste Collection and Parks. This approach has proved very successful and cost effective.
- 1.3. This report summarises the activity undertaken within corporate health and safety, including an analysis of accidents that have occurred, during the financial year 2019/20.

2. Training

- 2.1. The core training courses of Managing Safety and Working Safely continue to underpin the health and safety training provided by the Council with additional specific training provided depending on the job role.
- 2.2. Service areas are being encouraged to coordinate corporate wide training through HR to help ensure a central record is maintained and refresher training can be carried out in an effective and efficient manner.
- 2.3. Peninsula Group Ltd. have a comprehensive library of health and safety e-learning training materials and this will be effectively used where appropriate to provide cost effective training. The use of e-learning is also being explored to deliver the Managing Safety and Working Safely courses which will result in efficiencies due to the amount of classroom time these courses currently require.
- 2.4. The Council will continue to fund the necessary health & safety training to ensure employees comply with the relevant health & safety legislation.
- 2.5. Table 1 summarises generic health & safety training carried out during 2019/20.

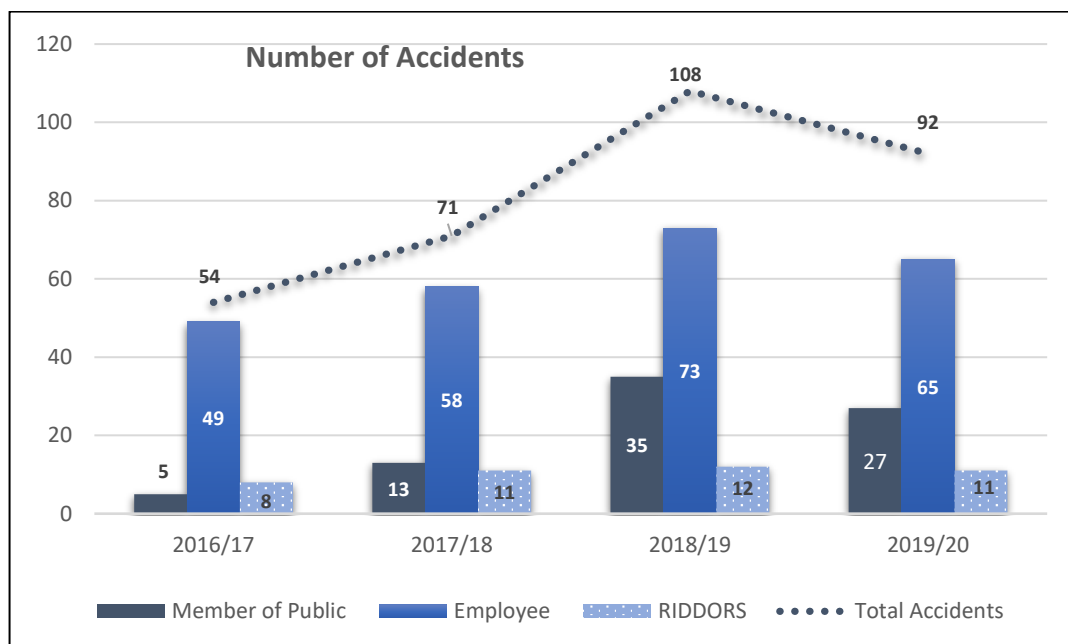
Table 1 – Employee Training Carried Out

Course	No. of Employees Trained			
	2016/17	2017/18	2018/19	2019/20
IOSH Managing Safety	0	17	17	16
IOSH Managing Safety Refresher	9	18	12	7
IOSH Working Safely	0	11	15	29
IOSH Working Safely Refresher	16	0	16	0
Manual Handling Train the Trainer	7	5	12	16
Manual Handling	57	57	212	142
First Aid Train the Trainer	0	0	0	0
Emergency First Aid	6	23	24	18
First Aid at Work	18	0	23	0
First Aid at Work Refresher	35	15	19	14
Fire Marshall/ Fire Warden	43	57	62	20
Paediatric First Aid	0	0	0	0
Risk Assessment Refresher	5	16	44	6
Stress Management	39	19	26	15
Legionella Training for Operatives	24	12	12	12
Legionella Training for Supervisors	0	28	16	4
VDU Assessor Training	13	0	13	0
Conflict Resolution & Lone Working	27	6	57	25
Management of Contractors	0	22	0	0
Evac Chair			29	21
Evac Chair Refresher			7	3
Mental Health Awareness for Managers			24	32
Total Trained	299	306	640	384

3. Accidents

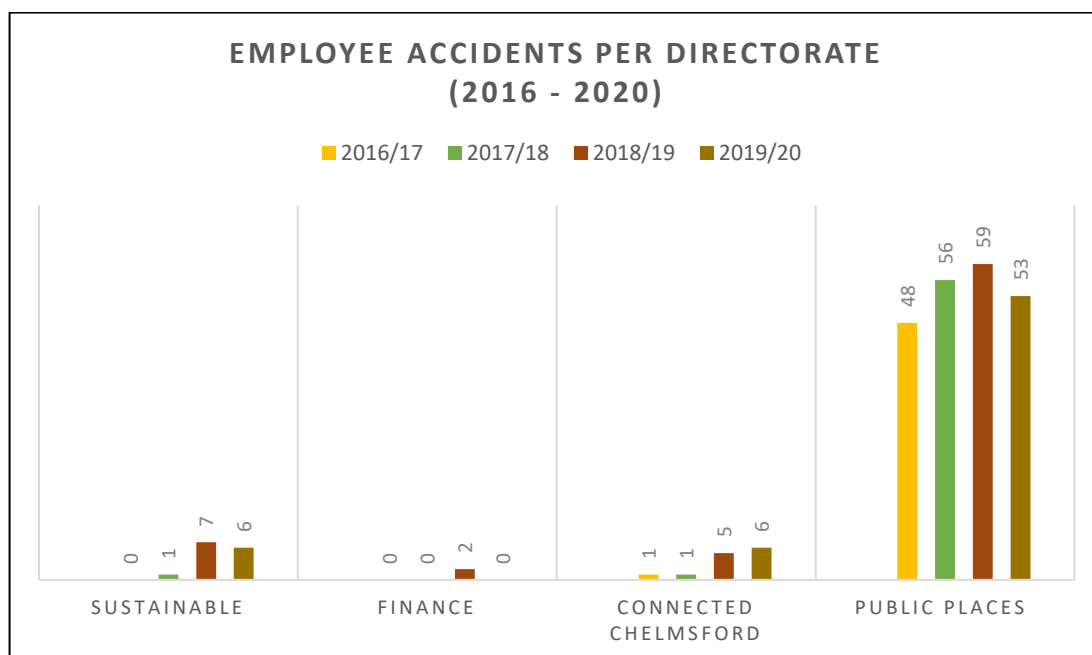
- 3.1. Accidents are a key indicator of the effectiveness of the Council's health and safety management system. Figure 1 shows the total number of accidents over the last 4 years involving employees and members of the public, and the number of those accidents that are RIDDOR reportable.
- 3.2. RIDDOR reportable accidents are the more serious accidents or those requiring more than 7 days off work. There has been a decrease in the number of accidents in 2019/20 to both members of the public and employees and RIDDOR reportable accidents have also reduced. The accident trends are discussed in more detail below.
- 3.3. There were 11 RIDDOR reportable accidents in 2019/20 which is one less than the previous year and with no significant variation over the last 4 years. Of the 11 RIDDOR reportable accidents 5 were manual handling injuries, 1 slip/trip injury, 1 impact injury and 1 road traffic accident, all of these were reported as the employee was off work for more than 7 days. Of the remaining 3 RIDDORS; 1 was for hospitalisation due to a head injury, and 2 were occupational diseases (tendonitis).

Figure 1 – Total Number of Accidents



3.4 Figure 2 shows the incidence of employee accidents over the last 4 years. Over the previous three years there was an increase in the number of employee accidents, this year has shown a slight decrease and similar to the RIDDOR reportable accidents there has been no significant variation over the last 4 years. The vast majority of accidents occur in the Public Places Directorate which is expected due to the number of employees within the Directorate and the higher risk operational services provided.

Figure 2 – Employee Accidents

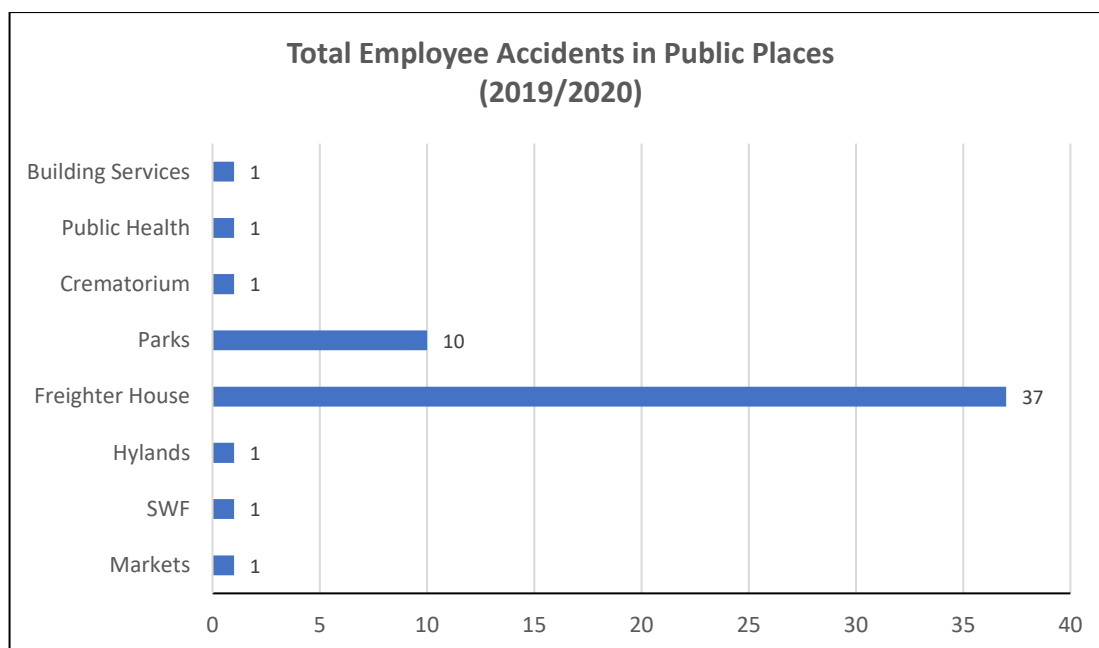


3.5 Table 2 categorises the accident type. Due to the relatively small number of accidents, it is difficult to determine any specific trends with regards to accident causation. However, when comparing the three main accident categories to the previous year's figures, there has been an increase in slip/trip accidents ([↑]3), a decrease in impact accidents ([↓]5) and manual handling has remained the same. There does not appear to be any particular reason for these fluctuations.

Table 2 - Employee Accident Categories for 2019/20.

Category	2019/20	
	No. of Accidents	% of Overall Accidents
Slips/Trips	18	28
Impact	17	26
Manual Handling	12	18
Sharp Objects	5	8
Falls from Height	2	3
Acts of Violence	2	3
Road Traffic Accident (Employee Injured)	2	3
Other	6	9
Damage to Vehicle	1	2

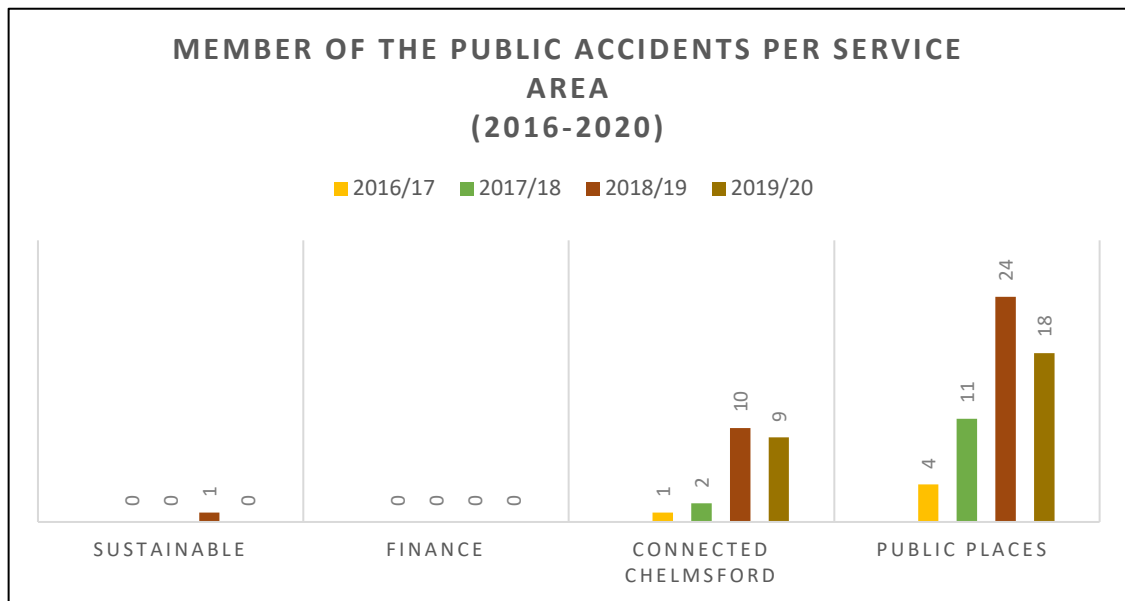
3.6 Figure 3 breaks down the accidents in Public Places to the respective service areas. As expected, due to the nature of the physical operation and frequency of manual handling the highest number of accidents occurred in services based at Freighter House, although the number of accidents is low considering the size and frequency of waste collection and street cleansing activities that take place. In 2019/20 there was a slight increase in the number of accidents for employees based at Freighter House up from 36 to 37. Accident rates for other services within Public Places remain very low.

Figure 3 – Breakdown of Accidents in Public Places Directorate

3.7 Last year Members raised the question of how Chelmsford City Council compares with other local authorities. Direct meaningful comparison is not possible due to different operating models, size etc... The Health & Safety Executive (HSE) publish accident rates for various sectors including the waste sector, however, comparison with these published accident rates is not believed to be statistically valid as the waste sector is a lot broader than waste collection and the relative low number of employees employed by CCC in waste collection, combined with low accident figures, is unreliable when calculating accidents per 100,000 which is the HSE standard for calculating accident incidence rates. It is proposed that the analysis of trends with the Council's own data over recent years continues to be the method of assessing performance.

3.8 Accidents to members of the public are shown in Figure 4. Accidents continue to be at a relatively low level, with a fall in the number of accidents when compared to last year ([↓]8). The majority of accidents are due to slips/trips and impact, both of which have decreased this year. This reduction is due to the number of reported accidents associated with the Heart & Sole Walks when compared to the previous year ([↓]9). There is no pattern with regards to accident causation or location that gives cause for concern.

Figure 4 – Accidents to Members of the Public



4. Performance Indicators

4.1 Table 3 gives details regarding the performance indicators. As discussed above the number of accidents to employees and members of the public remains low, with a slight decrease when compared to last year's figures. The number of accidents still remains at a very low level for the number of employees and scope of work activities carried out by the Council. The number of RIDDOR reportable accidents remains similar to previous years.

Table 3 – Performance Indicators

Performance Indicator	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Total Number of Accidents (Employees)	73	69	50	58	73	65
Total Number of Actual Accidents (Public)	19	10	3	13	35	27
Notifiable Employee Accidents (RIDDOR)	9	12	8	11	12	11
Number of lost time accidents	16	14	15	27	20	21
Fatal Accidents	0	0	0	1	0	0
Number of investigations carried out	1	2	1	1	1	3
Audit investigations as per audit schedule	72%	80%	95%	55%	50%	46%
H&S Policies Reviewed	100%	100%	100%	100%	100%	100%
Dangerous occurrences	1	2	0	0	0	0

5. Conclusion

- 5.1 The safety management systems at Chelmsford City Council continue to be effective in ensuring the safety of employees and members of the public. Where weaknesses have been identified remedial action has been taken to ensure more robust measures are implemented. Overall the accident levels remain very low for an organisation delivering a wide range of services daily to 170,000+ residents and visitors to Chelmsford

List of appendices:

None

Background papers:

None

Corporate Implications

Legal/Constitutional: N

Financial: N

Potential impact on climate change and the environment: N

Contribution toward achieving a net zero carbon position by 2030: N

Personnel: N

Risk Management: N

Equality and Diversity: N

(For new or revised policies or procedures has an equalities impact assessment been carried out? If not, explain why)

Health and Safety: This report complies with the Council's commitment to make Members aware of health & safety matters.

Digital: N

Other: N

Consultees: Management Team

Relevant Policies and Strategies: N



Chelmsford City Council Overview and Scrutiny Committee

21st September 2020

Quarterly update on the work of the Policy Board

Report by:

Keith Nicholson, Director of Public Places

Officer Contact:

Daniel Bird, Democratic Services Officer

Daniel.bird@chelmsford.gov.uk

Purpose

To provide the Committee with the minutes of the recent Chelmsford Policy Board meetings.

Recommendations

That members note the report.

1. Background

- 1.1. The Overview and Scrutiny Committee receive updates from the Chelmsford Policy Board. This update includes the minutes from the meetings on 14th June and 23rd July.

2. Conclusion

2.1 Members are asked to note the attached minutes.

List of appendices:

Appendix 1 – Minutes of the CPB meeting on 14 June 2020

Appendix 2 – Minutes of the CPB meeting on 16th/23rd July 2020

Background papers:

None

Corporate Implications

Legal/Constitutional: N

Financial: N

Potential impact on climate change and the environment: N

Contribution toward achieving a net zero carbon position by 2030: N

Personnel: N

Risk Management: N

Equality and Diversity: N

Health and Safety: N

Digital: N

Other: N

Consultees:

Chair & Vice Chair of the Chelmsford Policy Board

Relevant Policies and Strategies:

Nil

MINUTES
of the
CHELMSFORD POLICY BOARD
held on 4 June 2020 at 7pm

Present:

Councillor G H J Pooley (Chair)

Councillors H Ayres, N Chambers, P Clark, I Fuller, M Goldman,
S Goldman, N Gulliver, G B R Knight, R Moore, R J Poulter, I Roberts, A Sosin,
N Walsh, M Watson, R T Whitehead and T N Willis

Also present:

Councillors N Dudley, J Lager, M J Mackrory and C Tron

1. Attendance and Apologies for Absence

The attendance of those present was confirmed. Apologies for absence had been received from Councillors W Daden and J Galley, who had appointed Councillors P Clark and M Watson respectively as their substitutes.

2. Minutes

The minutes of the meeting on 5 March 2020 were confirmed as a correct record.

3. Declarations of Interest

All Members were reminded to disclose any interests in items of business on the meeting's agenda and that they should do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it. Councillor G H J Pooley declared a non-pecuniary interest in Item 6 as the member of the public asking a question on that item was known to him.

4. Public Questions

A statement and questions on the Strategic Housing and Employment Land Availability Assessment had been received from a member of the public, details of which are given in minute number 6 below.

5. Appointment of Vice Chair

RESOLVED that Councillor I Fuller be appointed as Vice Chair of the Policy Board.

6. Strategic Housing and Employment Land Availability Assessment

The Chair having declared an interest, the Vice Chair took the chair for this item.

The Board considered the latest Strategic Housing and Employment Land Availability Assessment (SHELAA.), which replaced the Council's previously published Strategic Land Availability Assessments (SLAAs).

The submitted assessment was an important source of evidence to identify development sites that are available and achievable for housing and economic development uses. It will provide a 'long list' of consistently assessed sites to inform the review of the Local Plan and helps inform the sites contained on Part 1 of the Brownfield Register. This desktop-based study assesses sites against a range of suitability, availability and achievability criteria to determine their deliverability and developability, with concise summary outputs produced for each site.

The Board had a presentation on the SHELAA before receiving a question from a member of the public on the effect on the scoring of sites of their locality to development, discrepancies in such scoring, and whether the relative scoring of brownfield and greenfield sites was consistent with government policy on the development of such sites.

In response to those points, officers said that the SHELAA was a technical document which was kept under regular review and did not represent policy. Officers did not believe that there were any discrepancies in the scoring of sites to assess their suitability for development. The Council had recently adopted its Local Plan and new spatial strategy and some sites might now be contrary to policy, which had affected their scores. With regard to sites in the Brownfield register, the outputs of the SHELAA was just one of the criteria used in assessing whether to include a site in that register. On the technical points raised on the scoring of other sites, the officers would check the coding in parts of the SHELAA and inform the questioner in writing of their findings.

During the discussion of the report, a number of questions were raised:

- How likely it was that some sites in Great Baddow within the Green Belt and not in the Local Plan would be included in the Plan in future. Officers replied that the Local Plan currently makes provision to maintain a rolling supply of development sites to

exceed five years. The main purpose of the SHELAA was to provide an evidence base for the review of the Local Plan and it was at that stage that the scoring of sites not yet included in the Plan would be considered if further sites were required.

- Whether the grading of the categories in the Criteria Note (Appendix 1 to the report) needed to be refined and weighted according to importance, to give a more realistic score in determining which category a site should come within. The officers replied that the SHELAA was a starting point in the process for determining whether a site was acceptable for inclusion in the Local Plan and more detailed criteria were applied as part of the subsequent sustainability appraisal of a site. The current criteria were considered to be adequate.
- Whether sites with multiple dwellings needed to be included in the SHELAA before they could be considered in a future review of the Local Plan. In response, officers said that that was not necessarily the case and representations in support of the inclusion in a future review of the Plan of sites not listed in the SHELAA would mean that they would still be considered.

RESOLVED that

1. The changes to the Criteria Note in the updated Strategic Housing and Employment Land Availability Assessment set out in the Appendix 1 be noted.
2. The outputs of the updated Strategic Housing and Employment Land Availability Assessment 2020 set out in Appendices 1 – 6 be noted.

(7.08pm to 7.32pm)

7. Bradwell B Consultation – Proposed Response

The report to the meeting sets out the Council's suggested response to the stage 1 pre-application consultation on the Bradwell B nuclear power station proposal. The report summarised the matters on which views were being sought, the key proposals in so far as they impacted on Chelmsford City Council's administrative area and provided a summary of the proposed consultation response, which was set out in detail in Appendix 1 to the report.

The Board received a presentation on Bradwell Power Generating Company's (BRB's) proposals and the officers' suggested comments on them. The ensuing discussion among members centred on the following concerns:

- The effect on local road networks and the environment of the additional traffic from HGV movements and the transportation of workers for Bradwell to and from the temporary park and ride facilities, in particularly the effect on roads around South Woodham Ferrers, through parts of Chelmsford and at already busy or inadequate key junctions. This traffic would be in addition to that generated by other proposed developments in Chelmsford and elsewhere in Essex, including other major infrastructure schemes such as the Lower Thames Crossing. The preference would be for most materials associated with the construction to be moved by rail or sea.

- The effect on local employers of the demand for additional workers to support the construction of Bradwell B and the impact they could have on the availability and cost of housing in the Chelmsford area.
- The apparent lack of regard the developers had had to the Chelmsford Local Plan and those of other Essex districts.

In response to the points made, officers said that:

- The suggested response to the consultation stressed the traffic impact of the development, referred to the lack of an adequate assessment of its implications for strategic routes, and requested that the evidence base and modelling be made available to enable the Council to assess in detail its implications of the transport proposals and to consider whether better options or ways to mitigate the effect of the development on local communities could be suggested.
- BRB was being encouraged to look at the modal strategy to maximise the movement of freight by rail and sea rather than road. However, the consultation stated that an extension of the Southminster line to Bradwell may be unviable and the number of barges for the bulk transport of material might be limited to two to four per day to avoid damaging wildlife habitats.
- BRB was being encouraged to work closely with the developer of the strategic housing site in the Local Plan to the north of South Woodham Ferrers, particularly in regard to the impact of both developments on traffic in the area.
- The consultation draft did not refer to the impact of the development on local employers and did not indicate where the workers associated with it would come from.
- The response requested that the developers should take full account of Local Plans, including that recently adopted for Chelmsford, and referred to concerns about the impact of some on the proposals on Green Belt land.
- The Council had asked that it be involved in the Habitat Regulations Assessment the developer was required to produce.

The Board welcomed the proposed response and thanked officers for their work in producing it. It suggested that it could be strengthened by including in the introduction stronger wording about its concerns that BRB had not taken into account the Chelmsford or other Local Plans or considered in detail the impact of the development on Chelmsford. It also agreed that it should be made clear that the Council had concerns about the possibility that HGVs would be travelling through the city centre if the Brook Street goods yard was used for the delivery and storage of material moved by rail.

RESOLVED that the Director of Sustainable Communities, after consultation with the Chair and Vice Chair of the Board and one member from each of the opposition Groups, be authorised to finalise the consultation response set out in Appendix 1 of the report to the meeting to take account of the Board's comments and to submit it to the Bradwell Power Generation Company Limited before the end of the consultation period on 1 July 2020.

(7.36pm to 8.40pm)

8. Annual Reports of Working Groups

The Board received a report which summarised the activities of its Working Groups over the past year and their intended work in 2020/21. The Chairs and members of the Working Groups also provided an update on their work.

Members were informed that it was intended to amalgamate the Community Engagement Task Force with the Connectivity and Local Democracy Working Group so that the volunteering workstream could come under the umbrella of one body.

It was pointed out that the reference in paragraph (c) of the introduction to the report should be to the Climate and Ecological Emergency, not just the Climate Emergency.

In response to a question about the use of the rivers and creeks around South Woodham Ferrers, the Board was told that this had been identified as a future workstream of the Working Group.

RESOLVED that the Annual Report on the activities of the Board's Working Groups be noted.

(8.40pm to 9.01pm)

9. Housing Working Group – Proposed Terms of Reference

The Board was requested to consider proposed terms of reference for the new Housing Working Group, which would replace the former Working Groups on Homelessness and Rough Sleeping and Affordable Housing. Its membership would be determined in due course.

RESOLVED that

1. The establishment of a Housing Working Group and the disbanding of the Homelessness and Rough Sleeper Strategy Working Group and the Affordable and Social Housing Working Group be approved.
2. The Terms of Reference for the new Working Group set out in Appendix 1 to the report to the meeting be agreed.

(9.01pm to 9.04pm)

10. Work Programme of the Policy Board

An updated work programme for the Board over the coming months was submitted for information.

The Board was informed that the master plan for the West Chelmsford/Warren Farm site had been changed, with further details added since the initial consultation, and that a further public consultation on it would begin on 5 June 2020. Minor changes had been made to the master plan for North of Broomfield following stakeholder and public consultation and that would be brought to the next meeting of the Board. Stakeholder consultation on the master plan for the site in South Woodham Ferrers had taken place earlier in the year and the Council with working with the developer on the public consultation expected to begin in late June 2020. Stakeholder consultation has started for the Manor Farm site in Great Baddow with public consultation to follow.

RESOLVED that the work programme of the Board be noted.

(9.04pm to 9.16pm)

11. Urgent Business

There was no urgent business for the meeting.

The meeting closed at 9.17pm

Chair

MINUTES
of the
CHELMSFORD POLICY BOARD
held on 16 and 23 July 2020 at 7pm

Present:

Councillor G H J Pooley (Chair)

Councillors H Ayres, N Chambers, W Daden, I Fuller, M Goldman,
S Goldman, N Gulliver, G B R Knight, R Moore, R J Poulter, I Roberts, A Sosin, M Steel,
N Walsh, R T Whitehead and T N Willis

Also present:

Councillors M J Mackrory, S R Robinson, T E Roper and M D Watson

1. Attendance and Apologies for Absence

The attendance of those present was confirmed. Apologies for absence had been received from Councillor J Galley, who had appointed Councillor M Steel respectively as his substitute.

2. Minutes

The minutes of the meeting on 4 June 2020 were confirmed as a correct record.

3. Declarations of Interest

All Members were reminded to disclose any interests in items of business on the meeting's agenda and that they should do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it.

4. Public Questions

Statements on the Masterplans for West Chelmsford and North of Broomfield and on the Essex Coast Recreational disturbance Avoidance Mitigation Strategy had been received from member of the public, details of which are given in minute numbers 5, 6 and 7 below.

5. Chelmsford Strategic Site Allocation 2 – Masterplan for West Chelmsford (Warren Farm)

The Board considered a masterplan prepared by Crest Nicholson for Strategic Growth Site Policy 2 – West Chelmsford. If approved by the Policy Board, the masterplan would be submitted to the Cabinet on 8 September 2020. A Green Sheet of additions and alterations had been distributed before the meeting setting out the Council's response to comments from consultees.

In allocating sites for strategic growth, policy required that Strategic Growth Sites be delivered in accordance with masterplans to be approved by the Council. This ensured the creation of attractive places to live and the successful integration of new communities with existing.

Masterplans were required to demonstrate how the site would satisfy the requirements of the respective site policies. They were a tool to help achieve a vision and key development objectives, considered sites at a broad level and set a framework for the future planning applications. The core content of masterplans were required to cover:

- A vision for the new place
- Site and context analysis e.g. surrounding landscape, heritage, contamination, flood risk, important views, etc
- Movement structure e.g. walking, cycling, public transport, vehicle circulation
- Infrastructure strategy
- Sustainable Urban Drainage (SUDS) strategy
- A framework for landscape, spaces and public realm
- Land use and developable areas
- Building heights
- Layout Principles
- Delivery and phasing

Following the update to the Masterplan Procedure Note in October 2019, the Council also required consideration of (i) supporting Livewell initiatives across the development and (ii) incorporating sustainable construction methods, energy efficiency and other sustainable development initiatives set out in the Council's Making Places Supplementary Planning Document.

The Board heard from representatives of the Chignal Estate Residents' Association and Writtle Parish Council, the organiser of a petition about aspects of the masterplan, and ward councillors for St Andrews and Writtle wards. Their concerns about the masterplan centred on the following issues:

- The proposed bus link from the development site to the urban area via Avon Road. In particular, there were concerns about the width of footways and the safety of pedestrians using them and possible conflict between them and cyclists; the negative effect of the link on the living conditions of nearby residents, in terms of

pollution, noise and light levels; and the detrimental loss of established green space and wildlife habitat and the visual impact of the provision of a heavily engineered bridge as part of the bus link.

- The depth of the green buffer between the development and Roxwell Road, which was in places 30 metres but, in the view of those who had signed a petition, needed to be much wider to reduce the visual impact of the development.
- The need for improvements to Lordship Road at an early stage of the development to accommodate the additional traffic expected and to improve safety; the need for a bus service to serve the new development; and for an entry and exit to the site for buses via both Roxwell Road and Avon Road.
- The need for safe and sustainable access to Hylands school from the development site.
- The location of the access to the site allocated for travelling showpersons.
- The lack of plans to upgrade the play area in Avon Road.
- The failure of the developer to include plans to provide the energy requirements of residential properties from clean and sustainable sources.

In response to those issues, officers informed the Board that:

- Many of the points made by the Residents' Association concerning pollution, light levels and noise were relevant planning concerns that were best addressed at the planning application stage.
- The bus link was considered to be a vital element in making the development sustainable, would provide residents with a choice of modes of travel and there would be incentives provided to encourage them to use it.
- On the question of road safety, the proposed bus link would be used only by buses, pedestrians and cyclists, complied with minimum standards and could accommodate safely the expected level of pedestrian traffic. The swept paths for turning buses were satisfactory but if the proposed arrangements for this changed at the details stage they would need to continue to comply with the standards. Traffic orders could be used to control parking at the junctions of the bus route. Generally, any outstanding issues arising from the road safety audit could be resolved at the planning application stage.
- Owing to its engineering requirements the bridge would have a visual impact but this could be mitigated to some extent by its design.
- As regards children walking between the school and the Park, the footway would be 1.2 metres at its narrowest point, increasing to 2 metres elsewhere, and would not be used by cyclists.
- Regarding the buffer along Roxwell Road, Writtle Parish Council had expressed no concerns about its depth and officers believed it to be sufficient, subject to the detailed design being satisfactory. Part of the reason for a 30 metre buffer was the effect a built frontage would have on helping to reduce traffic speeds on Roxwell Road. Increasing the depth of the buffer may necessitate increasing the housing density elsewhere on the site. As it was, the density had changed since the first masterplan for the site but remained broadly acceptable, subject to the suggestions outlined in the officer report.

- Works to improve Lordship Road could be carried out as part of a Section 106 agreement.
- Negotiations would take place with the developer to provide the bus link at an early stage of the development.
- Loss of parking in Avon Road could be compensated for by providing additional spaces elsewhere.
- The site for travelling showpersons could not be close to the residential area and providing access to it via the roundabout from Roxwell Road would not be possible in view of the size of the vehicles used by them. A separate access was therefore the preferred solution.

The Board was reminded that the submission of masterplans was just one stage in the development of a site, which included the wider principles regarding its allocation set out in the Local Plan and the details of its design and the mitigation of its impact as part of the submission of planning applications and Environmental Impact Assessments.

The discussion of the masterplan by the Board revealed that members had concerns about a number of its aspects. Prominent among these was the bus link in terms of its route, design and effect on the natural environment. Whilst it was desirable to provide a bus service to connect the development to the urban area, the loss of biodiversity and habitat was not acceptable, its safety for pedestrians and cyclists was questionable and the impact it would have on residents along the route was a cause for concern. On these points, the Board was informed that there would be six or eight buses an hour along the proposed route and that whilst a route could be provided via Roxwell Road, bus companies were not happy to access the site from Lordship Road and it would not be able to meet the requirement that no residents be no more than 400 metres from a bus route. Members felt, however, that the safety, viability and benefits of the bus route, and all the sustainable transport elements of the masterplan, needed to be looked at further.

Another major issue raised by members was the failure or reluctance of the developer to recognise the trend towards providing proven sustainable sources of energy as part of new developments and to anticipate likely future government policy on this. It asked that officers continue to urge developers strongly to take this into account in the development and design of this and other strategic sites. Officers said that they would do so via the developers forum and encourage them to take follow the Making Places Supplementary Planning Document.

The comment was made that the depth of the green buffer along Roxwell Road could be the subject of further negotiation with the developer, taking into account the relationship between the presence of built up frontages and the speed limit on that road.

RESOLVED that

1. The Cabinet be recommended to approve the masterplan for Strategic Site Allocation 2, West Chelmsford (Warren Farm).

2. Before consideration by Cabinet, the masterplan is subject to independent quality and design review undertaken by the Essex Quality Review Panel.
3. The Policy Board authorises the Director of Sustainable Communities in consultation with the Chair, Vice Chair and Cabinet Member for Sustainable Development, to negotiate the further considerations outlined in this report and other subsequent changes to the masterplan ahead of the consideration by Cabinet, and that the Opposition Spokespersons be informed of any changes.
4. The Policy Board acknowledges the significant doubts about the safety, viability and benefits of the bus link proposed in the masterplan. It therefore refers to officers all the sustainable transport elements of this development to officers and agrees, if necessary, to convene a special meeting of the Policy Board to review the masterplan before it is considered by the Cabinet.

(7.10pm to 9.35pm at the meeting on 16 July 2020)

At this point the Board varied the order of business on the agenda to consider the items on the Statement of Community Involvement and Neighbourhood Plans Update before adjourning the meeting.

6. Review of the Council's Statement of Community Involvement (SCI)

The Board were informed that the Council, as a Local Planning Authority, was required by Section 18 of the Planning and Compulsory Purchase Act 2004 to publish and keep up-to-date a Statement of Community Involvement (SCI). The Statement submitted to the meeting had been reviewed and updated and set out the Council's strategy for effectively involving the community, interested organisations and statutory stakeholders in planning and development matters which affected them. It covered both planning policy and development management functions and complemented Council-wide engagement commitments set out in the Consultation and Engagement Strategy and Our Chelmsford, Our Plan. The Board was requested to approve it for public consultation.

The following changes to the document were suggested:

1. On page 4 of the consultation document, the second bullet point under Committees to read: "The vast majority of planning applications are determined by officers under delegated powers. Determination is made by the Planning Committee of (a) changes to buildings which are owned by the Council; (b) applications for planning consent made by our own councillors or our own employees; (c) applications where ward councillors have requested determination by the Planning Committee for an application in his or her own ward, but the request must be for sound planning reasons; and (d) where the Director of Sustainable Communities feels it is appropriate for the Planning Committee to determine an application – this will only usually be for major planning applications".

2. On page 22, amend the third bullet point under We Will to read: "Publish your comments on our website".
3. On pages 22/23, add at the end of You Should: "covenants, title deeds and Documents".
4. On page 23, How we Make Decisions, make any necessary amendments to conform with point 1 above.

The Board was told that the suggested amendments would be considered, but avoiding unnecessary duplication of the Council's Constitution, with the consultation document would be amended accordingly.

RESOLVED that

1. That the draft Statement of Community Involvement submitted with the report to the meeting be approved for public consultation, subject to the inclusion of the suggested amendments mentioned above where officers consider it is appropriate to do so.
2. Any subsequent changes to the draft SCI and finalising of all consultation material is delegated to the Director of Sustainable Communities, in consultation with the Cabinet Member for Sustainable Development.

(9.39pm to 9.51pm at the meeting on 16 July 2020)

7. Neighbourhood Plans Update

An update was submitted on current progress on Neighbourhood Plans in the City Council's administrative area. A Neighbourhood Plan was a statutory planning document which established general policies for development and use of land in a neighbourhood, including the location of new homes and offices, and what they should look like. They were used positively to plan for future development and support growth, reflect and build on the strategic needs set out in the Local Plan, and be in conformity with the National Planning Policy Framework.

RESOLVED that the position on the eight Neighbourhood Plans in Chelmsford be noted.

(9.51pm to 10.02pm at the meeting on 16 July 2020)

The meeting was adjourned at 10.02pm on 16 July and reconvened at 7.00pm on 23 July 2020. With the exception of Councillors M Goldman, R Hyland and N Gulliver, who submitted apologies, the members present at the first meeting were in attendance for the reconvened meeting. Councillor M Steel acted as the substitute for Councillor N Gulliver on this occasion.

8. Chelmsford Strategic Site Allocation 8 – Masterplan for Land North of Broomfield

The Board was requested to consider a masterplan prepared by Bloor Homes to guide the development of Strategic Growth site 8, Land North of Broomfield. Although not a member of the Policy Board, Councillor M Mackrory was present as the Cabinet Member for Sustainable Development and declared an interest in this item as a company member of Farleigh Hospice, which was located near the development site.

Members received a presentation from officers on the Masterplan which envisaged a 450 home, landscape-led development with a neighbourhood centre, early year and children's facilities, green and open spaces and an emphasis on sustainable movement to, from and around the development site. The key issues associated with the development were its sustainable design and construction, the provision of new community facilities and the construction of a spine road through the development that would provide access to Broomfield Hospital for staff, delivery and emergency vehicles and buses, thereby relieving pressure on the local road network.

The Board heard statements from a member of the public, representatives of Broomfield and Little Waltham Parish Councils and ward councillors for the area. Whilst accepting the principle of development, all emphasised the need to ensure that its impact on the area was mitigated. In particular,

- the effect the closure of Woodhouse Lane would have on residents was a concern, leading to longer journey times for them and fears that the creation of dead ends would attract criminal behaviour. If the stopping up of Woodhouse Lane could be avoided, measures would need to be taken to prevent rat-running;
- the fact that visitors to the Hospital would not be allowed to use the new access road raised doubts about the potential for improving the traffic situation on Blasford Hill/Main Road, Hospital Approach and other roads. The construction of the access road during the early phase of development would be crucial; and
- the adequacy of the proposed screening to reduce the visual impact of the development, especially on its western side, on existing settlements and the landscape was questioned.

Members were told that at a recent meeting with representatives of the Hospital Trust, ward councillors had been told that 70% of the traffic to and from the Hospital was staff-related and that it had plans for additional staff parking with access via the spine road through the development site. Ward councillors asked whether a detailed traffic analysis of current movements had been carried out.

Responding to those and other points, officers told the Board that:

- the proposal to prevent rat-running through Woodhouse Lane was a key component of the arrangements to improve traffic flow in the area, encourage the use of the new access road, place an emphasis on walking and cycling instead of on car use, and would benefit the residents of that road and North Court Road. It was not believed that CCTV would be necessary to monitor activity at the turning heads;
- the layout of the road network within the Hospital site and the location of the visitor car parks were such that, under the present arrangements, allowing the use of the new access road by visitors would lead to traffic backing up in Hospital Approach and have a detrimental effect on traffic flows on other roads;
- based on the work done on traffic movements in the area as part of the Local Plan and by Essex Highways and Bloor Homes, the 70% figure provided by the Hospital was thought to be accurate, with 60% of those vehicle movements coming from the north. A detailed traffic assessment would be required as part of future planning applications in respect of the development site. The developer was committed to providing the access road as early as possible, subject to technical considerations, and the timetable for its provision would be covered by a Section 106 agreement;
- it was expected that the Masterplan for Broomfield Hospital would be produced in due course. If it included revised arrangements that would enable the use of the access road by visitors without any detrimental effect on the surrounding road network, it would be possible to review the use of the access road;
- the Masterplan indicated a landscape belt around the west and north of the site of approximately 40 meters' depth. Details were yet to be agreed but it was anticipated that it would comprise hedges and trees with woodland characteristics. Settlement patterns had been taken into account in the design of the Masterplan and measures were proposed to separate the new site from existing settlements;
- a cross-valley cycle route was envisaged as part of development of the North East Chelmsford allocation sites, for which there was no timetable as yet. It was planned as part of this Masterplan that its cycling network would be able to connect to the cross-valley route.

In response to questions from and points made by members of the Board during their discussion of the Masterplan, officers said that:

- Bloor Homes were committed to signing up to the Livewell Accreditation scheme;
- it typically took about five years for landscape planting to mature sufficiently to provide adequate screening. More description of landscaping would be provided at the outline planning application stage;
- if the eventual Hospital Masterplan was able to overcome concerns about rat-running, the configuration of parking on the site and traffic flows on the wider road network, it may be possible to revisit the use of the access road by visitors to the Hospital;
- A physical control system was required to prevent rat-running. The use of number plate recognition (ANPR) to control access to the Hospital site via the new access road was not at this time considered sufficient, but officers would consider ANPR as part of the future works within the Hospital site;
- it was likely that encouraging cycling and pedestrian access to the Hospital would reduce traffic using the new access road;

- access to the Hospital for the Park and Ride service was likely to be via the Main Road/Hospital Approach roundabout. The new access road provided an opportunity for the shuttle service to enter the Hospital via that route. The Hospital was committed to carrying out works to the roundabout as part of a Section 106 agreement and it was anticipated that they would come forward soon;
- a traffic assessment would be carried out to determine the number of traffic movements to and from the Hospital and who they would be by. The Hospital had made an assessment of the effect of the development and the new access road on movements within its site but had not extended that to the wider road network;
- the cycle and walking paths, whether shared or segregated, would meet the required standards to ensure pedestrian safety.

In approving the Masterplan, the Board expressed the hope that the developer would optimise the use of alternative sources of energy to gas and follow the Making Places Supplementary Planning Document as closely as possible.

RESOLVED that

1. The Cabinet be recommended to approve the masterplan for Strategic Site Allocation 8, Land North of Broomfield.
2. Before consideration by Cabinet, the masterplan is subject to independent quality and design review undertaken by the Essex Quality Review Panel.
3. The Policy Board authorises the Director of Sustainable Communities in consultation with the Chair, Vice Chair and Cabinet Member for Sustainable Development, to negotiate the further considerations outlined in this report and other subsequent changes to the masterplan ahead of the consideration by Cabinet, and that the Opposition Spokespersons be informed of any changes.

(7.10pm to 8.53pm at the meeting on 23 July 2020)

9. Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS).

Chelmsford City Council was one of twelve partner local authorities working with Natural England to implement the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS). The Strategy set out a long-term strategic approach to avoid and mitigate recreational disturbance on European designated sites along the Essex Coast, from an increasing residential population arising from new housebuilding throughout the County. The RAMS was adopted by the City Council in March 2019.

The aim of RAMS was to prevent bird and habitat disturbance from recreational activities through a series of management measures which encourage all coastal visitors to enjoy their visits in a responsible manner. It enabled a housebuilder to make a monetary 'developer contribution' towards the delivery of strategic mitigation measures to help

address recreational pressures that would otherwise occur, instead of needing to provide bespoke mitigation themselves.

The RAMS Supplementary Planning Document (SPD) provided a county-wide mechanism for securing developer contributions to fund measures identified in the Strategy. It distilled the Strategy document into a practical document for use by local planning authorities, developers and the public and was returning to the Board following public consultation.

A statement was made by a member of the public who questioned whether the Strategy gave sufficient attention to the principle of avoiding harm to habitats in the first place. He believed that the proposed approach favoured the speeding up of the planning application process at the expense of providing adequate protection to the environment. He also referred to the government's intention to consult on changing its approach to environmental assessment and mitigation in the planning system and asked whether it would be prudent to defer making judgement on the Strategy until any new arrangements that resulted from that were in place.

In response to those points, officers said that Natural England had signed off the Essex Coast RAMS, which was one of several such strategies elsewhere in the country. It had also been accepted by a recent Planning Inspector during an Examination of the North Essex Part 1 Local Plan and there was no evidence that RAMS did not work. One of the principal aims of such strategies was to avoid the impact of development on sensitive wildfowl habitats and whilst it could speed up the planning application process, this was alongside ensuring that effective mitigation measures were taken. The government had announced the publication of a new White Paper on changes to the planning system but it was not known what the timetable would be for making any change, and in the meantime the RAMS complied with existing policy. Should that policy change, the RAMS monitoring process would enable it to be adapted.

When discussing the Strategy and SPD, members of the Board referred to the impact the Strategy would have on development in South Woodham Ferrers, which was within a zone where greater measures would be required from developers. Asked whether developers in that area should still have the option to make their own mitigation arrangements, officers said that although the RAMS was voluntary most developers were unlikely to do so as making the required contributions was likely to be a more cost effective and quicker process. The level of contributions was based on the forecast of the number of dwellings expected to be provided in Essex and the cost of the mitigation measures needed to offset that growth and was set at a level that would be viable and affordable to developers. South Woodham Ferrers was closer to the coast and therefore measures beyond the standard financial contributions could need to be taken by developers to mitigate the recreational harm that new housing could cause to the coastal habitats of birds, in line with the Local Plan site allocation policy.

In response to a question as to why the Strategy only dealt with the protection of bird habitats, officers said that the European sites had predominantly been designated to protect the waders and wildfowl wintering in Essex coastal areas. The mitigation measures set out in the strategy and SPD would benefit other wildlife and habitats.

RESOLVED that

1. The Cabinet be recommended to adopt the Essex Coastal Recreational disturbance Avoidance and Mitigation Strategy Supplementary Planning Document presented in Appendix 2 to the report to the meeting.
2. The Cabinet be recommended to adopt the Essex Coastal Recreational disturbance Avoidance and Mitigation Strategy Supplementary Planning Document Adoption Statement presented in Appendix 3, and that it be published in accordance with Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
3. The Cabinet be recommended to adopt the 'You Said We Did' Feedback Report, presented in Appendix 1 and that it be published.
4. The Cabinet be recommended to adopt SEA/HRA Screening Report, presented in Appendix 4, that it be published.
5. The Cabinet be recommended to authorise Director of Sustainable Communities in consultation with the Cabinet Member for Sustainable Development to make minor changes to the Supplementary Planning Document, Adoption Statement, You Said We Did Feedback Report and SEA/HRA Screening Report in Appendices 1 – 4 should it be necessary before adoption/publication, and to undertake all the necessary legal and procedural adoption processes.
6. The role of Chelmsford City Council as the Essex Coastal Recreational disturbance Avoidance and Mitigation Strategy project 'Accountable Body' for a period of three years, subject to the signing of a 'Partnership Agreement', be noted.

(8.53pm to 9.26pm of the meeting on 23 July 2020)

10. Work Programme of the Policy Board

An updated work programme for the Board over the coming months was submitted for information. The Board was informed that an item on the St Peters site Masterplan would be added to the programme at some stage. The work programme would be kept under review and an updated draft programme will be circulated to members of the Board well ahead of the next scheduled meeting on 1 October 2020.

RESOLVED that the work programme of the Board be noted.

(9.26pm to 9.37pm of the meeting on 23 July 2020)

11. Urgent Business

There was no urgent business for the meeting.

The meeting closed at 9.37pm

Chair

Chelmsford City Council Overview and Scrutiny Committee

21 September 2020

Work Programme

Report by:

Director of Connected Chelmsford

Officer Contact:

Daniel Bird, Daniel.bird@chelmsford.gov.uk (01245) 606523

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 8 June 2020.

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.

1. Background or Introduction

- 1.1. The Committee's work programme has been updated following the meeting held on 8 June 2020 and is attached at Appendix 1.
- 1.2. Due to current circumstances, some reports initially scheduled for the September meetings have been delayed as agreed with the Chair and Vice Chair and future dates will be confirmed. These are the reports on the **Climate Change Declaration**

Review, Leisure Management Performance Review and the Annual Review of 'Our Chelmsford, Our Plan.

- 1.3. Any changes to the programme since the last meeting are indicated by an asterisk and bold text in Appendix 1.
- 1.4. 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:

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

Consultees:

Chair and Vice Chair of the Overview and Scrutiny Committee

Relevant Policies and Strategies:

Not applicable

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>
21 September 2020	
Performance Review Items	
Quarterly review of the work of the Policy Board	Director of Public Places
Annual Report on Corporate Health & Safety	Paul Brookes Public Health & Protection Services Manager
Recycling and Waste	Director of Public Places
23 November 2020	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Fairer Chelmsford
Quarterly review of the work of the Policy Board	Director of Public Places
Mid-year budget review	Director of Finance
Cabinet Member for Greener Chelmsford's Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
1 February 2021	
Performance Review Items	
Cabinet Portfolio Updates	Cabinet Members for Connected and Safer Chelmsford
Annual Presentation by Essex Police	Essex Police
Annual Presentation by Safer Chelmsford Partnership	Spencer Clarke Public Protection Manager

26 April 2021	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Greener Chelmsford
Quarterly review of the work of the Policy Board	Director of Public Places
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
Future Work to be scheduled	
<p>*Climate Change Declaration Review – <i>Delayed from September meeting, date TBC</i></p> <p>*Leisure Management Performance (Riverside Examination) - <i>Delayed from September meeting, date TBC</i></p> <p>*Annual review of ‘Our Chelmsford, Our Plan’ - <i>Delayed from September meeting, date TBC</i></p> <p>Performance Monitoring Topic suggestions:</p> <ul style="list-style-type: none"> - <i>Digital Developments</i> - <i>Business Transformation</i> - <i>Museum</i> - <i>Parks and Open Spaces Strategy</i> <p>Task and Finish Groups:</p> <ul style="list-style-type: none"> - Final report from Community Safety Communication - Reports from Riverside Project T&F 	