



Public Document Pack

Uttlesford District Council

Chief Executive: Peter Holt

Scrutiny Committee

Date: Thursday, 26th May, 2022

Time: 7.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chair: Councillor N Gregory

Members: Councillors C Criscione, G Driscoll, V Isham, R Jones, P Lavelle,
G LeCount (Vice-Chair), S Luck, G Sell and J De Vries

Substitutes: Councillors M Caton, P Fairhurst, R Pavitt and G Smith

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to committee@uttlesford.gov.uk. A time limit of 3 minutes is allowed for each speaker. Please refer to further information overleaf.

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [here](#). The broadcast will be made available as soon as the meeting begins.

There is a capacity limit for attendance in person in the Chamber and seats will be available on a first come first serve basis, so please do get in touch as soon as possible if this is of interest. For further information, please see overleaf.

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** 5 - 8
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** 9 - 12
To receive the Cabinet Forward Plan.
- 6 Scrutiny Work Programme** 13
To receive the Scrutiny Work Programme for 2022-23.
- 7 Climate Crisis Action Plan Progress Report** 14 - 22
To receive the Climate Crisis Action Plan progress report.
- 8 Local Plan Update**
To receive a Local Plan update. (Verbal report)
- 9 Sports Provision Scoping Document** 23 - 24
To receive the Sports Provision Scoping Review.
- 10 Scrutiny Annual Report** 25 - 30
To consider the Scrutiny Annual Report.

MEETINGS AND THE PUBLIC

In light of the Government lifting covid restrictions and in line with the Councils risk assessment Council, Cabinet and Committee meetings have returned to in-person and are held in the Council Chamber. However, due to social distancing precautions and capacity considerations, public access and participation will continue to be encouraged virtually until further notice.

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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 510 369/410/467/548 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.

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Agenda Item 2

SCRUTINY COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on MONDAY, 21 MARCH 2022 at 7.00 pm

Present: Councillor N Gregory (Chair)
Councillors A Coote, G Driscoll, R Jones, P Lavelle and G LeCount (Vice-Chair: via Zoom – non-voting)

Officers in attendance: R Auty (Assistant Director - Corporate Services), C Edwards (Democratic Services Officer), L Howells (Economic Development Officer), S Miles (Local Plan and New Communities Manager) and A Webb (Director - Finance and Corporate Services)

Also in Attendance: Councillor J Evans (Portfolio Holder for Planning and the Local Plan) and Councillor N Reeve (Portfolio Holder for Economy and Investment).

SC53 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Criscione, Isham, Sell and De Vries.

SC54 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meetings held on 16 December 2021 and 3 February 2022 were approved.

SC55 **RESPONSES OF THE EXECUTIVE TO REPORTS OF THE COMMITTEE**

Councillor LeCount gave an update with regards to the Stansted Airport Appeal Review. He said that all documents were being reviewed by the consultants and there had been an opportunity for the working group to look at them, comments had been received from Councillors Fairhurst and Khan. The full review and report would be available in April 2022.

SC56 **CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL IN OF A DECISION**

There were no matters.

SC57 **CABINET FORWARD PLAN**

The Chair said that the plan was noted and in particular the developer's contribution draft.

The Local Plan and New Communities Manager presented the report. He said that since the report had been published it had been recognised that extra work was needed to explore a couple of variations on the emerging development strategy. He said that although the impact was not significant it was essential to ensure that the best Local Plan was delivered. The main report was now out of date, but an up-to-date version would be circulated along with an amended letter to the Department of Levelling Up, Housing and Communities.

He highlighted the following risks on pages 22 to 24, id references 2 and 20 which related to staffing issues and id reference 12 regarding the designation of the Council. He said that this did not have a direct effect on the Local Plan but emphasised the importance to deliver the plan as soon as possible to assist with decision making.

He pointed out a new risk, id reference 44, which identified the possibility of an additional round of Regulation 18/19 stages being required. He said while the risk was low it needed to be recorded.

Councillor Evans thanked the Local Plan and New Communities Manager and his team including the input from the Interim Planning Director. He said there would be an overlap between the Interim Planning Director and the new, to be appointed, Planning Director. He said the delay in the Local Plan allowed for further consideration of the options and he said it was important in order to get the best Local Plan for the residents of Uttlesford.

Councillor Driscoll asked about the new risk regarding regulation 18/19 stages, number 44. The Local Plan and New Communities Manager said that the risk had been identified and therefore it needed to be acknowledged within the register.

In response to a question from Councillor Jones, the Local Plan and New Communities Manager said that the delay was necessary to enhance the plan and properly assess the development options. He said that in order for that work to be undertaken properly the extra time was needed.

In response to questions from Councillor LeCount, the Local Plan and New Communities Manager made the following points: -

- The impact of the Local Plan Project Manager leaving had been managed and the tasks had been split between himself and the Project Officer. He said an additional independent review team was checking that the project plan was robust and complete.
- The response from the Parish Councils had been good, he would provide a percentage after the meeting.
- The designation did not have a direct impact on the Local Plan but confirmed that once in place it would assist in decision making on planning applications and would reduce the number of applications being overturned at appeal.

The Chair said that it was an excellent report and thanked the Local Plan and New Communities Manager for the clarification about the delay. He said that Members needed to ensure that they were content with the process being undertaken to produce the Local Plan, that it was being delivered efficiently with the right outputs and nothing had been missed.

Councillor Driscoll pointed out that one of the larger sites at Hatfield Heath/Little Hallingbury had been missed from the report on page 30/31. The Local Plan and New Communities Manager apologised and said it should be on the list as West of Hatfield Broad Oak. He agreed to change the document.

The Committee agreed to remit the report forward to Cabinet and approve the letter with the necessary amendments to the content.

AGREED: That the report be remitted to Cabinet.

SC59 **ECONOMIC DEVELOPMENT PLAN PROGRESS REPORT**

Councillor Reeve presented the report he thanked the economic development and Business rates teams, he highlighted the following: -

- In the last year attention had been given to those businesses and individuals hardest hit by the pandemic.
- A new plan for year 2 was in progress.
- The first year had focused on processing grants, a total of £35m had been administered into the local community.
- The welcome back fund had been administered for the Town Centres.
- There was a total of 1,200 people currently unemployed in the district and the team continued to help to resolve this issue.
- Due to the focus on the delivery of the business support grants there will be an underspend with only £130k spent from this year's allocation of £347k. The balance will be rolled over to the next year. The Discover Uttlesford' website had been launched with an app coming later. It was aimed at supporting the tourist sector and would also help other business sectors including hospitality and retail.

The Committee agreed that it was an outstanding and comprehensive report and agreed unanimously to commend to Cabinet.

AGREED: That the report be remitted to Cabinet.

SC60 **CORPORATE PLAN DELIVERY PLAN 2022/23**

The Assistant Director – Corporate Services presented the report. He said that the format was unchanged from previous years apart from the addition of a summary at the start. The report highlighted key actions that were relevant to the priorities of the Council within the Corporate Plan.

Councillor Reeve thanked the Assistant Director – Corporate Services for taking ownership of the report and thanked the staff who had contributed. He said that past comments had been noted and said it was a SMART plan that was underpinned by a balanced budget.

In response to questions from Councillor Driscoll, the Assistant Director – Corporate Services said that the residents survey on the 'Blueprint Uttlesford' project on page 46 would report back by the end of June. He said the 'Let's Talk Uttlesford' community engagement portal on page 47 was on schedule to go live in April 2022.

The Chair said the report was a commendable piece of work with SMART objectives. He suggested and Members agreed unanimously to commend to Cabinet.

AGREED: That the report be remitted to Cabinet.

SC61 **SCRUTINY WORK PROGRAMME 2022/23**

The Chair said that due to the current pace of activity around the Local Plan and the amount of work this could produce, the Committee should be careful how much extra work was included in the work programme. He said it would be prudent that all the work was wrapped up within the remaining year of this Council.

Suggestions put forward and agreed were: -

Councillor Jones asked for a review of sports and leisure within the district focusing on what the district was meant to provide. The Director of Finance and Corporate Services said it was a good idea as long as it kept to the target scoping. The Assistant Director – Corporate Services said he would bring a scope outline to the next meeting.

Councillor Coote asked for a sub-committee to look at how the Council would operate as an organisation in the future and how the new way of working would affect the Council. The Director of Finance and Corporate Services said that the project board for Blueprint Uttlesford had already discussed how Scrutiny could be involved and would ensure that the Committee had early insight into the process.

Councillor Driscoll asked that the Stansted Airport fly parking project was reinstated. The Assistant Director – Corporate Services said that work on this was included in the delivery plan, on page 60, as part of a parking review.

The meeting ended at 8.00pm.

UTTLESFORD DISTRICT COUNCIL
CABINET FORWARD PLAN as of 18 MAY 2022

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
Local Council Tax Support Scheme Proposals - 2023/24	Cabinet	9 Jun	To propose criteria for LCTS scheme and consultation for financial year 2023.24	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Annual appointments to committees and working groups of Cabinet	Cabinet	9 Jun	To consider annual appointments to committees and working groups of Cabinet, and to confirm Terms of Reference.	No	Open	Leader of the Council	Ben Ferguson, Democratic Services Manager bferguson@uttlesford.gov.uk
Annual appointments to Outside Bodies and Joint Committees	Cabinet	9 Jun	To appoint members to Outside Bodies	No	Open	Leader of the Council	Ben Ferguson, Democratic Services Manager bferguson@uttlesford.gov.uk
Section 106 Affordable Housing Funds	Cabinet	9 Jun	To consider the report regarding S106 affordable housing funds.	No	Open	Portfolio Holder for Housing and Health	Judith Snares, Housing Strategy and Operations Manager jsnares@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 2021/22 - Final Outturn	Cabinet	7 Jul	To present the financial position of actual spend for 2021/22 for GF, HRA and Capital	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Economic Development Recovery Delivery Plan - Year 2	Cabinet	7 Jul	To present the Year 2 proposals for the EDRDP year 2 workstreams	No	Open	Portfolio Holder for the Economy, Investment and Corporate Strategy	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Officer Decisions - Write Offs 2021/22	Cabinet	7 Jul	To present details of debts/monies written off using officer delegated authority for 2021/22	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Treasury Management 2021/22 - Final Outturn	Cabinet	7 Jul	To present the financial position of actual TM activity, borrowing, investments and cashflow for 2021/22	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 2022/23 - Quarter 1 Forecast Outturn	Cabinet	20 Oct	To present the predicted year end financial position for 2022/23	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Car Park Review	Cabinet	20 Oct	To present the final report on the Car Park review	No	Open	Portfolio Holder for the Economy, Investment and Corporate Strategy	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Local Council Tax Support Scheme Proposals - 2023/24 and Consultation Responses	Cabinet	20 Oct	To present the LCTS scheme proposals along with Consultation responses for recommendation for full council approval	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Budget 2022/23 - Quarter 2 Forecast Outturn	Cabinet	12 Jan	To present the quarter 2 predicted financial position for 2022/23 for the GF, HRA and Capital	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
Medium Term Financial Strategy and Budget Proposals 2023/24	Cabinet	9 Feb	To present the five year financial strategy and budget proposals 2023/24 for GF, HRA, Capital and associated strategies	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk
Budget 2022/23 - Quarter 3 Forecast Outturn	Cabinet	16 Mar	To present the predicted financial position at quarter 3 for GF, HRA and Capital	No	Open	Portfolio Holder for Finance and Budget	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk

Scrutiny Work Programme 2022/23

26 May 2022	16 June 2022	22 September 2022	17 November 2022	31 January 2023	2 March 2023
Climate Crisis Action Plan – progress report	Blueprint Uttlesford	Planning Service Review – progress report	Climate Crisis Action Plan mid-year review	Corporate Plan	Corporate Plan Delivery Plan 2023/24
Local Plan update	Planning Service Review – progress report	Economic Development Recovery Plan mid-year review		Medium Term Financial Strategy and 2023/24 Budget	Economic Development Plan end of year review
Sports Provision scoping document		Sport Provision report			Climate Crisis Action Plan end of year review
Scrutiny Annual Report 2021/22					

Agenda Item 7

Committee: Scrutiny

Date: Thursday 26
May 2022

Title: Climate Change Action Plan

Report Author: Ben Brown, Assistant Director - Environmental Services

Summary

1. Uttlesford District Council declared a climate emergency in 2019 and we have pledged to take local action to prevent a climate and ecological catastrophe through the development of practices and policies which aim to achieve net-zero carbon status by 2030 and to protect and enhance biodiversity in the district.
2. This Climate Change Action Plan (CCAP) was approved by Cabinet on 11 January 2022 and incorporated feedback from this Committee.
3. This report and APPENDIX 1 both provide the Committee with an update on the actions due to be completed by the end of March 2022 or during the 2022/23 financial year.

Recommendations

4. To note progress on the implementation of the Climate Change Action Plan set out in paragraphs 15 to 16 and contained within APPENDIX 1.

Financial Implications

5. The Council has already agreed a specific climate change budget of £1,000,000 budget over 3 years.
6. To date £80,500 of the climate Change budget has been committed or spent.
7. External funding totalling over £900,000 has also now been secured.

Background Papers

8. 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: Climate Change Action Plan, Climate Change Strategy. The scientific data is drawn from the Government's and the Climate Change Committee's websites.

Impact

9.

Communication/Consultation	The Climate Change Action Plan has been reviewed by the Climate Change Working Group
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	A clear plan setting out Uttlesford district councils’ approach to addressing climate change will have a positive impact on sustainability issues.
Ward-specific impacts	None
Workforce/Workplace	None

Situation

- 10. The Council declared a climate and ecological emergency in 2019 and immediately established a cross party Climate Change Working Group and it was tasked with developing the Climate Change Strategy and Climate Change Action Plan (CCAP).
- 11. The Climate Change Strategy defined the Council’s ambition to achieve net-zero carbon status by 2030 and to improve biodiversity and was published in September 2020. The Climate Change Action Plan, describing how the Council would implement its ambition was approved by Cabinet on 11 January 2022 and is attached to this report as APPENDIX 1.
- 12. This Committee will be familiar with how the document is written and divided into in-house projects, or partnerships projects that rely on partnership working, persuasion or influencing / campaigning in order to deliver.
- 13. The Action Plan has 38 components, and the scale of the task to turn each one into a worked-up plan, actually delivering, is considerable.
- 14. This report purely focuses on the actions that were due to be completed by March 2022 or during the financial year April 2022-March 2023.

15. APPENDIX 1 of the report sets out the actions described above (Para 14) and provides Members with an overview of the progress made to date, and details future actions that may be required.

- There were 12 actions that were due for delivery in March 2022.
 - 7 have been described as Complete.
 - 6 are currently On Track.
 - 1 project has been delayed due to a lack of baseline data. Action to address the delay is detailed.
- There are 13 actions for delivery by December 2022. (Phase 3 of the Action Plan) of these actions 13 to 25 in the CCAP.
 - 9 are on track
 - 2 are currently delayed or there is a risk that they will not be completed on time.
 - There are two actions where a verbal update will be provided at the meeting.

16. It should be noted that the lead project officer for Climate Change has now left the Council and officers are in the process of recruiting a replacement, this has included a review of options that will best deliver the Council's climate objectives.

Risk Analysis

17. Individual Action within the CCAP have risks highlighted. However the following Members should be aware of the following overall risk

Risk	Likelihood	Impact	Mitigating actions
Reduced capacity to deliver CCAP action due to staff availability.	3	2	Recruitment of a replacement of the Climate Change Officer is underway and that will minimise the risk to overarching projects that they will coordinate.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX 1

Table of Actions due to be completed by March 2022

Action Number	Initiative	Status	Latest Update	Next Steps
Action 01	By March 2022, create a Fleet Decarbonisation Plan that maps the transition of our own fleet to low or zero emission by 2030 including detailing carbon savings.	Completed	A draft strategy has been produced identifying a route to net zero emissions for the Council's fleet. Transport operations are primarily linked to waste and recycling operations and account for approximately 51% of our CO ₂ e emissions, however after purchasing green energy through the green tariff, it is effectively 80% of the Council's current emissions.	Now that the draft strategy has been written further work is required to explore the current market for electrically powered vehicles to establish how our fleet could be reconfigured to reduce CO ₂ emissions. Demonstrations of two HGV vehicles that are currently on the market have been organised for later in the year. Alongside this work stream officers are in the process of exploring possible future service delivery models and this will eventually include the financial impact of any potential changes.
Action 02	Review consumer advice provided via our communications channels	Completed	This information is available on the Council's website and on www.letstalk.uttlesford.gov.uk/	The public content on both websites will be reviewed and updated on a periodic basis to ensure that information is available and up to date.
Action 03	Governance processes established for future decision making on climate change project spending.	Completed	It has been established that projects within the Climate Change Action Plan will follow the Council's existing Governance arrangements and the CCAP will form one workstream within the Blueprint Uttlesford Programme.	Business as usual task to ensure correct governance arrangements are used.
Action 04	Scoping and delivery of district-wide decarbonisation projects (for instance mapping where EV charging points need to go, how to take whole villages off oil and onto renewable energy) and local energy generation projects identified.	On track	The Local Energy Asset Representation mapping has been completed. It provides a rich dataset of energy assets and demand across Uttlesford which is useful for future planning towards decarbonisation. This is particularly important in areas which are not on the gas grid and which will have to eventually swap oil or LPG	Further work on this project to be rolled into 2022-23 delivery plan and will be monitored by the Climate Change Officer.

			<p>boilers for air or ground source heat pumps.</p> <p>A pilot project (combining UDC, ECC, Littlebury Parish Council, Saffron Walden Community Energy and UKPN) is underway in Littlebury to engage and inform residents on insulation and other measures to prepare for the transition. The learnings from this project will inform a rollout at scale across the district.</p>	
Page 18	Action 05	Travel survey Map to understand where and how people travel (building on the Local Plan consultation feedback that travel is an important issue)	On Track	<p>The survey on improvements that can be made to improve active travel infrastructure is now complete (with over 2,000 responses from the Community). The survey captures perceived and real barriers to active travel that can then be addressed over time.</p> <p>The results from the survey are now being coded and organised by potential delivery organisation for example Essex County Council, Local Highways panel or developer contributions etc. The results will also feed into the Local Cycling and Walking Infrastructure Plan.</p>
	Action 06	Installing EV charging points at housing owned by UDC	Delayed	<p>Assessment of UDC-owned housing sites for non-driveway parking requirements March 22 deadline has been missed due to lack of data on parking at UDC-owned housing sites.</p> <p>Further work on this project to be rolled into 2022-23 service plans and will be monitored by the Corporate Management Team via the Climate Change Officer.</p>
	Action 07	Information campaign to highlight dangers to health from the pollution generated by idling engines.	Complete	<p>Materials have been designed and printed and will be used throughout the year.</p> <p>Targeted campaign planned on 16 June 2022 – National Clean Air Day.</p>
	Action 08	Review the procurement process including Scope 3 (which are essentially indirectly created emissions) and social value	Complete	<p>Plans to ensure that Scope 3 emissions and social value are built into future procurement exercises are in place and will be considered as part of evaluation criteria.</p> <p>Review at end of Financial year in conjunction with procurement team.</p>

APPENDIX 1

Action 09	Review energy use footprint of our fuel.	Complete	The Council moved to a green energy Tariff in 2020 and reducing significantly our CO2e emissions and therefore the bulk of this action can be considered complete. However, it is important to continue to consider energy use as part of Business as Usual activities.	It will be necessary to periodically review our energy use and explore opportunities for energy use reduction, within the context of future working practices. This part of the CCAP should be built into future plans linked to BluePrint Uttlesford.
Action 10	Review resilience plans in the light of potential for heatwaves and flooding.	On-Track	As part of the Essex Local Resilience Forum, plans for dealing with potential impacts of Climate change have been prepared. These include heavy rainfall and storms, as well as heatwaves.	Continue to monitor and consider any emerging community risks linking back to the Essex LRF and the Council's Emergency Planning Officer.
Action 11	Map opportunities for biodiversity	Complete	A project to identify sites that are valued by the local community has been completed and information gained has been mapped. This information can be used to support the overarching green infrastructure plan for the district.	Explore how this data can be built into the local plan supporting documents and policies to help maximise the opportunities to protect and enhance biodiversity.
Action 12	Working with ECC develop a greater understanding the carbon impact of UDC recycling services to enable future service changes to be fully understood, in terms of both carbon reduction and recycling performance	On Track	Essex County Council is leading a project to replace the Joint Municipal Waste Management Strategy for Essex. The replacement is being developed with full involvement from Borough, City and District Councils and includes service modelling to help plan future services. Key metrics within the models are carbon savings and recycling performance. The overall strategy will have carbon reduction and improved environmental performance at its core.	The Council will continue to need to engage with the JMWMS programme and will start to make service design decisions. This process will need to be managed (at UDC) through the Waste Strategy Panel and link to BluePrint Uttlesford.

APPENDIX 1

Table of Actions due to be completed by December 2022

Action Number	Initiative	Status	Latest Update	Next Steps
Action 13	Reduce carbon footprint of UDC business travel and travel to work through use of zero emission vehicles and or changes in ways of working, seeking to be carbon neutral by 2030	On Track	Project scoping has been carried out and an initial discussion held at CMT.	Continue to evaluate the potential ways to reduce business travel or, where it can not be avoided, encouraging the most carbon efficient option.
Action 14	Local Cycling and Walking Infrastructure plan (LCWIP)	On Track	An early draft of the plan has been written. Feedback from travel map survey needs to be included	Officers will continue to seek input from Essex County Council (subject to ECC capacity) on technical aspects of the plan with the aim of finalising the first draft of the plan on time.
Action 15	Encouraging active travel: Micro-mobility schemes.	Delayed	This project relies on capacity at both ECC and UDC. The project has not progressed as far as planned at this stage.	Officers will continue to explore how this project can be brought back on track & reporting back to the Climate Change Working Group as required.
Action 16	Car club (EVs). This could be tied in with pool cars for business use by UDC staff, for instance if available to hire as a part of a car club.	On Track	Initial investigations have been made into the potential for an EV car club in Uttlesford. It is clear that it would require an anchor client such as UDC to make it viable for a car club operate in the area. UDC may or may not be a viable client for this project as we adjust to a more hybrid approach to office/home working. Kick-start funding for an EV car club in Saffron Walden is now possible with the Clean Air Grant and this could be used for council and museum staff where the journey starts and ends in SW.	Officers will continue to investigate potential EV car club solutions and when a suitable solution is developed any decision to progress will be taken through the Council's normal governance processes for approval.
Action 17	Bundle on-street parking spaces so that profitable and unprofitable	On Track	The Local Energy Asset Representation mapping, carried out	Continue to work with ECC to help deliver on street charging points across the district.

	spaces are combined in packages, to prevent cherry picking of the profitable spaces and future public subsidy of unprofitable spaces.		in 2021, has identified areas of Uttlesford with and without high levels of off-street parking. This information has already been passed to the ECC on-street EV charging team. The team requested suggestions of two locations for EV charging points in Uttlesford and this information helped provide the data. The County is preparing an EV charging strategy. It is recommended that the draft be scanned for its suitability for Uttlesford (and to ensure that it doesn't discourage charging as a method of discouraging cars in rural areas)	
Action 18	Enforce Minimum Energy Efficiency Standards (MEES)		A verbal update will be provided at the meeting on this action.	
Action 19	A published checklist relating to energy efficiency standards be published for developers to consider as part of their proposals		A verbal update will be provided at the meeting on this action.	
Action 20	Retrofit community buildings in Uttlesford - partnership between UDC and parishes where advantages of scale can be identified.	Not Started	This project has not yet started however could be linked with the pilot local energy project that is now on-going in Littlebury.	Continue to explore options to take this action forward reporting back to the Climate Change Working Group as required.

APPENDIX 1

Action 21	Improve biodiversity net gain (BNG) as per Environment Act.	On Track	The Local Plan team will include a policy on Biodiversity Net Gain within the emerging Local Plan.	Continue to explore the most advantageous way to improve Biodiversity in connection to new development and ensuring that developer commitments made through the planning process are delivered.
Action 22	Reviewing our domestic and commercial waste collection offers	On Track	The Council is participating in the development of a new Joint Municipal Waste Management Strategy (JMWMS) for Essex. This document will focus on improving recycling performance across the County and will consider a range of environmental measures to assess future service delivery models (including disposal).	Work on the JMWMS will continue and will provide detailed information on potential service delivery models for UDC to consider. This work will be managed by the Waste Strategy Panel and any decisions required will be sought through the Council's normal governance processes.
Action 23	Promote ways to reduce food waste and promote food waste recycling	On Track	Plans to promote reducing waste but specifically food waste are underway and will be rolled out from early summer. Efforts will be made to ensure that local UDC campaigns also align with national and county level messages to help avoid confusing residents.	This work will continue throughout 2022-23 and has been built into service plans.
Action 24	Shift residents thinking from 'avoiding landfill' towards minimising resource usage and a circular economy (including reducing single-use plastic).	On Track	This action links to 23 and plans are in place to address these issues over the coming year.	This work will continue throughout 2022-23 and has been built into service plans.
Action 25	Improve the capture of material for recycling (within current and then emerging waste disposal/treatment frameworks) to reduce contamination.	On Track	This action links to 23 and plans are in place to address these issues over the coming year.	This work will continue throughout 2022-23 and has been built into service plans.

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Scoping Report for Scrutiny Committee Review

Review Topic	Sports Provision
Scoping Report to go to meeting on	26 May 2022
Final report to go to meeting on	TBC
Portfolio Holder	Cllr Alex Armstrong
Lead Officer	<p>TBC, depending on what the committee wishes to focus on. Initial report to be coordinated by:</p> <p>Richard Auty, Assistant Director – Corporate Services</p> <p>With content provided by:</p> <p>Fiona Gardiner, Communities Manager</p> <p>Paula Evans, Customer Service and Performance Manager</p> <p>Stephen Miles, Local Plan and New Communities Manager</p>

Purpose and/or Objective of the Review (what the review should achieve)	<p>Gain an understanding of how the council contributes directly and indirectly to sports provision in the district</p> <p>Identify whether there are any gaps in that provision, acknowledging financial and staffing restraints on any proposals new or an increase in existing provision</p> <p>An analysis of opportunities for and threats to sports provision in the medium term (five to 10 years)</p>
Terms of Reference (to include the scope of the review)	<ul style="list-style-type: none"> • Understanding of the PFI contract, its implications for what can and cannot be provided, the council’s role within the contract, how it is structured and how it delivers sports provision for the people of Uttlesford • Understanding of the work of the

	<p>Communities Team with regard to supporting sports provision in the district, primarily through grant funding and the health and wellbeing agenda</p> <ul style="list-style-type: none"> • Understanding of how the Local plan will contribute to district sports provision • Identify opportunities and threats to the continued support or direct provision of sport in the coming years • Consider any gaps in provision • Formulate recommendations • The review will limit itself to the areas of council work listed above • The review will limit itself to sports provision and not look at wider leisure activities. Sport is defined as “an activity involving physical exertion and skill in which an individual or a team competes against another or others for entertainment” (Oxford English Dictionary)
<p>Methodology / Approach (methods to be used to gather evidence)</p>	<ul style="list-style-type: none"> • Report from relevant officers from the PFI, communities and Local Plan teams, presented by the Portfolio Holder for Sport, Leisure and the Arts Cllr Armstrong • Further evidence gathering dependent on the outcome of committee discussion of report
<p>Written Evidence Required</p>	<ul style="list-style-type: none"> • Report as above
<p>Potential Consultees/Witnesses</p>	<p>TBC depending on outcome of discussion at committee</p>

Committee: Scrutiny

Date:

Title: Annual Report 2021/22

Thursday, 26 May
2022

Report Author Richard Auty, Assistant Director – Corporate Services

Summary

1. There is a requirement under the Council's Constitution for the Chair of the Committee to report annually to Full Council.
2. The information below will form the report the Chair will give to the meeting and summarises the key work of the Committee in the 2021/22 year.

Recommendations

3. The Committee approves the content of the Annual Report.

Financial Implications

4. There are no direct financial implications associated with this report.

Background Papers

5. None

Impact

- 6.

Communication/Consultation	The report will provide a summary of the committee's work for all members
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Situation

7. Despite the continued disruption caused by the Covid 19 pandemic on the Council during 2021/21, the Scrutiny Committee has continued to make a positive difference. The Committee has benefitted from being able to meet in person from the start of the year and has continued to progress workstreams, including bringing one major piece of work to conclusion.
8. The Committee continued its practice of splitting its scrutiny of the Local Plan process from the rest of its workload and has again held separate Local Plan-specific meetings.
9. The sections of the report below summarise the main areas of discussion and activity during the year.

Planning Obligations

10. Scrutiny Committee began the first meeting of 2021/22 with the final report of the task and finish group set up to look at the Council's approach to planning obligations. The review was established to look at whether the Council is achieving the best outcomes for the district with regard to planning conditions obtained under S106 agreements.
11. The group, which comprised Cllrs Criscione and Jones, was set up in 2019 initially with Cllr Evans also a member until he was appointed to the Cabinet.
12. Following research, discussion and stakeholder consultation, the task and finish group compiled a series of recommendations which included formalising procedures for town and parish councils to provide input into planning obligations and clearer and consistent reporting of planning obligations through the Planning Committee.
13. The recommendations were endorsed by the Committee and subsequently approved by Cabinet. They have now been incorporated into the workstreams emanating from the planning review conducted by East of England Local Government Association-appointed consultants.

Economic Recovery Action Plan

14. Towards the end of the previous year, Cllr Reeve as Portfolio Holder for the Economy, had presented the Economic Recovery Plan to the Scrutiny Committee, which set out how a £1 million budget would be spent over three years to support economic recovery and growth in the district. The Committee supported the plan and considered it a well thought out piece of work, noting it had clear and measurable objectives.
15. A one-year action plan was then brought to Committee in May 2021, setting out the detail of how the aims of the Recovery Plan would be delivered in 2021/22.

16. The Committee endorsed the proposed spend of £347,000 and the priorities of the action plan, which were:
 - Business engagement and support
 - Information, advice and guidance
 - Skills and training
 - Creating jobs and inward investment
 - Creating a greener local economy
17. Areas of economic development activity that attracted particular questioning by the Committee included tourism, the availability and types of business support grants, the way data was being used to inform decisions and inward investment.
18. The Committee discussed economic development activity at two subsequent meetings during 2021/22 and noted substantial progress against all the key objectives.

Review of the Planning Service

19. The Council commissioned a review of the planning service in 2020 from the East of England Local Government Association (EELGA). This work was in three strands, the first two addressing the preparation for the development of a local plan and the third strand covering the Council's Development Management service.
20. The review of the Development Management service was undertaken by two Associates of EELGA. This report relates to the third strand review and its subsequent report. The review of the development management service was undertaken by two Associates of the East of England LGA in late 2020 and early 2021 and the results were presented to the Scrutiny Committee ahead of their adoption by Cabinet.
21. The Scrutiny Committee considered it important to focus on how to move forward rather than spending time discussing what had happened in the past. The Committee heard from the Portfolio Holder Cllr Evans how there were eight main recommendations from the review and that an outline of the work already underway to address these.
22. Committee members expressed concern at the proposed timescales for reporting further progress and sought agreement from Cllr Evans that an update would be brought back to the Committee more quickly than initially proposed. Members also sought assurances around budgetary commitments to ensure the recommendations could be properly financed and matters including customer service and enforcement.
23. The Committee further considered the planning review in November 2021 and February 2022, so by the end of the 2021/22 year had received a

detailed progress report setting out 85 actions, of which 35 were complete and a further 40 underway. Matters particularly highlighted through discussion between the Portfolio Holder and Committee members at these meetings included recruitment challenges, plans to standardise Planning Performance Agreements and timescales for improvement.

Stansted Airport Appeal

24. In June 2021, the Scrutiny Committee agreed to a request from Full Council to review the Stansted Airport appeal process. The Committee opted to appoint a Task and Finish Group chaired by the Committee's Vice-Chair Cllr LeCount, albeit with the work conducted by independent professional advisors, using the appointed councillors as a reference group
25. The review was able to progress off-line while appeal cost negotiations were ongoing through much of 2021/22, and it is hoped to bring the final report to the committee and Full Council in the first half of 2022/23.

Climate Change Action Plan

26. The Climate Change Action Plan was presented to the Scrutiny Committee in November 2021 prior to it going to Cabinet. This Action Plan provided detail to the broad aims set out in the Climate Change Strategy, which the committee had endorsed the previous year along with a series of interim climate change planning policies.
27. At the meeting, the Portfolio Holder Cllr Pepper set out some of the progress to date, including energy efficiency improvements to council houses, the commissioning of a cycling strategy and the completion of a biodiversity study to map environmentally important areas.
28. While welcoming the production of the action plan, which had been delayed by some months from its original publication date, a majority of Committee Members were concerned it was too aspirational and did not contain sufficient measurable outcomes. They voted not to recommend it to Cabinet but instead requested it was further reviewed and brought back to the Committee.
29. An amended action plan was re-presented at a meeting the following month, having incorporated some of the commentary from the Scrutiny Committee and this version was duly recommended to Cabinet for approval.

Corporate Plan and Delivery Plan

30. The Scrutiny Committee considers the Corporate Plan and the one-year Delivery plan which sits underneath it annually. These are key Council documents which set out the priorities for the organisation and some of the major projects and workstreams that will be done each year in order to meet those priorities.
31. The Corporate Plan is presented along with the Budget papers in February, with the Delivery Plan following in March.

32. In 2021/22 the Committee also conducted a mid-year review of the Delivery Plan after expressing concerns in previous years of a lack of specificity in some parts of the document. They felt there were insufficient measurable targets and concerns were also expressed that their views had not been sufficiently taken into account when Cabinet approved the 2020/21 Delivery Plan.
33. At this review in October 2021, the Committee noted that business as usual items had been removed from the Delivery Plan and while some concerns remained about a disparity in the way different parts of the document were written, it was nonetheless in their view, an improvement on previous iterations.
34. A new Delivery Plan, for the 2022/23 year, was then taken to the March 2022 meeting. The Committee noted that actions had costed, measurable objectives and recommended the document to Cabinet for approval.

Medium Term Financial Strategy and Budget

35. The full suite of budget papers were presented to the Committee in February 2022, prior to Cabinet and full Council. These papers included the Medium term Financial Strategy, Commercial Strategy, Housing Revenue Account, Capital Programme and General Fund Budget.
36. Among the key matters Committee Members discussed with the Portfolio Holder Cllr Hargreaves and senior officers were staff recruitment and resilience issues, proposed Council Tax and rent increases and the need to increase income and reduce expenditure in the coming years. The Committee voted to recommend the budget to Cabinet.

Local Plan

37. In 2021/22 the Committee continued to scrutinise the process of getting a new Local Plan in place. Quarterly meetings consider project management progress reports to ensure the process is on track as well as feeding into the update to the Department for Levelling Up, Housing and Communities.
38. The Scrutiny Committee reviews the four elements of the Project Management system at each quarterly meeting and asks questions of the Local Plan Manager. This process then allows the Committee the opportunity consider each quarterly update to Government about progress. The approach also enables the Committee to suggest any further action that the Council may wish to take to ensure the local plan is delivered on time in accordance with the Council's objectives. In this respect the Committee has adopted the style of a 'critical friend' in overseeing the Local Plan process.

39. The Local Plan Project Management system was agreed by Scrutiny Committee in early October 2021. The four quarterly meetings this year are summarised below:
- In June 2021, the Quarter 1 Project Management Report was considered. At that time there were 389 live tasks in the Project Plan and the overall status of the project was assessed as 'amber' subject to the successful procurement of the evidence base to support the plan and action being taken to address staff recruitment (posts which were later successfully filled). The Committee also noted the LPLG and Cabinet actions to consider the emerging vision, objectives, and preliminary outline strategy for the plan.
 - In September 2021, the Quarter 2 Project Management Report was considered. At that time live tasks had increased to 559 with overall status assessed as 'amber'. At that time, the main risks related to changes in senior staff at the Council (these posts were subsequently filled) and the appropriate briefing of members. At this time, a minor (8 week) change to the Local Plan timetable was agreed by the committee. This related to allowing members more time to review the emerging regulation 18 Local Plan.
 - In December 2021, the Quarter 3 Project Management Report was considered. At that time live tasks had increased to 831 with overall status assessed as 'amber'. At that time, Council budget pressures, had increased the risks of plan delivery (these subsequently reduced as increased budgetary certainty for the Local Plan was achieved) and risks around the work on the development options to inform the plan were discussed.
 - In March 2022, the Quarter 4 Project Management Report was considered. At that time live tasks had reduced to 722, as more tasks were completed than started while approaching the regulation 18 consultation. The overall status was assessed as 'amber', with the main risks being identified around the identification of the preferred option(s) for inclusion in the plan, completion of evidence in a timely manner, and recruitment to posts in the team. A further minor adjustment to the Local Plan timetable was agreed, of approximately 4 weeks, this was to allow time to explore variations on the emerging strategy and to ensure that the Council had the time to produce the best Local Plan it could.
40. Scrutiny Committee is intended to focus on the process elements of the Local Plan, while the Local Plan Leadership Group makes recommendations to Cabinet on the policy content of the plan.