

# Overview and Scrutiny Committee Agenda

**7 February 2022 at 7pm**

**Remote Meeting**

**Membership**

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

**and Councillors**

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

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

# Overview and Scrutiny

## Committee

7 February 2022

## AGENDA

### 1. Apologies for Absence and Substitutions

### 2. Minutes

To consider the minutes of the meeting held on 22 November 2021.

### 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 20 minutes is allotted to public questions/statements, which must be about matters for which the Committee is responsible.

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

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

### 5. Decisions Called-In

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

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

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

Spencer Clarke, Public Protection Manager, Chelmsford City Council and Stephen Scott-Haynes, Chief Inspector, Essex Police will give a presentation on the work of the Safer Chelmsford Partnership and performance information relating to crime. Members will then have the opportunity to ask questions.

#### 8. Work Programme

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

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

held on 22 November 2021 at 7pm

Present:

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

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

Also in attendance:

Councillors C.K. Davidson, M.C. Goldman, M.J. Mackrory and S.J. Robinson

**1. Apologies for Absence and Substitutions**

Apologies for absence were received from Cllr Bracken and Shaw. Cllr Walsh substituted for Cllr Shaw.

**2. Minutes**

The minutes of the meeting held on 26 July 2021 were agreed as a correct record and signed by the Chair.

**3. Declaration of Interests**

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

**4. Public Question Time**

No questions were asked or statements made.

**5. Decisions Called-In**

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

**6. Cabinet Portfolio Update – Deputy Leader/Cabinet Member for Connected Chelmsford**

Councillor Goldman updated the Committee on their role as Deputy Leader of the Council and the Cabinet Member for Connected Chelmsford. The Committee received

a presentation from Cllr Goldman which provided an overview of their role, along with recent achievements and some future challenges.

Cllr Goldman highlighted some key achievements in their portfolio, but stressed it was only a small sample set of the hard work undertaken by officers during the year;

- Providing a paid procurement service to Uttlesford District Council.
- Enabling the continued effective use of working from home.
- Phone requests in the Customer Service Centre rather than face to face.
- Launching a new website version of City Life with nearly 11,000 unique visitors per month.
- The use of animated and real-life videos by the Communications team which had been well received.
- Ongoing work with the Business Improvement District and attracting major brands into the City Centre.
- 17 apprentices had started or were due to start from October 2020 to November 2021.
- The testing and implementation of automated processing of Council Tax moves in August 2021.

Cllr Goldman also referred to some key upcoming challenges within the portfolio;

- Retention of staff in Digital Services, where the private sector can offer much higher wages.
- Recruitment of staff in Legal Services and having to still use some agency staff.
- Changes at the Theatre and Museum.
- Theatre refurbishment, which would be an ambitious project to transform the customer front of house experience.

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

*(7.33pm to 7.47pm)*

## 7. Cabinet Portfolio Update – Cabinet Member for Fairer Chelmsford

Councillor Davidson updated the Committee on their role as the Cabinet Member for Fairer Chelmsford. The Committee received a presentation which provided an overview of their role and covered the work that had been ongoing within the portfolio in the last year. Cllr Davidson advised the Committee, that due to some portfolio changes, Revenues and Benefits along with Procurement, risk and insurance were now under Cllr Goldman's portfolio.

Cllr Davidson highlighted the below points to the Committee;

- The National housing crisis, continued to have a significant impact and along with a refreshed Homelessness Strategy for 2020, a new Housing Strategy had also been consulted on. This had highlighted an acute need for 3 and 4 bedroom family homes, and actions to increase the supply of these had been underway.
- In Accountancy Services, budget management had continued to be a key issue. It was noted that since 2010, basic Government funding for the Council had

fallen by two thirds, leaving a gap of £10.7m. The Committee also heard that the annual funding settlement would not be available until December and that a Local Government needs service estimates was required to set the 2022/23 Council budget.

- In 2020-21 revenues had been down £17m, it was noted that this was due to long lasting or permanent reduction in income from areas such as car parks or rent.
- The Committee heard that the current budget addressed £2m of the ongoing gap, with £1,7m still to close.
- Preparation for the 2022-23 budget was on track, but included strong cost pressures in general inflation and energy costs.
- Suggested measures from other Cllrs were welcomed to help balance the budget.
- The remit of the Treasury Management and Investment Sub Committee had been expanded, with the Committee now also looking at property matters.

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

*(7.48pm to 8.03pm)*

## 8. Review of Our Chelmsford Our Plan

The Committee considered a report which indicated the progress made to date in implementing specific actions that support the delivery of the ambitions and priorities set out in 'Our Chelmsford Our Plan'. The Committee heard that the initial document had been agreed by the Cabinet in January 2020, and detailed the overarching and strategic direction for the Council's next four years. It was noted that the report provided the Committee with a detailed action plan, summarising the progress that had been made.

The Committee heard that the report had taken a while to compile, due to the pandemic starting shortly after the plan had been produced, leading to significant additional work in other areas. It was noted by the Committee, that of the 125 detailed actions, 103 were currently on track, 5 needed some attention and 7 were on hold. It was also noted that 9 actions had not been started and one was currently off target. Officers informed the Committee that significant progress had been made against the plan and along with the Leader of the Council could answer any questions.

In response to questions from members of the Committee, it was noted that;

- Key areas included, the Chelmer Waterside and Lockside developments, the delivery of the second station and the North East bypass, affordable housing and climate change.
- A meeting was scheduled for December with the Environment Agency to discuss the Margaretting element of the Chelmsford Flood Alleviation Scheme.
- Cllrs would be provided with access to certain read only sections of the new finance system providing the date in the report at a later date.
- Many ideas had and continued to be developed to maximise revenue from Hylands Estate, but it had to be remembered that the significant income from the V Festival was no longer received. It was also noted that wedding booking

enquiries were now significant, with bookings being made a few years in advance.

Members of the Committee thanked officers for providing a comprehensive and clear report and agreed that it was very positive to see a large percentage of the actions being met already.

*(8.04pm to 8.23pm)*

## 9. Revenue Monitoring 2021/22

The Committee received a report, providing them with a comparison of financial activity against the approved budgets, which enabled them to consider any matters that required future review. The Committee heard that the report had recently been considered by the Cabinet too. It was noted by the Committee that the figures were improved upon the previous pandemic affected year, but that there had still been higher than expected losses against the budget. The Committee heard that there was an overall projected overspend of £0.088m. It was noted that within the overspend, Service Income and Expenditure was expected to be £2.36m over budget. This was however, offset, by Non-service costs which were projected to be under budget at outturn by £2.272m, leading to the £0.088m figure. The Committee also heard that due to the resilient level of reserves, it may be possible to make an unbudgeted contribution to capital of £4m to reduce future financing costs.

RESOLVED that the report be noted.

*(8.24pm to 8.25pm)*

## 10. Cabinet Member for Sustainable Development's Annual Report on Housing Delivery

The Cabinet Member for Sustainable Development presented the annual report on housing delivery, which gave an overview of the key housing delivery monitoring statistics for Chelmsford between April 2020 and March 2021. It included the performance against the annual housing requirement number, the amount of affordable housing delivered, national initiatives on housing supply and local initiatives to address housing need.

The report summarised that housing delivery had remained stable in 2020/21 with 829 completions being recorded for the financial year. It was noted that this was lower than expected, due to the pandemic, the figure did however still exceed the annual target of 805 dwellings. The Committee also heard that forecasts indicated completion rates would remain above the annual housing requirement over the next five years. It was also noted by the Committee that there had been a 40% increase in affordable housing delivered during the year but the size of the properties needed to increase to better match the SHMA requirement. The Committee heard that the Council would continue to monitor and respond to changes to the national planning framework along with optimising opportunities to attract grant funding. It was noted that the funding would support the delivery of housing and other essential infrastructure identified within the Local Plan.

In response to questions from the Committee, it was noted that;

- Further information on longer term support after the Government's rough sleeping accommodation programme ends in 2024 would be provided by officers after the meeting.
- Section 106 agreements helped to secure guarantees on affordable housing as part of developments and nomination rights were provided to the Council to allocate to those with the greatest needs on the housing register.
- Standards were set in the same way for affordable rent properties as other market residential properties but with a larger spec, due to them tending to be closer to maximum occupation rather than market rent properties.
- Close monitoring of the handover process of affordable housing between developers and the chosen providers, was performed by Planning and Housing Services.
- Monitoring of developments continued to be crucial in ensuring the most needed properties were being developed.
- It was important to have a buffer in certain years of higher dwellings being completed, to compensate for years with lower figures.
- The 805 completed dwellings figure was an average over a long period of time, and historically it had been met.

The Cabinet Member and Committee thanked officers for their continued hard work in this area and for their help in producing a comprehensive report.

*(7.04pm to 7.33pm)*

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

The Committee received information on the two decisions taken during the period 1 July 2021 to 31 October 2021 under the Chief Executives delegated authority to take urgent decisions.

RESOLVED that the report be noted.

*( 8.25pm to 8.26pm)*

## 12. Work Programme

The Committee considered a report on its work programme which had been updated following the last meeting on 26 July 2021. Officers informed the Committee that some future topics had been discussed and proposed the following topics and dates.

- South Essex Parking Partnership – *April 2022*
- Rough Sleeping – *June 2022*
- Cultural Services – *June 2022*
- Temporary Accommodation – *September 2022*

The Committee agreed that the reports should be added to the work programme.



RESOLVED that;

1. the report be noted and;
2. the above items be added to the work programme.

*( 8.26pm to 8.31pm)*

### 13. Urgent Business

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

The meeting closed at 8.31pm.

Chair



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## Chelmsford City Council Overview and Scrutiny Committee

**7 February 2022**

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### Work Programme

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Report by:

Director of Connected Chelmsford

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Officer Contact:

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

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### Purpose

The purpose of this report is to invite Members' comments on the Committee's work programme which has been updated since the Committee last met on 22 November 2021.

### Recommendations

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

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## 1. Background

- 1.1. The Committee's work programme has been updated following the meeting held on 22 November 2021 and is attached at Appendix 1.
- 1.2. Any changes to the programme since the last meeting are indicated by an asterisk and bold text in Appendix 1.
- 1.3. Any suggested future items that need assigning to a meeting are highlighted at the end of Appendix 1.

## 2. Conclusion

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

### List of appendices:

Appendix 1 – Work Programme

### Background papers:

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## Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

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

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**

Chair and Vice Chair of the Overview and Scrutiny Committee

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**Relevant Policies and Strategies:**

Not applicable

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## OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme

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

<u>Subject</u>	<u>Author</u>
<b>7 February 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Greener and Safer Chelmsford
Annual Presentation by Essex Police	Essex Police
Annual Presentation by Safer Chelmsford Partnership	Spencer Clarke Public Protection Manager
<b>25 April 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Update	Cabinet Member for Sustainable Development
Parks and Open Spaces Strategy	Director of Public Places
Climate Change and Ecological Emergency Action Plan Update	Director of Public Places
<b>*South Essex Parking Partnership</b>	Nick Binder South Essex Parking Partnership Manager
Reports from representatives on outside bodies	Dan Bird Democratic Services Officer
<b>6 June 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Leader of the Council
<b>*Rough Sleeping</b>	Paul Gayler Strategic Housing Services Manager
<b>*Cultural Services</b>	Marc De'Ath Cultural Services Manager

Annual Report from the Chelmsford Policy Board	Chair of the Chelmsford Policy Board
<b>Standing Items</b>	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
Annual Report of the Committee	Dan Bird Democratic Services Officer
<b>19 September 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Deputy Leader and Cabinet Member for Connected Chelmsford
<b>*Temporary Accommodation</b>	Paul Gayler Strategic Housing Services Manager
<b>21 November 2022</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Fairer Chelmsford
Review of 'Our Chelmsford, Our Plan'	Chief Executive
Revenue Monitoring 2022/23	S151 Officer
Cabinet Member for Sustainable Development's Annual Report on Housing Delivery	Jeremy Potter Spatial Planning Services Manager
<b>Standing Items</b>	
Report on Decisions Taken Under Delegation to the Chief Executive	Dan Bird Democratic Services Officer
<b>6 February 2023</b>	
<b>Performance Review Items</b>	
Cabinet Portfolio Updates	Cabinet Member for Greener and Safer Chelmsford
Annual Presentation by Safer Chelmsford Partnership and Essex Police	Spencer Clarke Public Protection Manager  Essex Police

**24 April 2023**

**Performance Review Items**

Cabinet Portfolio Update

Cabinet Member for Sustainable Development

Climate Change and Ecological Emergency Action Plan Update

Director of Public Places

Reports from representatives on outside bodies

Dan Bird  
Democratic Services Officer

**Future Work to be scheduled**

**Performance Monitoring Topic suggestions:**

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