

SCRUTINY COMMITTEE
Tuesday 1 September 2020 at 7.30 pm
Zoom - Online

This meeting is a virtual meeting which is being hosted on Zoom. Councillors and registered public participants will be sent access details nearer the date of the meeting.

Members of the public who wish to watch the meeting can do so via a livestream which will appear on the Council's YouTube page
<https://www.youtube.com/user/HarlowCouncil>

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 3 - 5)

To approve the minutes of the meeting held on 14 July 2020.

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. 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.

a) Review of Overview and Scrutiny - Final Report

The Cabinet considered the Committee's recommendations arising from the Review of Overview and Scrutiny at its meeting on 9 July 2020 and

RESOLVED that:

- i) Subject to recommendation by the Scrutiny Committee, Cabinet endorsed the Cabinet-Scrutiny Protocol (attached as Appendix A to the report), the revised Scrutiny Procedure Rules (attached as Appendix B to the report) and the revised Scrutiny Committee Terms of Reference (attached as Appendix C to the report) for adoption by Full Council.
- ii) Subject to recommendation by the Scrutiny Committee, Cabinet agreed that the Cabinet Overview Working Group is renamed the Cabinet Policy Development Group and the terms of reference are amended as set out in Appendix D to the report.

8. Review of Overview and Scrutiny - Fast Track Process (Pages 6 - 14)

9. Scrutiny Committee Work Plan 2020/21 (Pages 15 - 27)

To review the Committee's work plan for the current year.

10. References from Other Committees

11. 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**

14 July 2020

7.30 - 8.50 pm

PRESENT

Committee Members

Councillor Tony Edwards (Chair)
Councillor David Carter (Vice-Chair)
Councillor Simon Carter
Councillor Joel Charles
Councillor Bob Davis
Councillor Maggie Hulcoop
Councillor Shona Johnson
Councillor Nancy Watson

Officers

Simon Hill, Head of Governance
Adam Rees, Governance Support Officer

1. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Shannon Jezzard and Emma Toal.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED that the minutes of the meeting held on 13 February 2020 are agreed as a correct record and signed by the Chair.

4. **MATTERS ARISING**

a) Minute 42 - Review of Paddling Pools - Final Report

Previously it was agreed that a note would be circulated including detailed timelines and costings, it was noted that this had not happened and the Committee requested that this was actioned.

b) Minute 44 - Work Plan

The Committee expressed its frustration at the Work Plan not being included on the agenda for the meeting. In particular the Committee noted

the delay which would be caused to the Committee's work. The Chair agreed to address these concerns through discussion with Officers.

The Committee noted that information on the review of Permitted Development had not been circulated. The Chair explained that Cabinet had considered matters in relation to this review and Officers felt that the aims of the review had been achieved. The Committee asked for a note setting out what had been achieved.

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

None.

6. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

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

None.

8. **REVIEW OF OVERVIEW AND SCRUTINY - FINAL REPORT**

The Committee received a report on changes to the governance surrounding the Council's overview and scrutiny processes.

Councillor Charles requested that a section was added to the Cabinet-Scrutiny Protocol which enabled to the Committee, through a majority vote, could request that reviews are fast tracked with Officers agreeing deadlines for the fast track process in advance.

The Committee agreed that this alteration should be brought back to the next Committee meeting. It was agreed that any further amendments would be referred to the Chair to be considered at the next meeting

RESOLVED that the Committee:

- A** Recommended to Full Council that the Cabinet-Scrutiny Protocol (attached as Appendix A to the report), the revised Scrutiny Procedure Rules (attached as Appendix B to the report) and the revised Scrutiny Committee Terms of Reference (attached as Appendix C to the report) are adopted.
- B** Recommended to Cabinet that the Cabinet Overview Working Group is renamed the Cabinet Policy Development Group and the terms of reference are amended as set out in Appendix D to the report.

- C Approved the Scrutiny Committee Review Submission Form (attached as Appendix E to the report).
- D Agreed that training is procured to take place as soon as possible.
- E Agreed that any further amendments would be referred to the Chair to be considered at the next meeting.

9. **REFERENCES FROM OTHER COMMITTEES**

None.

10. **MATTERS OF URGENT BUSINESS**

The Chair said that the Work Plan would be considered at the meeting on 1 September. He suggested that the reviews of Policing in the Town, and the Review of Adult Social Care would be pushed back. Other reviews should now be submitted using the revised submission procedure.

CHAIR OF THE COMMITTEE

REPORT TO: SCRUTINY COMMITTEE

DATE: 1 SEPTEMBER 2020

TITLE: REVIEW OF OVERVIEW AND SCRUTINY – FAST-TRACK PROCESS

LEAD OFFICER: SIMON HILL, HEAD OF GOVERNANCE
(01279) 446099

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

RECOMMENDED that:

- A** The amended Cabinet-Scrutiny Protocol attached as Appendix A to the report is adopted.

BACKGROUND

1. At Scrutiny Committee on 14 July, the Committee recommended to Full Council changes to the governance processes surrounding the Council's overview and scrutiny functions. Full Council approved these changes on 16 July.
2. On 14 July it was also agreed that any further changes would be sent to the Chair of the Committee, with a report being brought to this meeting setting out these potential changes.
3. As discussed at the meeting on 14 July, Councillor Charles has submitted changes which would amend the Cabinet-Scrutiny Protocol to include a fast track procedure for reviews.

ISSUES/PROPOSALS

4. The changes are included in the Protocol as paragraphs 4.3c i, and 4.3c ii. The changes enable the Committee to agree a priority process for particular reviews with shortened timeframes.
5. Fast-track reviews will be overseen by a Working Group of Councillors and Officers, with the outcome of the review being reported to the Committee for consideration.

IMPLICATIONS

Environment and Planning (Includes Sustainability)

None specific.

Author: Andrew Bramidge, Head of Environment and Planning

Finance (Includes ICT, and Property and Facilities)

None specific.

Author: Simon Freeman, Head of Finance and Deputy to the Chief Executive

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)

As contained within the report.

Author: Simon Hill, Head of Governance

Appendices

Appendix A – Cabinet-Scrutiny Protocol

Background Papers

Report to Scrutiny Committee on 14 July 2020 'Review of Overview and Scrutiny – Final Report'

<http://moderngov.harlow.gov.uk/ieListDocuments.aspx?CIId=119&MIId=1286&Ver=4>

Glossary of terms/abbreviations used

None.

Cabinet – Scrutiny Protocol

1 Introduction

1.1. This protocol sets out the relationship between the Council's Cabinet and its Scrutiny Committee. This includes the processes that both bodies follow, where they will interact with each other, and how they expect the other to conduct itself. The Protocol is in addition to requirements set out in the Council's Code of Conduct and the Officer/Councillor Protocol.

1.2. The Monitoring Officer will be responsible for overseeing compliance with this Protocol.

2 Aims

2.1. To create a framework which enables effective scrutiny.

2.2. To empower the Committee's members, Portfolio Holders and Officers by setting out their roles, powers and responsibilities in relation to scrutiny.

2.3. To promote mutual respect between all three groups to ensure openness which will enable the Committee to work effectively.

2.4. To enable the Committee to act as a 'critical friend' to the Cabinet which provides constructive, non-partisan scrutiny of upcoming Cabinet decisions and corporate objectives.

2.5. To enable the Committee to effectively scrutinise third parties and to engage with relevant stakeholders.

2.6. To help align the Committee's work with the Council's Corporate Priorities.

3 Meeting Conduct

3.1. All Councillors will abide by the requirements set out in the Council's Code of Conduct and look to promote an atmosphere of openness and mutual respect.

3.2. Committee members should look to ask searching questions and offer constructive comments to help fulfil the Committee's role of being a 'critical friend.' In most cases, an initial set of questions will be sent to the Cabinet member.

- 3.3. Cabinet members will prepare answers for the questions sent to them in advance of the meeting. They will also look to anticipate further questions and will prepare for these appropriately. They will recognise the value of the Committee and will look to answer all questions as fully as possible.
- 3.4. Both the Committee and Cabinet members will respect the requirement for Cabinet members to avoid scrutinising their own decisions.
- 3.5. The Chair will always look to ensure that all attendees at the meeting are treated fairly and courteously.
- 3.6. The Chair, with the advice of Officers, will ensure that meetings are run in accordance with any requirements set out in the Constitution, and in line with any procedure agreed by the Committee.

4 The Scrutiny Committee Work Plan

4.1. Before the First Meeting of the Council Year

- a) Committee Members will submit any suggestions for items 28 days before the first meeting using the Review Submission Form. All the forms will be circulated to the Committee members the following day. If non-Committee members wish to submit items they should ensure they have the support of at least one Committee member.
- b) The review topics will be considered at the next SMB meeting, who will put together a draft Work Plan. This will be based on the review criteria set out in the review submission forms.
- c) Where SMB feel reviews can be improved by tightening the scope, or altering the format of the review it will discuss these with the Chair. This will be explained to the Committee. A Work Plan will also be developed in the context of these suggested alterations.
- d) Fourteen days before the meeting, Officers will meet with the Chair and Vice Chair to discuss the Work Plan. Any further changes to the proposed Work Plan will be made prior to the agenda's publication.

4.2. At the First Meeting of the Year

- a) Steps a-c of the Pre-Scrutiny of Cabinet Matters procedure (point 5.1 of this Protocol) will be followed.

- b) The Committee will agree its priorities for reviews carried out during the council year.
- c) The Committee will consider its Work Plan for the council year, with reference to the information obtained as part of point 4.1 above and in light of its priorities.

4.3. Additions/Changes to the Work Plan

- a) Committee Members can submit additional items throughout the year. If non-Committee members wish to submit items they should ensure they have the support of at least one Committee member. New items will be submitted to Corporate and Governance Support prior to the publication of the agenda. The relevant Head of Service will be consulted on the timescale of the review and possible changes to its scope. This information will be reported to the Committee who will then consider whether the review will be progressed further.

b) The Committee will consider its Work Plan at each meeting.

c) **Fast-tracking urgent Committee business**

i) When a matter of urgent public interest arises, the Committee can request that Officers facilitate a rapid scrutiny review (pre-agreed timescales will be approved by Members in consultation with Officers on a case by case basis). To aid the delivery of the rapid scrutiny review, a working group comprised of Members and Officers will be formed to complete the work under the approved timescales.

ii) The Chair will consult with Committee Members to agree a rapid scrutiny review by a simple majority vote achieved digitally or at any Scrutiny Committee meeting under the standing Work Plan. The timescales for fast-tracking a report will be reviewed by the Committee on an annual basis.

5 Participation of Portfolio Holders and the Leader

5.1. Pre-Decision Scrutiny of Cabinet Matters

- a) At the first meeting of the Council year the Leader will give an overview of the reports which will be considered by Cabinet over the year. They will set out the Cabinet's priorities. This will be

accompanied by the Cabinet Forward Plan and the Council's Corporate Plan.

- b) The Committee will consider which reports it would like to have pre-decision scrutiny of. These will be programmed into the Committee's work plan. The Committee will consider whether the matter will be considered at other meetings of the Council (such as the Audit and Standards Committee, or Housing Standards Board) and whether the Committee feels it can add value through pre-decision scrutiny.
- c) The Committee will develop lines of inquiry in respect of each identified item and establish S.M.A.R.T (specific, measurable, achievable, relevant and timely) objectives.
- d) The relevant Portfolio Holder and Head of Service will be made aware that the item will be subject to pre-decision scrutiny and the lines of inquiry.
- e) A report to the Committee will be prepared by Officers, in consultation with the relevant Cabinet member. This report will provide an update on progress of the item, address the lines of inquiry and, if appropriate, suggest other areas the Committee may wish to question.
- f) The Portfolio Holder will attend the meeting to present the report and answer questions from the Committee. The Head of Service will primarily answer technical questions.
- g) The Committee will consider areas that the Cabinet report will need to address and where the piece of work can be strengthened. These points will be addressed as part of the Cabinet report. It is expected that these will have arisen from the initially agreed lines of inquiry. Where the Committee's recommendations deviate from its initial lines of enquiry, it will monitor this as part of its outcome monitoring process.
- h) Cabinet will consider the report and the outcome will be referred back to the Committee for information. This will form part of an outcome monitoring report which will become a standard item on the Committee agenda.
- i) Following the first meeting of the Committee, Committee members can submit a request to pre-scrutinise a report. The request will be considered at the next meeting. Steps b-h above will then be followed.

5.2. Call In Sub Committee

- a) As set out in the Scrutiny Procedure Rules it is the duty of the Leader or relevant Portfolio Holder to attend a meeting of the Call In Sub Committee.
- b) The role of the Cabinet member will be to answer questions of fact. They should be mindful not to involve themselves in the debate and the Committee should not encourage them to do so. The Scrutiny Procedure Rules set out a requirement for Councillors to not be involved in scrutinising a decision they have been involved in and this must be respected.

5.3. Scrutiny Committee Reviews

- a) The Committee will consider the need for the relevant Cabinet member to attend. The Committee will provide sufficient notice and will provide a set of initial questions.
- b) Cabinet members will prepare answers for the questions sent to them in advance of the meeting. They will also look to anticipate further questions and will prepare for these appropriately. They will recognise the value of the Committee and will look to answer all questions as fully as possible.
- c) Where a Cabinet member has been invited to attend, it is expected that Officers will only answer technical questions.

5.4. Non attendance of Cabinet members

- a) The Committee will provide sufficient notice (as set out in the Scrutiny Procedure Rules) to Cabinet members so that they can attend.
- b) Except for attendance at the Call In sub Committee (where paragraph 13 of the Scrutiny Procedure Rules will apply) in instances where the relevant Portfolio Holder cannot attend, the Leader will attend. Where neither can attend the relevant Head of Service will attend.

6 Participation of Other Organisations

6.1. The Meeting before

- a) The Committee will agree its goals for the meeting. These will align with the S.M.A.R.T objectives agreed as part of the scoping process.

- b) Based upon these goals, the Committee will agree a list of initial questions.
- c) The Committee will agree on a format for the item to be considered at the next meeting. They may also consider whether the relevant Cabinet member will be invited to attend.

6.2. Before the meeting

- a) The Committee will provide organisations with advance notice of its initial questions.

6.3. At the meeting

- a) The meeting will follow the format agreed as part of paragraph 6.1(c) above.
- b) The Committee may ask follow up questions. These will be linked to the aims of the meeting.
- c) The Committee will consider whether it has achieved its goals for the meeting and will decide on a course of action, including the setting of S.M.A.R.T recommendations if appropriate.

7 Recommendations

7.1. As set out in the Constitution any referrals to the Cabinet will be considered at its next meeting.

7.2. Cabinet's decision will be noted at the next meeting of the Scrutiny Committee. Where the Cabinet has not accepted the recommendation of the Committee, the Leader or relevant Portfolio Holder/s will provide a written explanation to the Committee setting out why Cabinet has not accepted the recommendations.

8 Outcome Monitoring

8.1. Final recommendations will be S.M.A.R.T so they can be effectively tracked and monitored. The Committee will consider how closely the recommendations align with the S.M.A.R.T objectives set as part of the scoping of the review.

8.2. The Committee will track reviews and choose an appropriate time to explore whether the S.M.A.R.T objectives and recommendations have been met.

REPORT TO: SCRUTINY COMMITTEE

DATE: 1 SEPTEMBER 2020

TITLE: SCRUTINY COMMITTEE WORK PLAN 2020/21

LEAD OFFICER: SIMON FREEMAN, HEAD OF FINANCE AND PROPERTY AND DEPUTY TO THE CHIEF EXECUTIVE (01279) 446228

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

RECOMMENDED that the Committee approves:

- A** The draft work plan attached as Appendix A to the report
- B** The topic submission forms attached as Appendix B to the report.

BACKGROUND

1. The Scrutiny Committee approved the use of submission form for potential review topics at its meeting on 24 July. This was part of wider changes to the process for developing the Committee's work plan, and the Council's scrutiny processes more generally.
2. The Review of Policing in the Town, Review of Youth Club Provision, and Review of Adult Social Care in Harlow have all been added to the work plan in previous years. The Committee has not taken any substantive action with these reviews so far. It is suggested that these reviews are not considered as part of the work plan this year and that they can be considered as items for potential review in subsequent years if they are requested using the new submission form.
3. The Committee will note that the Review of Overview and Scrutiny has a separate report elsewhere on the agenda. Provided that report is approved, the review will have concluded.

ISSUES/PROPOSALS

4. In line with the revised work plan setting process, the Senior Management Board (SMB) considered any forms submitted by the Committee in order to produce the draft work plan attached as Appendix A to the report.
5. The terms of reference included as part of the review of Domestic Abuse in Harlow During Covid-19 Lockdown already form part of the Community Impact Officer work stream for Covid-19 recovery. SMB have recommended that this

review is put on hold, pending completion of work within this work stream. The Committee can then decide if it would like to progress with a review.

6. Due to Officer capacity, SMB have recommended that the Review of Allotments is considered on a future work plan.
7. SMB have noted the high priority given to both the Review of Housing and Accommodation Requirements for Adults with a Moderate/Severe Learning Disability, and the Review of Delivery of Council House Building Programme. SMB are recommending that external consultants are procured to enable completion of these reviews. Officers are looking to contact consultants as soon as possible so these reviews can be timetabled into the work plan.
8. The Committee will also note the removal of the Review of Permitted Development from the work plan. This follows the Committee's recommendation to Cabinet that the Council seeks Article 4 Directions for Harlow's major employment sites. The Council has applied for these Article 4 Directions following consultations for each of the sites, and Officers now consider the review to have reached its conclusion.

IMPLICATIONS

Environment and Planning (Includes Sustainability)

None specific.

Author: Andrew Bramidge, Head of Environment and Planning

Finance (Includes ICT, and Property and Facilities)

None specific.

Author: Simon Freeman, Head of Finance and Deputy to the Chief Executive

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

Appendix B – Scrutiny Committee Review Topic Submission Forms

Background Papers

None.

Glossary of terms/abbreviations used

SMB – Senior Management Board

Scrutiny Committee Work Plan 2020/21

Work	Tuesday 14 July 2020	Tuesday 1 September 2020	Tuesday 13 October 2020	Tuesday 1 December 2020	Tuesday 9 February 2021	Tuesday 16 March 2021
Review of Policing in the Town*						
Review of Youth Club Provision*						
Review of Adult Social Care in Harlow*						
Review of Overview and Scrutiny	Final Report	Report on Fast Track Process				
Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability		Topic Submission Form				
Allotments		Topic Submission Form				
Delivery of Council House Building Programme		Topic Submission Form				
Domestic Abuse in Harlow During Covid-19 Lockdown		Topic Submission Form				

*Topic which requires review form submission before commencement

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	Tony Edwards, David Carter, Simon Carter, Maggie Hulcoop and Shannon Jezzard
Review Topic	Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability
Links to the Council's priorities	More and Better Housing To provide for the diverse housing needs of adults with a moderate/severe learning disability
What priority level is this item?	Medium
Terms of reference (to include the scope of the review)	<p>It is estimated that there are approx. 1600 Adults with a learning disability living in Harlow of which approx. 330 have a severe learning disability. (JSNA)</p> <p>To map and review the current range of housing provision for this population</p> <p>To estimate the anticipated need (over next 10 years)</p> <p>To identify any gaps in provision</p> <p>To devise a clear plan as to how needs will be met</p> <p>To identify targets and milestones and criteria for identifying success.</p> <p>To identify barriers to delivery.</p>
Purpose and objective of the review	<p>To have a clear understanding of the housing and accommodation needs of residents with a learning disability.</p> <p>To have a clear plan as to how any gaps in provision will be met.</p>
Methodology/approach (methods to be used for gathering evidence)	<ul style="list-style-type: none"> • Review of data held by Housing Department • Consultation with Essex County Council regarding existing HA supported housing and residential provision and estimates of unmet need. • Consultation with Service Users/Carers as to unmet need and the types of provision they require.

Written evidence required	JSNA Corporate Plan
Potential witnesses	<ul style="list-style-type: none"> • Head of Housing • Cabinet member for Housing • Adult Social Services • Adults with Learning Disabilities and their Carers • Mencap • Upwards with Downs • PACT
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	<ul style="list-style-type: none"> • Adults with Learning Disabilities and their Carers • Mencap • Upwards with Downs • PACT • Harlow College • Officer/Consultant led survey • Written submissions from Organisations
Site visits (where and when)	Not applicable
Publicity (methods to be used)	Publicity in local media Written invitations to Users and Carers. {Where known)
Resources (people, expenditure)	Qualified staff or Consultant time to undertake the work required
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	Lack of resources to undertake the work.
Measures of success	<ul style="list-style-type: none"> • Evidence of engagement with Learning Disability population and their carers • A clear understanding of the current range of housing provision for this population • An understanding of any gaps in provision • A clear plan with SMART targets as to how unmet needs in service provision will be met

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	Tony Durcan, Simon Carter, Tony Edwards, Maggie Hulcoop and Shannon Jezzard
Review Topic	Review of Allotments
Links to the Council's priorities	Wellbeing and Social Inclusion A Clean and Green Environment
What priority level is this item?	Medium
Terms of reference (to include the scope of the review)	To establish what land has, and is going to be, set aside for allotments To review current allotments access and availability To understand the benefits and challenges faced by current allotment users To determine whether sites should continue as single use sites, or be used as a co-operative type of community usage, or a mix of both To make recommendations on how the sites can be best utilised for all sectors of the community
Purpose and objective of the review	To improve the provision of allotments in Harlow in line with best practice and the needs of the community
Methodology/approach (methods to be used for gathering evidence)	Background information requested from Officers Questionnaires for current allotment tenants
Written evidence required	General background information Relevant legislation Questionnaire responses
Potential witnesses	Relevant Portfolio Holder/s Relevant Officers Allotment tenants
Potential Stakeholder involvement (who are the stakeholders and how will	Allotment tenants HTS (Property and Environment) Ltd Allotment Association

their views be sought)	
Site visits (where and when)	Allotment sites – Following receipt of background information and questionnaire responses
Publicity (methods to be used)	Social Media Direct contact with allotment users
Resources (people, expenditure)	Officer time to provide clerical support and analyse questionnaire results Suitable staff and funding to make necessary alterations to allotments
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	Lack of Officer resources Limited response to questionnaire Lack of financial resources
Measures of success	Increased use of allotments More accessible allotment sites

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	Cllr Simon Carter, Cllr David Carter, Cllr Shona Johnson and Cllr Joel Charles.
Review Topic	Delivery of Council House Building Programme
Links to the Council’s priorities	More and Better Housing Delivering the house building programme with a wider choice of housing types of all tenures which include affordable, social rented and council housing.
What priority level is this item?	High
Terms of reference (to include the scope of the review)	To review the progress of the council in delivering more and better housing including a wider choice of housing types of all tenures which include affordable, social rented and council housing. How the council is including housing innovation. The council's approach to assisted living. How the Council is assessing the impact of our ageing population on the requirements for social and affordable council housing. To identify targets and milestones and criteria for identifying success. To identify barriers to delivery.
Purpose and objective of the review	To monitor the success of a high profile and long standing priority of the council for the benefit of the residents of Harlow. Review the Council’s longer-term strategy for house building over a 5 to 10 year planning horizon. How is the Council achieving buy-in from residents and tenants on its Housing Strategy? Community ownership of future housing is becoming more important.
Methodology/approach (methods to be used for gathering evidence)	To check housing delivery against Corporate Plans and Housing Business Plans over the last three years.

Written evidence required	Corporate Plan 2018/19 HRA Business Plan 2017-47 Corporate Plan 2019/20 HRA Business Plan 2018-48 Corporate Plan 2020-21 HRA Business Plan 2019-2049 Site plans and building specifications
Potential witnesses	Head of Housing Cabinet member for Housing
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	Applicants on the Housing Needs Register Tenants forums.
Site visits (where and when)	Not applicable
Publicity (methods to be used)	Housing Needs team. Tenants forums and resident associations. A poll on social media to invite comments from residents about future housing needs.
Resources (people, expenditure)	Clerical support to analyse the Council reports and identify new builds. Qualified staff to draft plans and review strategies.
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	Lack of resources to undertake the work.
Measures of success	Identification of volume of new social housing against plan and the reasons for any non-achievement. Timescale and deadlines to deliver a new house building strategy, the capital funding arrangements for house building projects. Development of a plan to understand what is needed to build housing that meets the needs of age and mobility.

Scrutiny Committee – Review Topic Submission Form

Councillor Name and other Councillors supporting submission	Councillor Maggie Hulcoop
Review Topic	Domestic Abuse During Covid-19 Lockdown
Links to the Council's priorities	Wellbeing and Social Inclusion
What priority level is this item?	High
Terms of reference (to include the scope of the review)	<p>Identifying the prevalence of domestic abuse in Harlow</p> <p>Identifying any increase in domestic abuse following lockdown</p> <p>Identifying any barriers to victims of domestic abuse in seeking help</p> <p>Identifying the short, medium and long term support available to victims of domestic abuse</p> <p>Understanding the challenges for refuges and other support organisations</p> <p>Understanding the level of support available to support the rehabilitation of perpetrators</p> <p>Establish whether the number of refuges and other support organisations is sufficient in Harlow</p> <p>Identify what actions the Council can take to support relevant organisations in carrying out their work</p>
Purpose and objective of the review	<p>To establish the extent of domestic abuse in Harlow during lockdown</p> <p>To identify what support, including financial support, the Council can provide</p> <p>To enable organisations to seek any national Government support</p> <p>To help address any shortfall in provision of refuge services</p> <p>To address long term issues of support for victims, especially regarding housing</p>

Methodology/approach (methods to be used for gathering evidence)	Statistical information related to domestic abuse Question and answer with Essex Police and Community Safety Question and answer with Safer Places Written evidence/question and answer with other support organisations
Written evidence required	Relevant legislation Statistical information related to domestic abuse Responses from Essex Police, Community Safety and support organisations
Potential witnesses	Essex Police Community Safety Safer Places Refuge Solace Respect – The Men’s Advice Line
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	Essex Police – via written information and question and answer Community Safety – via written information and question and answer Safer Places – via written information and question and answer Refuge – via written information and question and answer Solace – via written information and question and answer Respect – The Men’s Advice Line – via written information and question and answer Victims of domestic abuse – via support organisations
Site visits (where and when)	N/A
Publicity (methods to be used)	Dialogue with relevant organisations
Resources (people, expenditure)	Council staff – time to engage with organisations and gather information

<p>Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)</p>	<p>Lack of engagement from stakeholders Lack of Officer resource</p>
<p>Measures of success</p>	<p>Increased provision of support mechanisms, including refuges, in Harlow Increased provision of housing to provide long term support for victims of domestic abuse Greater financial support on a local and national level to aid support organisations and refuges</p>