

Committee: COMMUNITY COMMITTEE

Agenda Item

Date: June 21, 2007

4

Title: LEAD OFFICER'S REPORT - FUNCTIONS
OF THE COMMITTEE

Author: Diane Burridge, Director of Operations,
01799 510580

Item for noting

Summary

- 1 This report updates Members on matters arising from the minutes that are not on this Agenda. The Scheme of Delegation is set out with the Directorates Responsible for each area and suggests how Committee time may be best used.

Recommendations

- 2 That any presentations take place prior to 7.30pm when the meeting commences.
- 3 That the report is noted.

Background Papers

- 4 The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
 - Minutes of Community Committee meeting of 15 March 2007
 - Reports referred to in this report
 - Scheme of Delegation
 - Constitution
 - Minutes of Full Council meeting 22 May 2007.

Impact

5

Communication/Consultation	As relevant to update (i) and (ii)
Community Safety	No additional issues in respect of this update.
Equalities	No additional issues in respect of this update.
Finance	No additional issues in respect of this update.
Human Rights	No additional issues in respect of this update.
Legal implications	No additional issues in respect of this update.

Ward-specific impacts	All
Workforce/Workplace	No additional issues in respect of this update.

Situation/Update

Service teams

- 6 Since the last meeting the Heads of Division have been appointed and personal development programmes are in place.
- 7 Roadshows are in progress to aid businesses and individuals to understand the "Smokefree" legislation. This grant funded work will include officer visits to business premises to draw attention to the need to have arrangements in place by 1 July 2007.
- 8 The Organisational Re-engineering (OR) review is drawing to a close in the Housing Division, the agreed plan will be implemented in the coming months.

Last meeting update

There are two update items from the 15 March meeting.

- (i) Day Centre Pilot. A Manager has now been appointed. The role will assist with the day to day running of the centre and develop ways of improving the centre. Some money saving ideas have already been contributed and the progress will be reported to this committee as the pilot scheme matures.
- (ii) Ashdon, land adjacent to Churchfields– officers met with the Parish Council and Member for Ashdon and agreed to carry out further research and report back to Committee in September for a member decision.
Broomfields Hatfield Heath – Planning application has now been submitted.

Managing Committee Time

The work of this committee will be aided by agreed arrangements provided by the Constitution Group to manage meetings as follows;

- That the practice – instituted in recent meetings – of a 'Lead Officer's report' should continue. This report should update members in writing on the progress of items and issues previously discussed – thereby avoiding lengthy discussions and/or questions under the broad heading of 'Matters Arising'. The report would also provide an opportunity to incorporate a brief update on items of interest to members in respect of service delivery or the like which perhaps of themselves do not warrant a full report to the

committee. This report should be taken as first substantive item on the agenda.

- Items for information will be clustered at the end of the agenda and would not normally be discussed unless there was a clear need or desire on the part of a significant proportion of members to do so.
- Members will be encouraged to notify declarations of interest in advance – as we do with apologies for absence – with an electronic form provided for this purpose. The chair and/or clerk of the meeting could then advise the committee/council of any declarations at the start of the meeting.
- Provisional timings for each agenda item will be agreed in advance with the chair of the committee and published as part of the agenda papers. This will give an indication of which items appear to require substantial discussion and which might be dealt with more quickly. It will also give members of the public etc a better indication of when a particular item might arise. These items would be indicative only.
- Meetings of the Council should aim to cease after 2 hours duration. In the event that the business has not been concluded within that time the Chairman of the meeting shall seek the view of the meeting as to how long it should continue. Only in exceptional circumstances should a meeting continue after 10.30 p.m. Where necessary the Chairman shall adjourn unfinished business to another date or to the next meeting of the Council.

Additionally, it is proposed that the practice of receiving presentations prior to the 7.30pm commencement of the meeting is continued.

9 The remainder of this report concerns the functions of this Committee. Essentially it is the function of this Committee to formulate and agree policy on a variety of matters including Housing Strategy and Housing Management, Community, Leisure and Public Health.

COMMUNITY COMMITTEE – AREAS OF WORK	DIRECTORATE RESPONSIBLE
1. The provision, allocation and management of the Council's housing accommodation.	Operations
2. The administration of Council house sales and the provision of mortgage facilities in accordance with statutory requirements.	Operations
3. The administration of the Council's statutory and other duties in respect of housing the homeless and dealing with landlord harassment.	Operations & Development

4. The maintenance, repair and improvement of the Council's housing accommodation, and approval of the select list of Tenderers.	Operations
5. The preparation of the annual Housing Strategy Statement.	Operations
6. The preparation, implementation and monitoring of:- 6.1 Housing Programmes 6.2 the annual Environmental Health work programme	Operations
7. The determination of the role to be undertaken by Housing Associations and participation in private enterprise schemes and the provision of appropriate assistance.	Development
8. Acquisition and/or disposal of land and/or property for housing purposes and the design and erection of new dwellings, subject to a maximum value of £25,000.	Development
9. The provision of a welfare service for applicants for and tenants of housing accommodation, including: 9.1 liaison with Social Services 9.2 operation of a warden service; and 9.3 encouragement of the use of Lifeline.	Operations
10. Liaison with the Housing Corporation, Housing Associations, the private sector and local councils, agencies and societies to assess housing needs and to provide new homes and rehabilitate substandard, derelict and unused properties.	Operations
11. Animal welfare and licensing and the control of stray dogs and dog fouling.	Operations
12. Caravan and gypsy site licensing and liaison.	Operations
13. The Council's cemetery and the burial of persons where no (proper) arrangements have been made.	Operations
14. Food safety and control, including food storage, handling, preparation, transport and exposure for sale.	Operations

15. Health and Safety At Work standards in all premises subject to Local Authority control.	Operations
16. Health, safety and welfare of the Council's employees and other persons affected by its activities.	Operations
17. Liaison with the appropriate Health Authorities.	Communities
18. The promotion of public health education and home safety.	Operations
19. The control and prevention of infectious and notifiable diseases and food poisoning.	Operations
20. The control and eradication of rodents, insects and other pests with public health significance or nuisance potential.	Operations
21. The prevention or remedy of statutory nuisance or other pollution matters of concern, the regulation of industrial processes and the implementation of the contaminated land regime under Part IIA Environmental Protection Act 1990.	Operations
22. The maintenance of a Port Health Unit and border inspection post at Stansted Airport.	Operations
23. The administration of Grant schemes for the improvement, adaptation or conversion of private sector housing and the disuse or demolition of unfit premises and the licensing of houses of multiple occupancy.	Operations
24. The carrying out of the Council's functions under the Shops Act 1950 and any amending or subordinate legislation.	Operations
25. The provision, management and maintenance of public conveniences.	Development
26. The preparation and implementation of the Council's Leisure and Cultural Strategy for Uttlesford.	Communities

27. The preparation and implementation of the appropriate grants policy, including making annual grants within the approved budget.	Communities
28. The determination of the criteria for the Voluntary Organisation (annual and 3 year), Community Project and Ad Hoc grant Schemes.	Communities
29. The determination of the allocation of Voluntary Organisation Community projects and ad hoc grants.	Communities
30. The provision, maintenance and funding of day centres for the elderly and people who are disabled.	Operations
31. The provision, maintenance and arrangement for the appropriate management of Leisure Centres.	Communities
32. The provision and maintenance of a local and visitor information service through Tourist Information Centre(s) and Community Information Centres.	Communities
33. The preparation and implementation of the Museum Strategy, and the maintenance and management of the buildings and collections of the Saffron Walden Museum, and considering and, where appropriate, acting on the reports of the Museum Management Task Group.	Communities
34. Community Development	Communities
35. The preparation and implementation of a Community Safety Strategy,	Communities
36. Emergency Planning.	Assistant Chief Executive
37. Drugs Prevention	Communities
38. Sports Development	Communities
39. Arts development	Communities
40. Youth Initiatives	Communities
41. Disability issues appropriate to the facilities and activities within the purview of the Committee.	Communities

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The Committee takes decisions that are outside its remit	Low	Significant	Reference to the scheme of delegation.
That meetings may be overburdened and lengthy.	Medium	High	Proceed with the agreed plan provided by the Constitution Task Group for agenda management.