

**MINUTES OF THE SCRUTINY COMMITTEE
HELD ON**

1 September 2020

7.30 - 8.25 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 Shannon Jezzard
Councillor Shona Johnson
Councillor Emma Toal
Councillor Nancy Watson

Officers

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

11. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

12. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Property and Environment) Ltd.

Councillor Joel Charles declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Housing and Regeneration) Ltd. He also declared a non-pecuniary interest in the same item as a Council appointed Director of HTS Group Ltd Board.

Councillor Emma Toal declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Housing and Regeneration) Ltd.

Councillor Bob Davis declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He also declared a non-pecuniary interest in the same item as a Council appointed Director of HTS Group Ltd Board.

13. **MINUTES**

RESOLVED that the minutes of the meeting held on 14 July 2020 are agreed as a correct record and signed by the Chair.

14. **MATTERS ARISING**

a) Minute 4 - Matters Arising

The Committee noted that information on Permitted Development had been circulated which set out the action which had been taken following the Committee's recommendation to Cabinet that Article 4 Directions were sought for employment sites within the town.

The note also included information on progress following the review of paddling pools. The Committee were advised that more detailed information would be circulated in the next couple of weeks once it became available.

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

None.

16. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

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

RESOLVED that the following responses of the Cabinet to reports of the Scrutiny Committee were noted.

a) Review of Overview and Scrutiny - Final Report

18. **REVIEW OF OVERVIEW AND SCRUTINY - FAST TRACK PROCESS**

The Committee received a report which recommended the addition of a fast track process for reviews into the Cabinet-Scrutiny Protocol.

RESOLVED that the amended Cabinet-Scrutiny Protocol attached as Appendix A to the report be adopted.

19. **SCRUTINY COMMITTEE WORK PLAN 2020/21**

The Committee received a report setting out its potential work plan for 2020/21. The Committee agreed to amend the scope of 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 so that they were as appended to the minutes.

The Committee also agreed to the removal of the Review of Youth Club Provision and Review of Adult Social Care in Harlow from the work plan pending the reviews being submitted through the revised review submission process.

It was agreed that the scope for the potential review of Allotments would be reconsidered at the meeting in February 2021 and that the scope of the review of Domestic Abuse in Harlow During Covid-19 Lockdown would be considered work being carried out by the Community Impact Officer workstream for Covid-19 recovery.

Finally, at the meeting on 13 October 2020, the Committee would consider the scope and questions for the Review of Policing in the Town, with the Police being invited to attend a subsequent meeting.

RESOLVED that:

- A** The work plan, as appended to the minutes, be agreed.
- B** The scope of 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 so that they were as appended to the minutes.

20. **REFERENCES FROM OTHER COMMITTEES**

None.

21. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

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			Agreement of scope and questions			
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	Update on Consultancy Progress			
Allotments		Topic Submission Form			Topic Submission Form	
Delivery of Council House Building Programme		Topic Submission Form	Update on Consultancy Progress			
Domestic Abuse in Harlow During Covid-19 Lockdown		Topic Submission Form				

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 and
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 understanding of the housing and accommodation needs for residents with other additional needs</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

	<p>need.</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none">• An understanding of any gaps in provision• A clear plan with SMART targets as to how unmet needs in service provision will be met
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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	<p>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</p>
Potential witnesses	<p>Head of Housing Cabinet member for Housing Leader of the Council Cabinet member for Growth and Prosperity Head of Community Wellbeing Head of Finance and Property and Deputy to the Chief Executive John Phillips – HTS Michael Harrowven - HTS</p>
Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)	<p>Applicants on the Housing Needs Register Tenants forums Defend Council Housing Streets 2 Homes</p>
Site visits (where and when)	Not applicable
Publicity (methods to be used)	<p>Housing Needs team. Tenants forums and resident associations. A poll on social media to invite comments from residents about future housing needs.</p>
Resources (people, expenditure)	<p>Clerical support to analyse the Council reports and identify new builds. Qualified staff to draft plans and review strategies.</p>
Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)	Lack of resources to undertake the work.
Measures of success	<p>Identification of volume of new social housing against plan and the reasons for any non-achievement. Timescale and deadlines to deliver a new house</p>

	<p>building strategy, the capital funding arrangements for house building projects.</p> <p>Development of a plan to understand what is needed to build housing that meets the needs of age and mobility.</p>
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