

**SCRUTINY COMMITTEE**  
**Tuesday 16 July 2019 at 7.30 pm**  
**Council Chamber - Civic Centre**

1. Apologies for Absence and Substitutions
2. Declarations of Interest  

To receive Councillors' declarations of interest (if any) in relation to any matters on the agenda.
3. Minutes (Pages 2 - 4)  

To approve the minutes of the meeting held on 19 March 2019.
4. Matters arising
5. Written questions from members of the public  

To receive any questions from members of the public in accordance with Council Procedure Rule 10.
6. Written questions from Councillors  

To receive any questions from Councillors in accordance with Council Procedure Rule 11.
7. Committee Work Plan 2019/20 (Pages 5 - 9)  

To agree the Committee's work plan for the current year.
8. Responses of the Cabinet to Reports of the Scrutiny Committee  

To consider responses (if any) of the Cabinet to reports and recommendations from the Committee.
9. References from Other Committees  

None.
10. Matters of Urgent Business  

Such other business which, in the opinion of the Chair, should be received as a matter of urgency by reason of special circumstances to be specified in the minutes.

**MINUTES OF THE SCRUTINY COMMITTEE  
HELD ON**

19 March 2019

7.30 - 8.25 pm

**PRESENT**

**Committee Members**

Councillor Bob Davis (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Tony Edwards  
Councillor Maggie Hulcoop  
Councillor Shona Johnson  
Councillor Frances Mason  
Councillor Edna Stevens  
Councillor Chris Vince

**Officers**

Hannah Criddle, Governance Support Officer  
Simon Freeman, Head of Finance and Deputy to the Managing Director  
Jane Greer, Head of Community Wellbeing

61. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

62. **DECLARATIONS OF INTEREST**

None.

63. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 13 February 2019 are agreed as a correct record and signed by the Chair.

64. **MATTERS ARISING**

- a) Minute 45 - Review of the Provision of Health Care Services and Adult Social Care in the Town

Councillor Edwards noted that at the previous meeting it was discussed that adult social care was not invited to the meeting on 4 December 2019. Councillor Davis advised adult social care could be considered for inclusion in the work plan for the next municipal year.

65. **WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

66. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

67. **RESPONSES OF THE CABINET TO REPORTS OF THE SCRUTINY COMMITTEE**

None.

68. **IMPROVING THE PROVISION OF BUS SERVICES IN HARLOW - FINAL REPORT**

The Committee received a final report on improving the provision of bus services in Harlow. The Committee discussed the current service and a number of Councillors advised they were not satisfied.

**RESOLVED** that:

**A** The Committee notes the outcomes of the review.

**B** The Committee noted the issues surrounding current bus service provision, in particular the reliability of services in meeting their timetable.

**C** The Committee recommends to Cabinet that the outcomes of the Local Bus Consultation relating to future transport requirements in Harlow and wider areas is referred to the Garden Town Board.

69. **REVIEW OF PADDLING POOLS - INTERIM REPORT**

The Committee received an interim report on the review of the paddling pools. Jane Greer, Head of Community Wellbeing, suggested that the Committee set up a focus group. The terms of reference were to re-write the brief for community consultation. The Committee agreed to this. The membership of the group would be Councillors David Carter, Davis and Mason.

**RESOLVED** that:

**A** A focus group would be established to re-write the brief for community consultation. The membership of the group would be Councillors David Carter, Davis and Mason.

70. **WORK PLAN**

The Committee received a report summarising its work plan for 2018/19.

**RESOLVED** that the work plan be noted.

71. **REFERENCES FROM OTHER COMMITTEES**

None.

72. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

**REPORT TO:** SCRUTINY COMMITTEE

**DATE:** 16 JULY 2019

**TITLE:** COMMITTEE WORK PLAN 2019/20

**LEAD OFFICER:** SIMON FREEMAN, HEAD OF FINANCE AND  
DEPUTY TO THE MANAGING DIRECTOR  
(01279) 446228

**CONTRIBUTING OFFICER:** ADAM REES, GOVERNANCE SUPPORT OFFICER  
(01279) 446057

**RECOMMENDED that the Committee:**

**A** Agrees the Work Plan attached as Appendix A to the report.

**BACKGROUND**

1. The Scrutiny Committee agrees its work plan at its first meeting each municipal year.
2. Last year, 2018/19, the Committee carried out several reviews:
  - a) Civic Pride and Education;
  - b) Review of Universal Credit in Harlow;
  - c) Improving the Provision of Bus Services in Harlow;
  - d) Review of the Closure of Osler House; and
  - e) Review of Provision of Health Care Services.
3. In 2018/19, the Committee also began, or continued, a number of reviews:
  - a) Review of the Impact of Permitted Development – Update report;
  - b) Review of Policing in the Town – Scoping report; and
  - c) Review of Paddling Pool – Interim report.
4. The 2018/19 Work Plan contained a number of topics for possible review in the future. These were:
  - a) Parking in the Town;
  - b) Transport Links in and out of Harlow;

- c) Review of Educational Provision; and
  - d) Review of Youth Club Provision.
5. In considering items for possible review in 2019/20, the Committee is invited to note its terms of reference, attached as Appendix B.

## **ISSUES/PROPOSALS**

6. Following commitments made by Cabinet to improving parking within the town where possible it is proposed that this item is removed from the Committee's Work Plan. The Committee may decide to reintroduce the topic as an item on its Work Plan in the future.
7. Following the Committee's consideration of a scoping report of Policing in the Town, the Police, Fire and Crime Commissioner has announced that the number of police officers within Essex will increase. In light of this it is proposed that the Committee determines:
- a) Whether a review is still desired; and
  - b) If it does, whether it wishes to reconsider the terms of reference of the review.
8. Provisional discussion with the Chair have not identified any specific topics for review, however, the Committee is invited to suggest topics.

## **IMPLICATIONS**

### **Place (Includes Sustainability)**

None specific.

**Author: Andrew Bramidge, Project Director – Enterprise Zone and Interim Head of Planning**

### **Finance (Includes ICT)**

None specific.

**Author: Simon Freeman, Head of Finance and Deputy to the Managing Director**

### **Housing**

None specific.

**Author: Andrew Murray, Head of Housing**

### **Community Wellbeing (Includes Equalities and Social Inclusion)**

None specific.

**Author: Jane Greer, Head of Community Wellbeing**

**Governance (Includes HR)**

None specific.

**Author: Simon Hill, Head of Governance**

**Appendices**

Appendix A – Draft Scrutiny Committee Work Plan 2019/20

Appendix B – Scrutiny Committee’s Terms of Reference

**Background Papers**

None.

**Glossary of terms/abbreviations used**

None.

## Scrutiny Committee Work Plan 2019/20

Work	Tuesday 16 July 2019	Tuesday 3 September 2019	Tuesday 15 October 2019	Tuesday 3 December 2019	Tuesday 11 February 2020	Tuesday 17 March 2020
Review of the Impact of Permitted Development		Update Report				
Review of Policing in the Town						
Review of Paddling Pools			Update Report			
Review of Educational Provision				Scoping Report		
Review of Youth Club Provision			Scoping Report			
Transport Links in and out of Harlow						



## **Appendix B**

### **SCRUTINY COMMITTEE'S TERMS OF REFERENCE**

**From Part 3 of the Council's Constitution: Responsibility for Functions.**

#### **SCRUTINY COMMITTEE**

The Scrutiny Committee supports the work of the Cabinet and the Council as a whole. The Scrutiny Committee has no decision-making powers and cannot scrutinise individual regulatory or quasi-judicial issues. Its function is to raise issues for consideration, to examine and scrutinise matters of community interest, to hold the Cabinet to account, and to represent the interests and views of the public. Where appropriate, joint reviews will be undertaken with other organisations.

#### **Terms of reference**

- 1 To provide the main forum for the Council's internal and external scrutiny work, focusing on activities that improve outcomes for local people.
- 2 To approve an annual overview and scrutiny work programme, including the programme of any task and finish groups appointed so as to ensure that the Committee's and task and finish groups' time is effectively and efficiently utilised.
- 3 To ensure that referrals from the Scrutiny Committee to the Cabinet, either by way of report or for reconsideration, are managed efficiently.
- 4 At the request of the Cabinet to make recommendations about the priority of referrals if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business.
- 5 To receive and action requests from the Cabinet and/or the Council for reports.
- 6 To have the powers in relation to Cabinet decisions made but not implemented as set out in Section 21(3) of the Local Government Act 2000 (as amended).
- 7 To have the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Cabinet or any other Committee or Sub-Committee of the Council as it sees fit.