

Overview and Scrutiny Committee Agenda



14th September 2026 at 7pm

**Council Chamber, Civic Centre, Duke Street,
Chelmsford, CM1 1JE**

Membership

Councillor J. Jeapes (Chair)
Councillor L. Mascot (Vice Chair)

and Councillors

D. Clark, P. Davey, S. Davis, D. Eley, A. Sosin, J. Sosin, M. Steel,
S. Sullivan, A. Thompson, R. Whitehead and P. Wilson

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance to committees@chelmsford.gov.uk. Further details are on the agenda page. If you would like to find out more, please email committees@chelmsford.gov.uk or phone the Democracy Team on Chelmsford (01245) 606480.

Overview and Scrutiny Committee

14 September 2026

AGENDA

1. Apologies for Absence and Substitutions

2. Chairs Announcements

3. Minutes

To consider the minutes of the meeting held on 29 June 2026.

4. Decision and Action Sheet

To consider the decisions and actions from the previous minutes of the 29 June 2026 meeting.

5. Declaration of Interests

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

6. Public Question Time

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

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

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

7. Decisions Called-In

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

8. Cabinet Portfolio Update from the Cabinet member for Finance

9. Fly-Tipping and Waste Enforcement – Inform and Debate

10. Updates from representatives on Outside Bodies (2025/26)

11. Chair and Vice-Chair Committee Update

12. Work Programme

13. 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 29 June 2026 at 7pm

Present:

Councillor J. Jeapes (Chair)
Councillor L. Mascot (Vice-Chair)

Councillors,
Councillors, D. Clark, P. Davey, S. Davis, D. Eley, A. Sosin, J. Sosin, M. Steel, S. Sullivan. A.
Thompson, R. Whitehead and P. Wilson

Also in attendance:
Councillor J. Hawkins, Cabinet Member for a Connected Chelmsford

1. Apologies for Absence and Substitutions

Apologies were received from Councillor P. Davey

2. Chairs Announcements

The Chair welcomed all attendees to the meeting and extended a particular welcome to the new Committee Members and the newly appointed Vice-Chair. Appreciation was expressed to the former Vice-Chair, Councillor Thompson.

3. Minutes of the last meeting

The minutes of the meetings held on 12th March 2026 were agreed as a correct record.

4. Decisions and Action Sheet

It was shared that an action had been raised previously, requesting the addition of fly-tipping to the Committee's work programme. Members were informed that the work programme was currently being reviewed and that the matter would be addressed under item 12 of the agenda.

5. 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.

6. Public Question Time

There were no public questions.

7. Decisions Called-In

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

8. Cabinet Portfolio Update from the Cabinet member for a Connected Chelmsford

The Committee received a presentation from Cabinet member for a Connected Chelmsford. It was shared that services within her portfolio comprised of Human Resources, Customer Services, Digital Services, Legal and Democratic Services, Revenues and Benefits and Building Services. Key priorities across the portfolio included Local Government Reorganisation (LGR), workforce development, digital transformation, customer access to services, and maintaining strong governance and resilience.

Members were advised that recruitment and retention remained strong, with staff turnover just above 10% and a significant increase in applications for vacancies. Investment had continued in staff development in preparation for future organisational changes. The Committee also heard updates on the work of Revenues and Benefits, Legal and Democratic Services, Building Services and Digital Services, including major investment projects, election support, cybersecurity improvements and preparations for the implementation of new technologies and customer service systems.

Questions were raised in relation to the impact of LGR on staff workloads, staff retention rates compared with other authorities, ongoing issues with planning systems and the resilience of the Council's IT and telephone infrastructure following a period of down-time with telephony services. It was explained that the impact of LGR varied across services but was expected to increase over time and that staff turnover remained favourable when compared with neighbouring authorities. Members were advised that planning system improvements continued to be explored, while work was also underway to improve business continuity arrangements and replace aging telephony systems.

It was **RESOLVED** that the report be noted.

(7.04pm to 7.27pm)

9. Customer Service Centre – Inform and Debate

The Committee received a presentation from the Marketing and Customer Services Manager and the Customer Service Centre Manager on the work of the Customer Service Centre (CSC).

Members were informed that the CSC provides a single point of contact for residents across a range of council services, including council tax, benefits, housing, planning, building control, public health, parks and electoral services. The service was established in 2010 to improve customer access and reduce the need for residents to contact multiple departments separately.

The Committee heard that customer contact had changed significantly over recent years, with residents increasingly using online services. During 2025/26, online enquiries increased by almost 47% to more than 21k contacts, while telephone calls reduced to

approximately 69k and face-to-face visits fell to around 6.5k. Officers advised that, although overall contact volumes had reduced, enquiries were becoming more complex and often involved vulnerable residents requiring additional support.

Members were informed that the CSC was staffed by almost 16 full-time equivalent officers who supported multiple council services using 14 different systems. The Committee noted that staff training was delivered in-house and could take up to a year to complete. Officers highlighted the strong team culture, good staff retention and the role the CSC played in signposting residents to wider support services where appropriate.

The Committee heard that operating costs had reduced over time through service redesign and efficiency improvements. Performance remained strong, with a target of responding to online enquiries within one working day and a focus on resolving customer issues at the first point of contact wherever possible.

Officers outlined a number of future challenges and opportunities, including Local Government Reorganisation, recruitment and retention, increasing customer expectations, replacement of ageing contact-centre technology and the introduction of a new customer contact platform. The proposed system would bring together multiple communication channels, improve self-service options and provide a more joined-up customer experience.

Questions were raised in relation to support for vulnerable residents, complaints and feedback processes, housing enquiries, out-of-hours services, customer safety and the future use of digital technology and automation. Officers explained that technology would be used primarily to support simple transactions, allowing staff to focus on customers with more complex needs. Comments and Complaints could be raised on the feedback hub on the Councils website: <https://www.chelmsford.gov.uk/your-council/have-your-say/feedback-about-our-services/>.

It was **RESOLVED** that presentation be noted.

(7.27pm to 8.17pm)

10. Annual Report of the Committee (2025/26)

The Committee received the annual report on the Overview & Scrutiny Function 2025/26. Members were reminded that as per Code 6 of the Local Corporate Governance the Overview and Scrutiny Committee had to produce an annual report. The report covered the following matters: statutory provisions, terms of reference, membership of the committee, publication of information, work undertaken in 2025/26, future work for 2026/27, "call-in" of Cabinet decisions, and training and development.

It was **RESOLVED** that the annual report be recommended to Full Council for approval and its subsequent publication.

(8.17pm to 8.20pm)

11. Report on Decisions Taken Under Delegation to the Chief Executive

The Committee received a report summarising the decisions taken under delegation to the Chief Executive. One decision had been taking during the period February 2025 to 31 May 2026.

The committee was informed that during this period there had been five decisions taken under delegation to the Chief Executive during this period.

It was **RESOLVED** that the report be noted.

(8.21pm to 8.24pm)

12. Work Programme

The Committee considered the updated work programme and noted future items.

Members were advised that changes to Cabinet portfolios meant that a review of the work programme was required and that updated proposals would be agreed with the Chair and Vice-Chair before being brought back to a future meeting.

The previously requested item on fly-tipping remained under consideration as part of the programme review.

The Chair reminded members that suggestions for future scrutiny topics could be submitted to officers outside of meetings.

RESOLVED that the work programme be noted and updated accordingly.

(8.24pm to 8.28pm)

13. Urgent Business

There were no matters of urgent business.

The meeting closed at 8.29pm

Chair



Chelmsford City Council Overview and Scrutiny Committee

14th September 2026

Fly-Tipping and Waste Enforcement – Inform and Debate

Report by:

Director of Sustainable Communities

Officer Contact:

Lewis Mould - Public Health and Protection Services Manager

01245 606439, lewis.mould@chelmsford.gov.uk

Purpose

This report outlines the Council's approach to dealing with fly-tipping and waste enforcement. Following a request by Overview and Scrutiny Committee that this matter be brought to members for debate.

Recommendations

That the content of the report is noted.

1. Background

- 1.1. Fly tipping is a significant national problem in the UK, with local authorities dealing with over 1.26 million incidents per year, the most common type of waste involved in these incidents is household waste, accounting for 62% of all fly tipped waste.
- 1.2. Fly tips are larger deposits of waste and are often classified as such if they are larger in size than one black bag of waste. Littering is generally classed as smaller deposits of waste, for example cigarette or fast-food litter.
- 1.3. Chelmsford City Council officers have powers to deal with littering and fly tipping under the Environmental Protection Act 1990. Community Protection Officers within Public Health and Protection Services investigate and take action on such reports to the Council.
- 1.4. Street Care staff within Operational Services remove fly tips for the Council where they are located on City Council land or on the adopted highway. The Council has no remit to remove waste off privately owned land.
- 1.5. Fly tips and litter are reported online via the 'Report it' function on our website. These reports generate a case in the back-office system, and these are then reviewed by staff in both Street Care and Public Health and Protection Services. Where no evidence of who has carried out the fly tipping is highlighted in the report and where none is present at the waste deposit the fly tip would be removed by Street Care (providing it is on City Council land or adopted highway). Where reports have highlighted a potential culprit, or is on private/other land, Community Protection Officers would pick up the case and investigate. There is also liaison between both teams on these cases in the event information on evidence is identified, or if a fly tip can subsequently be removed following investigations.
- 1.6. Associated with fly tipping is the householder duty of care. The householder duty of care requires occupiers of domestic properties to take reasonable measures to ensure that any transfer of household waste produced on their property is only to an authorised person. Failure to comply with this duty increases the risk of the household waste being fly tipped.
- 1.7. The Government publish annual fly tipping statistics [Fly-tipping statistics for England, 2024 to 2025 - GOV.UK](#) this document provides context and useful background information for Members ahead of the Overview & Scrutiny meeting.

2. Enforcement

Enforcement Powers

- 2.1 Officers hold powers under the Environmental Protection Act 1990 to deal with littering (section 87.) and fly tipping (section 33) offences. The relevant sections outlining the offence and the penalties for the offence are reproduced below.

Fly tipping:

“33 Prohibition on unauthorised or harmful deposit, treatment or disposal etc. of waste

(1) Subject to subsections (1A), (1B), (2) and (3) below and, in relation to Scotland, to section 54 below, a person shall not—

(a) deposit controlled waste or extractive waste, or knowingly cause or knowingly permit controlled waste or extractive waste to be deposited in or on any land unless an environmental permit authorising the deposit is in force and the deposit is in accordance with the licence;.....

(8) A person who commits an offence under this section is liable—

(a) Subject to subsection (9) below, on summary conviction, to imprisonment for a term not exceeding the general limit in a magistrates’ court or a fine or both;

(b) on conviction on indictment, to imprisonment for a term not exceeding five years or a fine or both.”

Littering:

“87 Offence of leaving litter

(1) A person is guilty of an offence if he throws down, drops or otherwise deposits any litter in any place to which this section applies and leaves it.

(2) This section applies to any place in the area of a principal litter authority which is open to the air, subject to subsection (3) below.

(3) This section does not apply to a place which is “open to the air” for the purposes of this Part by virtue of section 86(13) above if the public does not have access to it, with or without payment.....

(5) A person who is guilty of an offence under this section shall be liable on summary conviction to a fine not exceeding level 4 on the standard scale.”

- 2.2 The current Government have recently announced a new package of measures to strengthen powers to deal with waste crime. There is a focus on large-scale illegal waste sites, which are dealt with by the Environment Agency, and better coordination between regulators and agencies to tackle the issues more effectively. It is likely that proposals will also include extra powers and/or stronger penalties for fly tipping at a local authority level.

Investigation

- 2.3 An investigation into a fly tip would begin with a visit to the site to assess the waste and its contents. Officers look for any evidence that may be present in the waste that may link it with an individual. This could be correspondence with a name and address, for example. If there are contact details of the person who reported the fly tip the investigating officer would contact them to ascertain if they held any evidence or intelligence on who carried out the fly tipping. This could include CCTV footage or information such as a vehicle registration. Where information is provided by members of the public, to ensure the evidence can be used, we ask that they provide a witness statement.
- 2.4 If evidence is retrieved from a fly tip, or provided by residents, that identified a potential suspect officers would invite that person to attend the offices for an interview under caution under the Police and Criminal Evidence Act (PACE). In this interview officers ask the individual about the offence and give them an opportunity to explain what happened and clarify matters.
- 2.5 Following the interview a review of evidence takes place to determine the appropriate enforcement option.

Enforcement Options

- 2.6 There are a range of enforcement options when dealing with offences for littering and fly tipping. These are:
- Warning Letter
 - Fixed Penalty Notice
 - Simple Caution
 - Prosecution
- 2.7 In order to progress to formal enforcement action sufficient evidence must be held to enable a reasonable chance of conviction. The evidence and case must pass the evidential and public interest tests to proceed. If insufficient evidence is available, no action with the exception of a warning letter can be issued.
- 2.8 One option for dealing with offences is by way of issuing a Fixed Penalty Notice (FPN). This gives the opportunity to the offender to discharge their liability for the offence by paying a fine. This stops any further action being

taken. If the FPN is not paid the Council can initiate prosecution proceedings against the perpetrator. This would result in a hearing at the Magistrates Court, and the offender could be convicted, receive a fine, and a criminal record. An FPN cannot be issued if there is insufficient evidence to proceed with a prosecution.

- 2.9 An FPN is ordinarily the course of action taken for littering offences, unless the perpetrator has been issued FPNs previously, in which case prosecution would be considered. For fly tip offences, depending on the severity of the offence an FPN could be issued, or in more serious cases prosecution proceedings begun.
- 2.10 Littering FPNs are set at £500, but the amount payable is reduced to £150 if paid within 10 days. Fly tipping FPNs are set at £1000, with the amount reduced to £750 if paid within 10 days. A Breach of Household Duty of Care FPN is set at £600, reduced to £450 if paid within 10 days. This FPN is used when someone can be proved to have disposed of their waste inappropriately but didn't carry out the depositing of waste themselves. An example of this is when people pay someone, typically an unlicensed waste carrier, to remove waste, and they go on to fly tip it.
- 2.11 To proceed to a prosecution for an offence requires the preparation of a prosecution file. This includes witness statements, exhibits (e.g. photos, evidence), and consideration of the evidence and whether it is in the public interest to proceed. This normally involves inviting in the suspect for an interview under caution where questions are put regarding the alleged offence. Once the file is prepared and signed off it is referred to Legal Services for comment in relation to if the case is legally sound, and for advice regarding whether it has a realistic opportunity of being successful. It is unfortunate that following an investigation sometimes it is not always appropriate to initiate prosecution proceedings. One example of this is when an individual may deposit their household waste in a street, or park, litter bin. While this is technically fly tipping, to take formal action against someone who has placed refuse in a bin is, in our experience, difficult to pursue through the Courts where such action has been looked upon unfavourably.

3. Current Situation and Approach

- 3.1. The issue of littering and fly tipping enforcement outcomes is a complex one. There is significant work undertaken by officers and Love Your Chelmsford in educating and discouraging people regarding depositing waste and supporting awareness campaigns regarding reducing and preventing litter/fly tipping (including the recent SCRAP campaign). With 63% of fly tipped material being household waste, resources directed to education of

householder duty of care may change behaviour more effectively than purely an enforcement approach.

- 3.2. Every fly tip is investigated to ascertain whether evidence is present that may result in identifying the individual responsible for the fly tip and/or a breach of the householder duty of care.
- 3.3. The number of FPNs issued is not always useful measure of success in dealing with litter/fly tipping as it includes no context or appreciation of the circumstances in each individual case. Comparison with other local authorities who may employ contractors to issue large numbers of FPNs for littering is also not beneficial. The issuing of large numbers of FPNs may be an indicator that there is a more significant issue and/or that the fly tipping and littering is not being prevented.
- 3.4. Comparisons between Council area is difficult as every area is different with varying degrees of enviro-crime challenges. However, to provide more context, last year we have carried out a benchmarking exercise with other Essex district councils to look at recent levels of enforcement for littering and fly tipping. Three Essex District Councils had issued no such Fixed Penalty Notices in the last year. Three had issued one FPN and two Councils had issued similar FPN numbers to Chelmsford City Council. Three Essex councils employ a private company to carry out the enforcement function and these all issued a large number of FPNs. However, many of these are not paid and are written off. For information, in the last year Chelmsford City Council have issued 3 Fly tipping FPNs, 10 Littering FPNs, 1 Breach of Household Duty of Care FPN and 1 Waste Receptacles FPN.
- 3.5. The City Council reports on fly tipping incidents every quarter to DEFRA. This reported data includes fly tips that have been cleared and/or investigated. We report on the number of incidents, the type of waste, the type of land the waste was dumped on and the size of fly tip. These figures do not include all 'reports' of fly tipping which is a higher number but includes reports of fly tips that were not present or were not fly tips in the first place. A section of data reported to DEFRA by Essex authorities is produced at Appendix 1 this shows the challenges of comparing with other local authorities due to the differences in how local authorities appear to be interpreting the submission guidance.
- 3.6. There have been issues with recording data in previous years that has skewed some of our historic data meaning that prior to 2025 there has been some underreporting of incidents. These issues have been resolved, and the recent data is considered robust. The most recent quarters and number of fly tipping incidents are listed below. There are fluctuations in levels of fly tipping over the course of a year, and these figures represent an increase in numbers on previous years. This is likely due to improved record keeping and updating of the back-office systems.

July 25 – Sept 25: 282

Oct 25 – Dec 25: 277

Jan 26 – Apr 26: 323

Apr 26 – Jun 26: 360

- 3.7. One of the consequences of having an effective and reactive street care team is that on occasion fly tips can be removed before investigations can take place. This can prevent action being taken if evidence has not been gathered. A recent initiative the Community Protection Officers have employed when dealing with fly tips is the use of 'Fly Tip Aware' tape being placed on and around accumulations of waste. This indicates to members of the public that investigations are ongoing and that the waste may need to remain in situ for slightly longer before clearance.

4. Future Actions

- 4.1. To enable the City Council to be better equipped to deal with these waste issues, two new posts in the Community Protection team have been agreed. The two new Community Protection Officers will be in addition to the five current members of staff who carry out these duties and will increase capacity within the team to deal with, and follow up on, these waste and enviro-crime enforcement issues. The recruitment process for these two new posts has commenced.
- 4.2. Essex County Council (ECC) have contacted District Councils in Essex to work together to tackle fly tipping and increase enforcement. The invitation to join this piece of work has been accepted by the City Council and we will be working with ECC and other councils to develop this initiative which hopefully will be supported by funding from ECC.
- 4.3. Chelmsford City Council officers will continue to work closely with voluntary groups like Chelmsford Litter Wombles. Their work is recognised as significant is helping to reduce the presence of litter throughout the Chelmsford City Council area.

List of appendices:

Appendix 1 - DEFRA Fly-Tipping Returns Essex Authorities 2024/25

Background papers: None

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: Impact Assessment not required.

Health and Safety: None

Digital: None

Other: None

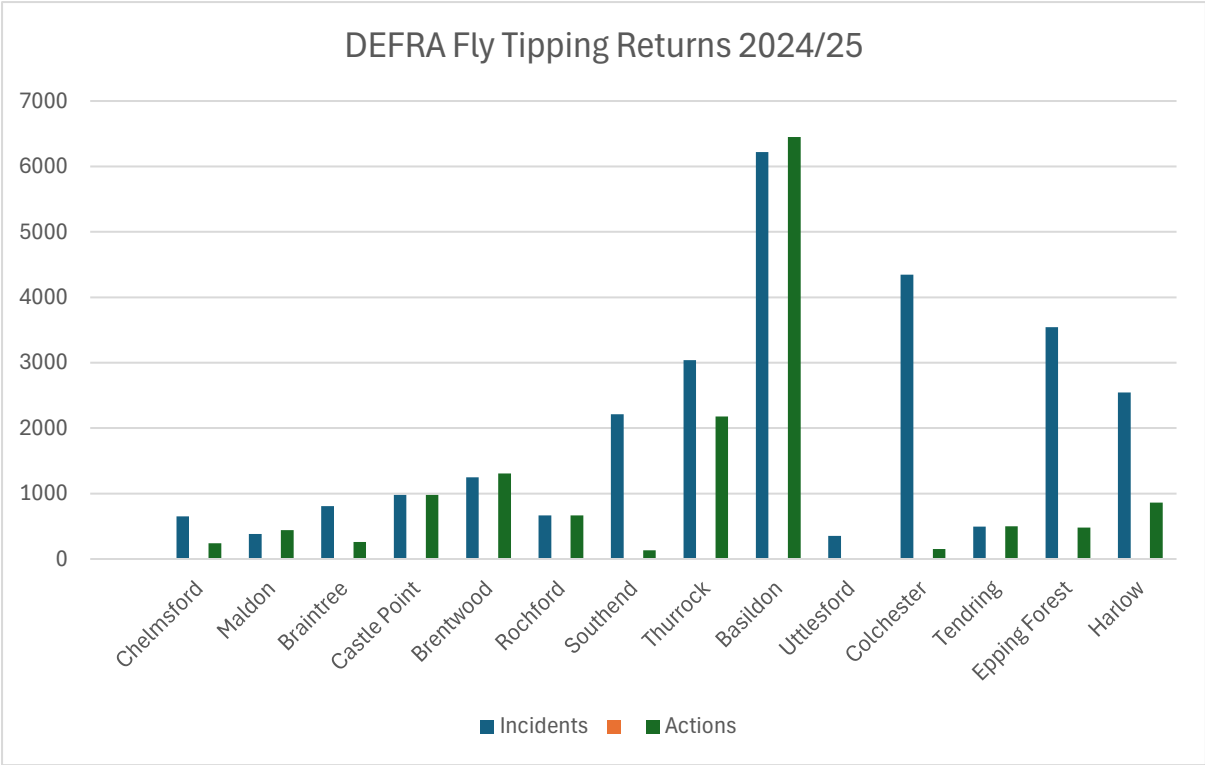
Consultees: N/A

Relevant Policies and Strategies: None

Appendix 1

DEFRA Fly-Tipping Returns Essex Authorities 2024/25

	Incidents	Actions
Chelmsford	650	242
Maldon	383	442
Braintree	807	262
Castle Point	978	978
Brentwood	1249	1305
Rochford	665	665
Southend	2214	131
Thurrock	3037	2177
Basildon	6220	6451
Uttlesford	351	5
Colchester	4348	154
Tendring	495	498
Epping Forest	3542	478
Harlow	2546	862





Chelmsford City Council Overview and Scrutiny Committee

14 September 2026

Report on the Updates from Council Representatives on Outside Bodies

Report by:

Director of Connected Chelmsford

Officer Contact:

Freddey Banks-Ayres, Democratic Services Officer, email: Freddey.banks-ayres@chelmsford.gov.uk, tel: 01245 606621

Purpose

To inform the Overview and Scrutiny Committee about the activities of the Council's representatives on outside bodies within the last municipal year 2025/26.

Recommendations

That the updates be noted by the Committee.

1. Background and Introduction

- 1.1. The Outside Bodies Task & Finish Group was formed in 2022 to identify which outside bodies appointments continued to be beneficial or which ones might need a different number of representatives. The group's findings were presented to the Overview and Scrutiny Committee in February 2023 and their recommendations were considered ahead of the schedule of appointments made at the Annual Council in May 2023.

- 1.2. Two of the recommendations made were for the Overview and Scrutiny Committee to receive annual updates from each appointed representative and to review any outside bodies that did not meet before May 2024.

2. Reports from Councillor Representatives

- The following Councillors have provided updates with regards to the outside bodies that they were appointed for as per Annual Council on 14th May 2025:
- Councillor Richard Lee - Chelmer and Blackwater Navigation Advisory Board
- Councillor Ann Davidson - Chelmsford Age Concern
- Councillor Simon Goldman - Chelmsford Business Improvement District
- Councillor Hazel Clark - Chelmsford CAB Trustee Board
- Councillor Smita Rajesh - Chelmsford CAB Trustee Board
- Councillor Sue Young - Chelmsford Council for Voluntary Service
- Councillor Julia Frasca - Chelmsford Educational Foundation
- Councillor Sue Young - Chelmsford Educational Foundation
- Councillor Natacha Dudley - Chelmsford Fairtrade
- Councillor Richard Hyland - Danbury Lakes Country Park Forum
- Councillor Jannetta Sosin - Essex Countywide Traveller Unit Joint Committee
- Councillor Donna Eley - Essex Police, Fire and Crime Panel
- Councillor Donna Eley - Essex Waste Partnership Member Board
- Councillor Rose Moore - Flood Partnership Board
- Councillor Richard Hyland - Galleywood Heritage Centre
- Councillor Andrew Sosin - King Edward VI Grammar School Historic Foundation Governors
- Councillor Stephen Robinson - Local Government Association – Assembly and Conference
- Councillor Stephen Robinson - Local Government Association – District Councils Network
- Councillor Terry Sherlock - Marsh Farm Country Park Forum
- Councillor Ann Davidson - Mid and South Essex ICS – Mid Essex Locality representative
- Councillor Stephen Robinson - One Chelmsford Partnership Strategic Board
- Councillor Terry Sherlock - PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.
- Councillor Ian Fuller - Springfield United Charities
- Councillor Simon Goldman - Tech Ambassadors

Outstanding as of date of publication:

- Chelmsford Local Highways Panel
- Chelmsford YMCA

2.1.A table of their responses is attached as **Appendix 1** of this report.

3. Conclusion

3.1.Members are asked to note the contents of the report.

List of appendices:

Appendix 1 –Updates from representatives on outside bodies.

Background papers:

Nil

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:

Council Representatives to Outside Bodies

Relevant Policies and Strategies:

Not Applicable

Councillor Representatives	Outside Bodies	What are the main functions or purpose of the outside body?	How many meetings of the body have you attended in the past 12 months?	Do you feel it has been beneficial for a Chelmsford City Councillor to be appointed to the outside body?	Any other comments?
Richard Lee	Chelmer and Blackwater Navigation Advisory Board	Working with various waterway groups, maintaining a council connection to them - mainly the IWA & Essex Waterways Ltd to improve and promote our waterways	5	Yes	
Councillor Ann Davidson	Chelmsford Age Concern	To run a Day Centre (Mon-Fri) for residents aged 60 and over, provide them with a 2-course home-cooked hot lunch, give an opportunity for socialising and participating in activities and help combat loneliness. The first-floor extension (funded by CIL contributions) is a space that can be hired to outside groups for useful income and is being used for additional offers to older residents such as chiropody and a weekly seated exercise class. They also arrange coach trips for residents such as to the pantomime or somewhere for afternoon tea.	I attend the trustee meetings which are held about 4 times a year. It's useful to catch up with the trustees, understand any issues and offer help where I can. I try to get to the centre every few weeks to meet with staff, volunteers and the residents attending. I also speak regularly with Freda Mountain who keeps me up to date with what's going on.	Yes, definitely. Age Concern has in the past applied for an annual grant from CCC, and I feel it's important that someone takes an interest in how they use it. They rely heavily on volunteers but having sufficient funding to pay a few key members of staff is clearly beneficial to ensure continuity. They are providing a valuable service for the older members of our community who rate it highly. By talking to the regulars, it gives me the opportunity to understand other challenges facing our older residents and offer help where I can.	
Simon Goldman	Chelmsford Business Improvement District	Organising events within the High St and surrounding area and working with local businesses.	15-20	Yes, it's an important role as the BID and CCC both have a major presence in the City both economically and culturally. Working collaboratively is more efficient both with time, money and resources.	No
Hazel Clark	Chelmsford CAB Trustee Board	To provide free, confidential and impartial advice on a range of issues to assist residents of Chelmsford.	All of them.	Yes. To assist in target setting and evaluating performance particularly in regard to Chelmsford residents. To monitor the budget to ensure the service has resources to continue to support Chelmsford residents.	No
Smita Rajesh	Chelmsford CAB Trustee Board	Citizens Advice	At least 12 meetings	Yes, the services provided to the residents by citizen advice bureau are closely linked with City Council and its a good idea to stay connected & be in the know of the facts about the resident's needs & demands.	None
Cllr Sue Young	Chelmsford Council for Voluntary Service	CCVS provides the infrastructure to support over 200 member organisations in Chelmsford. It also hosts a volunteer bureau matching volunteer skills with VS organisations. It is a strong partner with the City Council, NHS etc to deliver better outcomes for Chelmsford residents.	4	CCVS is a strategic partner for CCC helping support residents and VS organisations. As an observer on the Trustees Board, I see first hand how well grants to CCVS are used and CCC targets are delivered.	The Voluntary sector is struggling in the current economic climate. Without the continued support of CCVS many smaller charities would fail. Projects lead by CCVS are well managed and delivered providing good value for money.
Julia Frasca	Chelmsford Educational Foundation	To award grants to students who have lived or been educated in Chelmsford to enable them to continue with their studies.	4	Yes, as the Trust supports young people from Chelmsford and it's important that decisions made about awards and the running of the Trust has some input from Councillors.	As well as attending meetings, Trustees participate in interview panels for applicants on rotation.
Sue Young	Chelmsford Educational Foundation	CEF provides financial assistance to young people in education struggling with the costs of staying in education.	2	CEF welcomes the input from Councillors. Benefits to CCC are limited but as a councillor it gives a greater knowledge of funds that may be available to struggling students.	
Natacha Dudley	Chelmsford Fairtrade	Promoting Fairtrade principles and products	4	Chelmsford is a Fairtrade City so it is important to have a council representative on the Committee	
Richard Hyland	Danbury Lakes Country Park Forum	Unknown never met	None - never invited and failed to respond to my queries for past minutes and future meetings	I think it's a must that a city councillor is appointed, oversees and contributes to this city asset	Contacted: andrea.gabriel@essex.gov.uk ranger. Paul Clark, essex county council. Andrew Seaman and Danbury Parish/Town Council nobody seems to have any minutes or meeting dates. Very frustrating
Jannetta Sosin	Essex Countywide Traveller Unit Joint Committee	Monitor the work of the unit and to assess it's effect effectiveness.	None- I was Mayor and dates interfered my attendance	It is always beneficial to see how the unit operates and see how our financial contribution helps	The first meeting was postponed as it was due about the time of the County elections and was rescheduled. However it has been moved again to 17th September this year.
Donna Eley	Essex Police, Fire and Crime Panel	Overview and Scrutiny of the Essex Police Fire and Crime Commissioner and Essex Police & ECF&RS.	8	In my previous role as Ccbinet Member for a Safer Chelmsford it was beneficial as it enabled me to be kept updated on all current matters relevant to the safety of Chelmsford & Essex residents.	None
Donna Eley	Essex Waste Partnership Member Board	Networking and information sharing with partners and other Essex Councils on all matters regarding waste.	4 or 5	In my previous role as Cabinet Member for a Safer Chelmsford it was beneficial as Waste fell within that portfolio.	None
Cllr Rose Moore	Flood Partnership Board	Presentations on strategy, operations, and capital projects, Nature Recovery Discussion of lessons learned from flood events and best practices	2	Yes. The Essex Flood Partnership Board brings together representatives from ECC, district and city councils, the Environment Agency, water companies, and emergency services. Its primary function is to coordinate flood risk management, share best practices, and oversee strategic planning and delivery of flood-related initiatives across Essex. Recently, we welcomed Officers from Suffolk County Council, whose insight into coastal erosion, case studies, and how best to support coastal communities has been valuable for us all. The Board sets objectives for the Local Flood Risk Management Strategy (LFRMS), ensuring alignment with county-wide priorities and statutory duties. It also reviews and updates on integrated water management, capital programmes, and emergency planning Collaboration and Partnership have been championed to date - cross-party representation contributing to robust and productive discussions. The Board facilitates multi-agency working, including with Essex Highways, the Met Office, and local parishes, to improve flood resilience and public awareness. More recently we have welcomed external partners (e.g. Suffolk County Council - learning from significant flood events and Storm Babet). We receive updates on flood investigations, including statutory Section 19 reports, and monitor follow-up actions and resouron challenges. In the past year, the board has reviewed and contributed to the Essex Flood Guide and related public information campaigns, and highlighted funding opportunities such as Anglian Water's Thriving Communities Fund for local community projects.	As Cabinet Member for a Greener Chelmsford I also represent CCC on the Essex Coastal Forum, a closely-related body that promotes RAMS, Bird Aware and wider restorative measures for the Essex Coastline, funded through Developer contributions. Lead RAMS officer, Leanne Brisland (CCC) regularly updates the Essex Flood Partnership Board on progress. Coastal Forum field trips also contribute to the connectedness of the Board's membership and the "Source To Sea" ethos - our next will take place on 15th September (Northey Island/Maldon DC)
Richard Hyland	Galleywood Heritage Centre	Heritage and Social well-being are at the centre of operations at Galleywood Heritage Centre. The property and the trust fund and its income shall be applied for the benefit of the inhabitants of Galleywood and the surrounding areas without distinction of sex or of political, religious or other opinions by associating together inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular in the heritage of the local area and to provide facilities in the interest of social welfare for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants, which shall include the maintenance and management of a heritage and community centre in Galleywood for the benefit of the public.	14	I do believe it was beneficial to have a Chelmsford City councillor appointed to this outside body. The trustees continued to elect me as Chairman showing confidence in previous years actions and future plans put in place.	In 2025 the Heritage Centre continued holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our hiring. The Centre has recovered entirely from previous significantly impacted trading years to return a surplus. Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £72,671; income from hire of the facilities totaled £ 77,724 During the year trustees continued to improve the buildings and facilities. - Completed Marquee Flooring - Replaced Windows to reduce heating loss and reduce carbon footprint. - Purchased New Window Blinds - Purchased Horse Box/Bar Servery - Independent 3-Phase Power Supply installed The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old, the shared car parking area and the shared sewerage system and standalone Common Room!
Andrew sosin	King Edward VI Grammar School Historic Foundation Governors	Support for the school especially financing new buildings and renovations	Three	It keeps the coincil informed on deveppments on yhe school infrastuture and othr matters	No
Stephen Robinson	Local Government Association – Assembly and Conference	The LGA's main role is to advocate to central Government for policy issues that matter to all 317 Councils across England.	It only has one meeting a year - the conference in the summer. This year Bournemouth, last year was Liverpool.	Yes. With the current Government more committed to devolution, the LGA Board has taken part in regular meetings with Govt ministers. Sharing of best practice from other councils is very helpful and (for both members and officers) it is a good source of advice if needed.	
Stephen Robinson	Local Government Association – District Councils Network	The DCN's main role is to advocate specifically on policy issues that matter to the 184 District Councils across England, and provide best practice advice.	It doesn't have regular meetings. It has an annual conference that I attended in March, runs regular webinars and has an annual reception in Parliament.	Yes. Their advice and guidance in particular on LGR is very useful.	
Terry Sherlock	Marsh Farm Country Park Forum	As they have never held a meeting over the last few years, I have no idea.	none	No	I have flagged this before, that they do not seem to hold any meetings. I said last time that I was happy to stay on this if meeting are going to be held in the future and this is still the case.
Ann Davidson	Mid and South Essex ICS – Mid Essex Locality representative	Monthly Teams meetings involving various partners working with the ICB to keep everyone informed.	These were held monthly until about May this year, when we heard that the meetings would, unfortunately, no longer be taking place.	Yes, the meetings were very useful for information-sharing and keeping up to date with changes being implemented by the ICB.	It's a pity these meetings have ceased. Our only connection with the ICB now is through Livewell.
Stephen Robinson	One Chelmsford Partnership Strategic Board	The statutory function is to be the Crime & Disorder Reduction Partnership - to agree the CDRP annual budget and hear regular reports on activity. The other function is to bring together Chelmsford's statutory and voluntary organisations to share ideas and updates.	Generally three or four a year and I attended them all.	Yes. Helpful to share information with key partners.	
Terry Sherlock	PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee.	Patrol is a statutory joint committee of over 300 local authorities in England (London is excluded from Patrol) They are concerned with Civil parking and traffic restrictions. It also provides resources for the independent legal adjudication charge appeals, through the Traffic Penalty Tribunal.	None, this was due to a diary clash. All other years I have attended the yearly AGM.	Yes it is helpful and the Traffic Penalty Tribunal servers a purpose for people wanting to challenge parking charge notices.	No
Ian Fuller	Springfield United Charities	To provide financial help for those in need, hardship or distress in the wider Springfield area.	Four	Yes, councillors act as trustees for the charity and are aware of needs in the area. Monies are held by the City Council and invested appropriately.	The charity continues to receive applications from individuals and when appropriate will provide funding for things like new carpets, white goods and school trips. The charity has also given grants to organisations such as St Francis Community Pop Up Food Store and Chelmsford Garden Community Trust for its Nourish Foods initiative.
Simon Goldman	Tech Ambassadors	None	0	N/A	

OVERVIEW AND SCRUTINY COMMITTEE

Work Programme

<u>Subject</u>	<u>Author</u>
14 September 2026	
Performance Review Items	
Cabinet Portfolio Updates	Cabinet Member for Finance
Fly-Tipping and Waste Enforcement – Inform and Debate	Lewis Mould Public Health and Protection Services Manager
Chair and Vice-Chair Update	Councillors Jeapes and Mascot
Standing Items	
Updates from representatives on Outside Bodies	Freddey Banks-Ayres Democratic Services Officer
16 November 2026	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Fairer Chelmsford Cabinet Member for Planning and Place Shaping
Annual Report on Housing Delivery	Clair Stucky/ Liz Harris-Best Spatial Planning Services Manager
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Freddey Banks-Ayres Democratic Services Officer

8 February 2027	
Performance Review Items	
Cabinet Portfolio Update	Cabinet Member for Health and Wellbeing
Annual Presentation by Safer Chelmsford Partnership and Essex Police	Spencer Clarke Public Protection Manager Chief Inspector, Essex Police
Standing Items	
Report on Decisions Taken Under Delegation to the Chief Executive	Freddey Banks-Ayres Democratic Services Officer
15 March 2027	
Performance Review Items	
Cabinet Portfolio Updates	Leader of the Council Deputy Leader and Cabinet Member for Culture and Leisure Cabinet Member for a Greener Chelmsford
Standing Items	
Updates from representatives on Outside Bodies	Freddey Banks-Ayres Democratic Services Officer
Items to be added	
Chelmsford Waterways Information Session	