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Uttlesford District Council

Chief Executive: Dawn French

Scrutiny Committee

Date: Thursday, 21st May, 2020

Time: 7.00 pm

Venue: Zoom - <https://zoom.us/>

Chairman: Councillor N Gregory

Members: Councillors M Caton, A Coote, C Criscione, G Driscoll, R Jones, P Lavelle, G LeCount (Vice-Chair), N Reeve and G Sell

Substitutes: Councillors S Barker, C Day, A Dean, M Foley, M Lemon, R Pavitt and A Stora

Public Participation

Members of the public who would like to listen to the meeting live can do so [here](#). The broadcast will be made available as soon as the meeting begins.

At the start of the meeting there will also be an opportunity of up to 15 minutes for members of the public to make statements via the virtual meeting platform Zoom subject to having registered their intention to speak by 12 noon on Tuesday, 19 May.

Please contact Democratic Services to register to speak on 01799 510369/410/548 or committee@uttlesford.gov.uk. Technical guidance will be provided on the practicalities of speaking to a virtual meeting at the point of confirming your registration. Further information relating to public participation can be found on page 3 of this document.

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

- | | | |
|----------|---|---------|
| 2 | Minutes of the Previous Meeting | 4 - 6 |
| | To consider the minutes of the previous meeting. | |
| 3 | Responses of the Executive to reports of the Committee | |
| | To consider any responses of the Executive to reports of the Committee. | |
| 4 | Consideration of any matter referred to the Committee in relation to call in of a decision | |
| | To consider any matter referred for call in. | |
| 5 | Cabinet Forward Plan | 7 - 12 |
| | To receive the updated Cabinet Forward Plan. | |
| 6 | Managing the Public Health Emergency | 13 - 17 |
| | To receive a report on managing the public health emergency. | |
| 7 | Corporate Plan Delivery Plan | |
| | To receive a verbal update form the Leader regarding the Corporate Plan Delivery Plan. | |
| 8 | Local Plan | |
| | To receive a verbal report from the Leader regarding the Local Plan. | |

REMOTE MEETINGS AND THE PUBLIC

Due to the Government's social distancing measures imposed in the wake of Covid-19, the way in which the public can participate in Uttlesford District Council meetings has changed. Meetings are no longer being held on site or in person and 'remote meetings' will be held on the virtual meeting platform Zoom until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday on Tuesday, 19 May. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510548/369/410 who will advise on the options available.

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

Facilities for people with disabilities

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510430/369 as soon as possible prior to the meeting.

For information about this meeting please contact Democratic Services

Telephone: 01799 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

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Website: www.uttlesford.gov.uk

Agenda Item 2

SCRUTINY COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on TUESDAY, 10 MARCH 2020 at 7.30 pm

Present: Councillor N Gregory (Chair)
Councillors M Caton, A Coote, C Criscione, G Driscoll, R Jones, P Lavelle, G LeCount, N Reeve and G Sell

Officers in attendance: R Auty (Assistant Director - Corporate Services), A Bochel (Democratic Services Officer) and A Webb (Director - Finance and Corporate Services)

Also present: Councillors A Gerard (Green Party Representative), P Lees (Deputy Leader of the Council), M Lemon, S Merifield and A Storah

SC42 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from the Chief Executive.

The Chair said he had a personal interest in Item 11, School Transport, as an issue which had been problematic in his ward.

SC43 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4 February 2020 were approved and signed as a correct record.

SC44 **CABINET FORWARD PLAN**

Members noted that the Corporate Plan Delivery Plan would be brought before the Committee at the May meeting.

SC45 **SCRUTINY WORK PROGRAMME**

Councillor Caton said the National Audit Office had published a report on Local Authority Investment in Commercial Property. This could be put on the agenda for the June meeting.

Councillor Criscione said the Planning Obligations and Conditions Task Group were still out for consultation with parish councils, and so would be reporting to the next meeting.

Councillor LeCount said he had been working with the Stansted Airport Community Trust for the past 6 months, but had so far been unable to acquire information on how the Trust had spent its money over the last 10 years. He was

soon to become a trustee, and would provide more information at the May meeting.

SC46 PLANNING OBLIGATIONS AND CONDITIONS

Members of the Planning Obligations and Conditions Task and Finish Group noted that the Development Manager was in the process of writing the Group's final report to come before the Committee in May. The Group had received 36 responses to its consultation so far.

SC47 MAJOR PLANNING APPLICATIONS

The Assistant Director – Corporate Services said the Planning Advisory Service had sat in on the Planning Committee meeting at which the application to expand Stansted Airport had been considered, and had conducted interviews with a number of members, officers and other stakeholders. A number of follow-up interviews still needed to be completed. It was expected that they would report in May or June.

SC48 AIRPORT FLY PARKING

Councillor Caton said the Airport Fly Parking Task and Finish Group was arranging to meet the Essex Transport Forum, and to have discussions with parish councils in affected areas. They had also spoken to the Portfolio Holder for Infrastructure, Transport and Stansted Airport. The Group had discussed the possibility of 3 parish councils trialing various options and were aiming to submit the final report in September.

SC49 RECORDING AND BROADCASTING OF MEETINGS

Councillor LeCount said he had been asked to look into this issue when the Planning Committee meeting to consider whether to issue the decision notice for the expansion of Stansted Airport had failed to record. The conclusion of a report by the provider had been that there had been several issues at play. New procedures had been tested and were in place, the software had been updated, and there were now robust checks on the system. There had been no conspiracy and he would report again at the June meeting.

SC50 SCHOOL TRANSPORT REQUEST FROM COUNCILLOR DAY

Councillor Day said he had brought this issue to the Committee to ask them to investigate school transport provided by scheduled bus routes. He understood that the drivers on these routes were not DBS checked and were not trained in the safeguarding of children. Through speaking to other councillors and residents of the District, he had compiled a dossier of concerns regarding this issue, and communication with Essex County Council had failed to reassure him.

Members agreed the safeguarding of children on scheduled bus routes was a serious matter that required their attention.

RESOLVED to endorse Councillor Day in the following regard:

- i)to write to the Cabinet Member at Essex County Council responsible for school transport requesting information on its safeguarding procedure for school children on scheduled transport, and;
- ii)to engage as appropriate with Essex County Council to address the underlying issues.

SC51 **ESSEX COUNTY TRAVELLERS UNIT REQUEST FROM COUNCILLOR CRISCIONE**

Councillor Criscione said his ward of Flich Green and Little Dunmow had been experiencing problems with some of the travellers on the Essex County Council travellers site. This issue was not something that would be constructive for the Scrutiny Committee to examine and so he would withdraw the suggestion that it be added to the work programme.

SC52 **ANNUAL REPORT**

The Director – Corporate Services said the report would be updated based on the outcome of the meeting.

The Chair noted the Committee and its substitutes had training scheduled for 14 May.

The meeting closed at 20.50.

**UTTLESFORD DISTRICT COUNCIL
DRAFT FORWARD PLAN**

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Appropriation of land west of Woodside Way Great Dunmow	Cabinet	27 May	<p>Resolve, in principle, to appropriate the land west of Woodside Way, Great Dunmow from its current purpose as public open space to planning purposes under section 122, Local Government Act, 1972;</p> <p>Advertise the proposed appropriation to planning purposes and consider any objections before reaching a final decision;</p> <p>Resolve, subject to appropriation for planning purposes, to use powers under section 203, Housing and Planning Act, 2016 to override the covenants attaching to the land which inhibit the use and dedication of land as highway as provided for in planning application UTT/13/2107/OP and in the association section 106 planning agreement.</p>	Yes	Open	Portfolio Holder for Planning and the Local Plan	Roger Harborough, Director - Public Services rharborough@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Corporate Plan Delivery Plan for 2020/21		27 May	To review the Corporate Plan Delivery Plan 20/21	No			Dawn French, Chief Executive dfrench@uttlesford.gov.uk
Corporate Plan Delivery Plan Progress Update – Quarter 4 2019/20	Cabinet	27 May	To provide an update and end of your progress report on the Q4 2019/20 Corporate Plan Delivery Plan	No	Open	Leader of the Council; Lead for Strategy, the Economy and Investment	Dawn French, Chief Executive dfrench@uttlesford.gov.uk
Nomination of Andrewsfield Airfield including runway, Stebbing, as an Asset of Community Value	Cabinet	27 May	To consider the nomination of Andrewsfield Airfield as an asset of community value	No	Open		Joanna Hill, Planning Policy Officer jhill@uttlesford.gov.uk
Budget Forecast Outturn - 2019/20 Quarter 4	Cabinet	7 Jul	Final year end financial position for 2019/20	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Financial Write Offs	Cabinet	7 Jul	to provide details of all the write offs actioned under delegated authority for the year 2019/20	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Local Council Tax Support Scheme 2021/22	Cabinet	7 Jul	To set the proposals for the LCTS scheme and technical adjustments re taxbase (empty homes/2nd homes etc)	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Essex Coast Recreational disturbance Avoidance & Mitigation Strategy (RAMS) - Strategy, Supplementary Planning Document (SPD) and Partnership Agreement (PA)	Cabinet	7 Jul	Concerning the strategy and implementation to protect bird habitats on the Essex coast	No	Open		Joanna Hill, Planning Policy Officer jhill@uttlesford.gov.uk
Budget Forecast Outturn - 2020/21 Quarter 1	Cabinet	1 Sep	April to June outturn budget position for 2020/21	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Museum joint management agreement with Saffron Walden Museum Society Ltd	Cabinet	1 Sep	Revision of aspects of the Joint Management Agreement between the Council and Museum Society for operating Saffron Walden Museum. It was last revised in 2014 and needs updating in respect of the new store and other minor details for the Arts Council Accreditation scheme (national standards for museums.)	Yes	Open	Portfolio Holder for Residents and Community Partnerships; Police and Emergency Services	Carolyn Wingfield, Curator - Saffron Walden Museum cwingfield@uttlesford.gov.uk
Budget Strategy and Funding Update	Cabinet	14 Oct	To provide members with an early indication of the budget forecast position for 2021/22 and the funding position	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Budget Forecast Outturn - 2020/21 Quarter 2	Cabinet	24 Nov	April to September budget position for 2020/21	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Local Council Tax Support Scheme 2021/22	Cabinet	24 Nov	To review LCTS proposals following consultation and recommend for approval at Full Council	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Treasury Management and Capital Strategy Mid Year Review	Cabinet	24 Nov	to present an update on the current strategies approved in February 2020	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Housing Revenue Account Business Plan 2021 - 2051	Cabinet	6 Jan	Adoption of new 30 year HRA business Plan	Yes	Open	Portfolio Holder for Housing, Communities, Youth and Health	Roz Millership, Assistant Director - Housing, Health and Communities rmillership@uttlesford.gov.uk
Housing Strategy 2021-2026	Cabinet	6 Jan	Adoption of new 5 year Housing Strategy	Yes	Open	Portfolio Holder for Housing, Communities, Youth and Health	Roz Millership, Assistant Director - Housing, Health and Communities rmillership@uttlesford.gov.uk
Medium Term Financial Strategy and Budget 2021/22	Cabinet	9 Feb	To review and recommend the 2021/22 MTFS and budget to Full Council	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Item	Meeting	Date	Brief information about the item and details of documents submitted for consideration	Key Decision?	Part 2?	Portfolio Holder	Contact officer from where the documents can be obtained
Budget Forecast Outturn - 2020/21 Quarter 3	Cabinet	9 Mar	April to December budget position for 2020/21	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Committee: Scrutiny Committee

Date:

Title: Managing the Public Health Emergency

Thursday, 21 May
2020

Report Author: Dawn French, Chief Executive

dfrench@uttlesford.gov.uk

Tel: 01799 510400

Summary

1. This report sets out a brief overview of the work of the council, so far, in responding to the public health emergency. Officers will be in attendance to answer further questions.

Recommendations

2. Members are invited to comment and raise questions on this report.

Financial Implications

3. None arising from this report.

Background Papers

4. None.

Impact

- 5.

Communication/Consultation	Referred to in the report
Community Safety	This report does not address the continuing work of the council on community safety, including the focus on the shifting pattern, victims and types of crime.
Equalities	This is not addressed in this report but there is a growing body of evidence that indicates that those from BAME communities are at greater risk from the coronavirus.
Health and Safety	This is not referred to in this report specifically but the health, safety and welfare of staff has and continues to be the greatest priority for the council.

Human Rights/Legal Implications	Not referred to specifically in the report.
Sustainability	Not referred to specifically in the report.
Ward-specific impacts	None
Workforce/Workplace	Referred to in the report

Situation

6. The council began preparing for the coronavirus outbreak in January, issuing its first bulletin to all staff regarding its impacts in early February.
7. An officer group was formally established in February and began to consider and plan for the implications for council services. A public health emergency was declared on 17 March when the council moved to an incident command structure.
8. Following the first 'lockdown' announced by the Prime Minister on 23 March, over 200 staff have moved to working from home, enabling services to the residents to continue to be delivered where possible. The day centres, museum and face to face customer service points have been closed, as have the leisure centres provided on the council's behalf by 1Life.
9. The council's focus has fallen in to three broad categories:

Work of the Council:

10. Staff have adapted quickly to their new ways of working, which has the advantage of providing flexibility and greater control over the working day. Teams have pulled together well to ensure services are delivered efficiently and there has been a good sense of comradery around the council's response, with many staff redeployed into areas of greatest demand or where staff shortages were impacting on services.
11. This has not been without its challenges for staff, many of who are juggling their work with schooling or other caring responsibilities; some staff do not have a dedicated space to work and therefore find it hard to 'get away' from work at the end of the day and many have reported missing social interaction, whether that be the ad-hoc contact with colleagues ('corridor conversations') or the immediate support of colleagues and managers (perhaps after a difficult call with a customer).
12. The response of the council has been successful, in part, due to the business continuity planning senior managers had already undertaken. However, it has been the flexibility and responsiveness of staff that has made it all happen so smoothly.
13. A dashboard of covid19 PIs has been produced, which provide an overview of the work that has continued during the 30 March to 3 May period and the

weekly. It will be reported to the Governance Audit and Performance Committee.

Providing support to residents, businesses and communities

14. Attached at Enclosure 1 is an infographic providing an overview of the work of the council in supporting residents, businesses and communities. Some responsibilities are new such as supporting the shielded and vulnerable and some is more of the same such as supporting those to claim benefits or to manage changes in their circumstances.
15. Part of the challenge for the new work has been the 'moving goalposts'. Information has come from the government, at times, very quickly and then has been replaced with updated guidance or data. For example, data was provided recently of another 732 residents apparently identified as in need of shielding and therefore potentially requiring high levels of support; on checking much of this data was a duplicate of that already received such that calls were only required to check on 160 residents, in that wave of data.

Working with Partners

16. A key role for the council in responding to an emergency of this scale is to work with partners across Essex through the Essex Resilience Forum (ERF), which has established a Strategic Coordinating Group (SCG) to maintain the over view and a number of tactical coordinating groups to work through the detail together, including on shielding, testing, PPE, etc.
17. A formal review of how the ERF has responded has not yet been undertaken, although an interim review is underway, but it is generally the view that it has been extremely effective in providing a consistent response and communication to residents and businesses; the ERF SCG also provides a very useful conduit for information/messages to go up to government and for clear channels back down, that the council would not have access to otherwise.
18. From the council's perspective, the investment in training, provided through the ERF, that has been undertaken across the senior management team in incident command and emergency management over the past couple of years has proved invaluable. Several managers are able to act in the gold and silver capacity, having a clear appreciation of the roles, responsibilities and ways of working required.

Looking Forward

19. The council has an important role in supporting businesses to reopen in a manner that is safe for their staff and customers; we will also take the lead on managing public space in the 'High Street' and town centres, working with Essex County Council to consider traffic management changes necessary to facilitate social distancing.
20. There is also a key role for the council, working with partners, in supporting future economic growth. Many sectors will see a shift in demand, their ways of

working and their requirements, which may have implications for skills, assets and transport.

21. Similar to all councils, we need to give thought to how we build on some of the opportunities that have arisen during the pandemic, for example, to keep the homeless housed, to keep volunteers engaged beyond the crisis and how to help maintain the generous community spirit seen around the district.
22. The council will also need to reflect on this experience to consider its own future operating model. The council now has a greater following on social media and remote working and meetings are now part of our new ways of working. The carbon footprint arising from travelling to the London Road office to work and meet has reduced substantially. It will be important to reflect on how the opportunities that have arisen can be built upon while continuing to address things that have not or are not working so well.
23. There is clearly going to be financial challenges in future government settlements, even more than were already predicted. The opportunities referred to above may go some way to addressing the gap that had already opened up in the council's medium term financial strategy.

Our COVID-19 response so far...

11 May 2020



£16m in grants given to **1,319** businesses

Processed **384** new Housing Benefit and Council Tax Support claims

Supporting **1,600** residents with Council Tax Hardship Grant payments



Managing **54** homelessness applications

Provided temporary accommodation to **17** homeless households

1,697 welfare calls made to vulnerable tenants & Lifeline users

370 sheltered housing tenants supported with everyday tasks

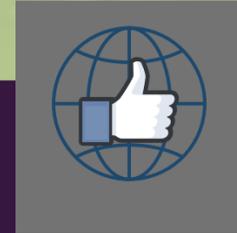


2,200 enquiries into the Community Response Hub

270 volunteers registered with the Hub

More than **350** people helped with their shopping

Prescriptions collected for **850** people

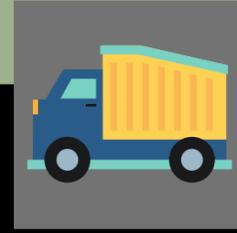


More than **13,000** customer enquiries handled

250,000+ reach on social media

30,000 views on our coronavirus web page

Weekly Covid-19 email sent to **8,000** subscribers



1,527 tonnes of waste collected each fortnight on average

85,000 bin collections every fortnight

Dealt with **50** fly-tipping and bonfire complaints