



Essex County Council

# Place Services and Economic Growth Policy and Scrutiny Committee

<b>10:30</b>	<b>Thursday, 28 October 2021</b>	<b>Council Chamber County Hall, Chelmsford, CM1 1QH</b>
--------------	--------------------------------------	---

**For information about the meeting please ask for:**

Lisa Siggins, Democratic Services Officer

**Telephone:** 033301 34594

**Email:** democratic.services@essex.gov.uk

## Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

Members of the public will be able to view and listen to any items on the agenda unless the Committee has resolved to exclude the press and public from the meeting as a result of the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972.

### **ECC Guest Wifi**

For members of the public, you can now access free wifi in County Hall.

- Please log in to 'ECC Guest'
- Follow the instructions on your web browser

### **Attendance at meetings**

Most meetings are held at County Hall, Chelmsford, CM1 1LX. [A map and directions to County Hall can be found on our website.](#)

### **Access to the meeting and reasonable adjustments**

County Hall is accessible via ramped access to the building for people with physical disabilities. The Council Chamber is accessible by lift located on the first and second floors of County Hall. However, access and space for the public is extremely limited due to COVID secure requirements.

Induction loop facilities are available in most Meeting Rooms. Specialist headsets are available from Reception.

## Accessing Documents

If you have a need for documents in, large print, Braille, electronically or in alternative languages and easy read please contact the Democratic Services Officer before the meeting takes place. For further information about how you can access this meeting, contact the Democratic Services Officer.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://www.essex.gov.uk) From the Home Page, click on 'Running the council', then on 'How decisions are made', then 'council meetings calendar'. Finally, select the relevant committee from the calendar of meetings.

## Audio recording of meetings

Please note that in the interests of improving access to the Council's meetings, a sound recording is made of the public parts of many of the Council's Committees. The Chairman will make an announcement at the start of the meeting if it is being recorded.

We are experimentally streaming some meetings on the [ECC Democracy YouTube Channel](#). You may wish to see if this meeting is being streamed but please remember that this is an experimental service. There is also an [audio broadcast accessible via our website](#).

If you are unable to attend and wish to see if the recording is available, you can visit the ECC Democracy YouTube Channel or, for the audio recording check the [Calendar of Meetings](#) any time after the meeting starts. Any audio available can be accessed via the box in the centre of the page, or the links immediately below it.

Should you wish to record the meeting, please contact the officer shown on the agenda front page.

		<b>Pages</b>
<b>1</b>	<b>Membership, Apologies, Substitutions and Declarations of Interest</b>	<b>5 - 5</b>
<b>2</b>	<b>Minutes from the previous meeting</b> To approve as a correct record the Minutes of the meeting held on 23 September 2021.	<b>6 - 9</b>
<b>3</b>	<b>Questions from the Public</b> A period of up to 15 minutes will be allowed for members of the public to ask questions or make representations on any item on the agenda for this meeting. No statement or question shall be longer than three minutes and speakers will be timed. If you would like to ask a question at this meeting, please email <a href="#">Democratic Services</a> by 12 noon the day before (Wednesday 27 October).	

- 4 Cabinet Member Update – Cllr Buckley**  
To receive an update from Cllr Buckley, Cabinet Member for Waste Reduction and Recycling on how the performance measures outlined in *Everyone’s Essex – Our Plan for Levelling Up the County: 2021-2025* will be achieved.
- 5 Cabinet Member Update – Cllr Wagland**  
To receive an update from Cllr Wagland, Cabinet Member for Economic Renewal, Infrastructure and Planning on how the performance measures outlined in *Everyone’s Essex – Our Plan for Levelling Up the County: 2021-2025* will be achieved.
- 6 Task and Finish Group Update** **10 - 16**  
To approve the ‘scoping document’ for the Local Highway Panels Task and Finish Group (**PSEG/07/21**).
- 7 Work Programme** **17 - 20**  
To receive an update (PSEG/08/21) on the current Committee Work Programme.
- 8 Date of Next Meeting**  
To note that the next meeting of the Committee will take place on Thursday 25 November 2021 and the rearranged December meeting will take place on Friday 10 December 2021, both in County Hall.
- 9 Urgent Business**  
To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

### **Exempt Items**

(During consideration of these items the meeting is not likely to be open to the press and public)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

**That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.**

**10**

**Urgent Exempt Business**

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

## Agenda item 1

**Committee:** Place Services and Economic Growth Policy and Scrutiny Committee

**Enquiries to:** Justin Long, Senior Democratic Services Officer

### **Membership, Apologies, Substitutions and Declarations of Interest**

#### **Recommendations:**

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

#### **Membership**

(Quorum: 5)

Councillor A Goggin	Chairman
Councillor D Blackwell	Vice-Chairman
Councillor C Cannell	
Councillor S Crow	
Councillor P Honeywood	
Councillor D Land	
Councillor R Moore	
Councillor L Scordis	
Councillor L Shaw	Vice-Chairman
Councillor M Skeels	
Councillor M Steel	
Councillor M Stephenson	
Councillor M Vance	
Councillor H Whitbread	

---

## **Minutes of the meeting of the Place Services and Economic Growth Policy and Scrutiny Committee, that was held in the Council Chamber, County Hall, Chelmsford on Thursday, 23 September 2021**

[A YouTube recording of the meeting is to be found online.](#)

### **Present:**

#### **Members:**

Councillor A Goggin	Chairman
Councillor P Honeywood	
Councillor D Land	
Councillor R Moore	
Councillor L Scordis	
Councillor L Shaw	
Councillor M Skeels	
Councillor M Steel	
Councillor M Vance	
Councillor M Mackrory	Substitute

#### **ECC Officers:**

Justin Long	Senior Democratic Services Officer (clerk to the meeting)
Lisa Siggins	Democratic Services Officer
Michael Hayes	Democratic Services Assistant

#### **Also present were:**

Vicky Presland, Head of Design Services, Essex Highways  
David Gollop, Design Manager, Essex Highways  
Councillor L Scott, Cabinet Member for Highways Maintenance and Sustainable Transport.

### **1. Membership, Apologies, Substitutions and Declarations of Interest**

The report on Membership, Apologies and Declarations was received, and it was noted that:

1. The membership of the Place Services and Economic Growth Policy and Scrutiny Committee was as shown in the report.
2. Apologies had been received from Councillors Cannell and Whitbread. Councillor Mackrory substituted for Councillor Cannell.
3. No Declarations of interests were made.

The Chairman, Councillor Goggin, reminded members that any interests must be declared during the meeting if the need to do so arose.

## 2. Minutes and Matters Arising

The minutes of the meeting held on Thursday 22 July 2021 were approved as a correct record and would be signed by the Chairman.

It was agreed that the response to the question on drop-kerb policy would be re-circulated.

## 3. Appointment of Vice-Chairman

It having been moved by Councillor Goggin and seconded by Councillor Shaw, and there being no other nominations it was

Resolved:

That Councillor Blackwell be appointed as the second Vice-Chairman of the Committee.

## 4. Questions from the Public

It was noted that no questions had been received from the public.

## 5. Local Highway Panels

Councillor Scott, the Cabinet Member for Highways Maintenance and Sustainable Transport, introduced the item, and the Committee then received a presentation from Vicky Presland, Head of Design Services, Essex Highways supported by David Gollop, Design Manager, Essex Highways. The presentation included an overview of the functions and budgets of Local Highway Panels (LHPs), the key challenges being faced, and plans for their future direction. The full presentation can be found [here](#).

Following the presentation, members were invited to ask questions and provide comment. Key points raised during this discussion included:

- Councillor Scott thanked the team for its outstanding work, and outlined the growing importance of flooding-related issues in the county;
- Members were generally supportive of the idea that LHP initiatives should link to the goals of the 'Safer, Greener, Healthier' agenda;
- The review of LHPs would consider the criteria for schemes and the importance of speed-reduction initiatives to local residents;
- There was a need (where appropriate) for greater promotion and public engagement in the work and goals of LHPs, but alongside this members had a responsibility to manage the expectation of residents;

- Further information would be provided to members on the £5million budget reduction (which it was noted would not directly affect LHPs' spending);
- The LHPs were generally focused on smaller low-cost cycling and walking schemes e.g., signage and drop-kerbs (larger schemes were being funded by the Active Travel Fund);
- Working with Parish Councils was crucial, and it was confirmed that Parish Councils were being given support and information following the devolution of the VAS (Vehicle Activated Signs) process. In relation to this, it was agreed that members would be provided with more information on the responsibility for utility searches;
- It was felt by some members that the additional £200,000 highlighted for 2021/22 should have been spent on a pro-rata basis;
- Councillor Scott was lobbying the Government on an ongoing basis on a range of highways-related issues;
- Enforcement of highways and flooding-related matters was crucial. Councillor Scott had requested the recruitment of additional officers and was liaising with the police on issues such as speeding;
- To address staffing issues, there was a focus on staff-retention and new apprentices had been taken on. Ringway Jacobs was a member of 'The 5% Club' (5% of its UK workforce made up of young people on structured training such as Apprenticeship and Graduate schemes);
- Officers would be updating the Terms of Reference for LHPs and would consider the balance between virtual and in-person meetings;
- Concerns were raised about the cost and timescale for schemes. It was reported that work had been done to drive-down costs, and further work was underway on timescales;
- An online mapping of LHP schemes would be launched shortly and officers would liaise with members on the detail.

Following the questions, it was agreed that subject to scoping document, a policy and scrutiny review should be carried out on the future direction of LHPs. Volunteers were sought for the proposed Task and Finish Group, which would be chaired by Councillor Shaw.

*Councillor Mackrory left the meeting at this point.*

## **6. Work Programme**

The report was noted, and members were encouraged to submit topic suggestions. It was confirmed that a further update would be presented to the Committee for consideration at its 28 October 2021 meeting.



**7. Date of Next Meeting**

The Committee noted that the next scheduled meeting would be held on Thursday 28 October 2021 at 10.30am at County Hall.

**8. Urgent Business**

No items were raised.

**Chairman**

<b>Report title: Task and Finish Group Update</b>	
<b>Report to:</b> Place Services and Economic Growth Policy and Scrutiny Committee	
<b>Report author:</b> Justin Long, Senior Democratic Services Officer	
<b>Date:</b> 28 October 2021	<b>For:</b> Decision
<b>Enquiries to:</b> Justin Long, Senior Democratic Services Officer at justin.long@essex.gov.uk.	
<b>County Divisions affected:</b> Not applicable	

**1. Introduction**

1.1 This report provides an update on the Local Highway Panels (LHP) Task and Finish Group.

**2. Action required**

2.1 The Committee is asked to consider and approve the draft ‘scoping document’ for the Group as attached in the Appendix.

**3. Background**

**3.1 Proposed Task and Finish Group**

At the last meeting of the Committee on 23 September 2021, it was agreed that subject to scoping document, a policy and scrutiny review should be carried out on the future direction of Local Highway Panels (LHPs). Volunteers were sought for the proposed Group, which would be chaired by Councillor Shaw.

The draft scoping document, which will go to the first meeting of the Task & Finish Group, is attached in the Appendix.

**4. Everyone’s Essex**

The work of the Task & Finish Group (as outlined in the scoping document) would support several elements of the *Everyone’s Essex – Our Plan for Levelling Up the County: 2021-2025* strategy including on delivering a High Quality Environment for residents.

**5. Update and Next Steps**

Subject to approval, the scoping document outlines plans for the Task and Group to bring its final report and recommendations back to the Committee’s 20 January 2022 meeting.

**6. Appendix – Scoping Document for LHP Task and Finish Group.**

**Essex County Council**  
**Place Services and Economic Growth (PSEG) Policy & Scrutiny Committee**

*This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. It is an iterative form; and also acts as an audit trail for a review.*

**WHAT ARE WE LOOKING AT?**

<b>Review Topic</b>	Local Highway Panels (LHPs)
<b>Type of Review</b>	Task and Finish Group

**WHY ARE WE LOOKING AT THIS?**

<b>Rationale for the Review</b>	<p>At its meeting of 23 September 2021, PSEG agreed that a Task &amp; Finish Group be set-up to consider the future direction of LHPs. This followed discussion with the Cabinet Member for Highways Maintenance and Sustainable Transport, Councillor Lee Scott.</p> <p>The review has been instigated to consider the future direction of LHPs and areas where they can be developed and enhanced. The work of LHPs potentially links to several elements of <i>Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025</i> including on delivering a High Quality Environment for residents.</p>
---------------------------------	--

**WHAT DO WE HOPE TO ACHIEVE?**

<b>Indicators of success</b>	<p>What would you wish to see happen as a result of the review?</p> <p><i>Scrutiny to make a series of realistic and evidence-based recommendations on LHPs to the Cabinet Member.</i></p> <p>What value can scrutiny bring to the review?</p> <p><i>Scrutiny can draw on the experience, knowledge, and insight of councillors as well as their links to LHPs (all are members) and Borough/City/District/Parish/Town Councils. Scrutiny can bring a fresh perspective to the issue and take time to consider the overall approach of LHPs.</i></p> <p>Why do you think the desired outcome is achievable?</p> <p><i>The review is being properly scoped and is supported by the Cabinet Member and key officers.</i></p>
------------------------------	--

**HOW LONG IS IT GOING TO TAKE?**

<b>Timescales</b>	Three-month review with final report to PSEG Committee in January 2022
<b>Provisional Timetable</b>	28 October 2021 – 20 January 2022

**WHAT INFORMATION DO WE NEED?**

<b>Terms of Reference</b>	To review: The remit, effectiveness and future direction of LHPs.
<b>Key Lines of Enquiry</b>	<p><b>Remit and Objectives</b></p> <ul style="list-style-type: none"> <li>• Is the current scope of LHPs appropriate i.e., is the scope too wide or too narrow?</li> <li>• Should additional budgets/responsibilities be devolved to or from LHPs? And if so, what can realistically be proposed, what is the appetite of the LHPs and (for example) parish councils, and what would the implications be?</li> <li>• How can LHPs most appropriately support the strategic objectives of ECC/Essex Highways?</li> </ul> <p><b>LHP Processes</b></p> <ul style="list-style-type: none"> <li>• Can the current processes (i.e. how a scheme is selected, validated, designed, costed, delivered, etc) be improved?</li> <li>• What are the factors that determine the current costs and timeframes for schemes? Is there any additional work that can be done on these?</li> <li>• Are the current funding arrangements and funding formula fair and robust?</li> <li>• How can LHPs best link to other programmes, budgets, and areas of work?</li> </ul> <p><b>Guidance and Communications</b></p> <ul style="list-style-type: none"> <li>• How can LHPs be better promoted to ensure improved community engagement whilst increasing understanding as well as managing expectations?</li> <li>• (Subject to the above) can the present Terms of Reference and guidance documents be improved?</li> </ul>

	<ul style="list-style-type: none"> <li>• Are there any ideas about how to handle districts with not enough schemes?</li> <li>• Should the Panels be encouraged to spend more on aesthetic improvements? And if so, how could this be achieved?</li> </ul> <p><b>Issues</b></p> <ul style="list-style-type: none"> <li>• How can LHPs best deal with recurring local issues such 'rat-running', HGV traffic, and speeding?</li> </ul>
<b>What primary/new evidence is needed?</b>	TBC
<b>What secondary/ existing information is needed?</b>	What have other councils done? Is there any good practice to draw on from elsewhere?
<b>What briefings and site visits might be relevant?</b>	TBC
<b>Other work being undertaken/Relevant Corporate Links</b>	TBC
<b>What is inside the scope of the review?</b>	Highways and Highways Rangers LHPs Climate Change considerations
<b>What is outside the scope of the review?</b>	Wider transport issues e.g., Home-to-School Transport policy, pothole repairs, and government-determined funding and policy.
<b>WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)</b>	
<b>Relevant Portfolio Holder(s) and other Member involvement</b>	Councillor Lee Scott (Highways Maintenance and Sustainable Transport) and other members as appropriate
<b>Key Officers</b>	Vicky Presland, Head of Design Services, Essex Highways David Gollop, Design Manager, Essex Highways
<b>Partners and service users</b>	Borough/City/District/Parish/Town Councils (TBC) Other LHP members (TBC)
<b>WHAT RESOURCES DO WE NEED?</b>	
<b>Lead Member and Membership</b>	Councillor Lauren Shaw (Chairman) Councillor Lee Scordis Councillor Mike Steel Councillor Marshall Vance
<b>Co-optees/Other Invites (if any)</b>	Councillor Lee Scott (to the first and last meeting as an observer)

<b>Lead Scrutiny Officer/Other</b>	Justin Long, Senior Democratic Services Officer
<b>Expected Member commitment</b>	Four meetings to be concluded by the end of December 2021
<b>WHAT ARE THE RISKS/CONSTRAINTS?</b>	
<b>Risk analysis</b> (site visits etc.)	Risk management form to be completed if any site visits are included as part of the review
<b>Possible constraints</b>	To be determined, if any
<b>WHAT WILL BE REQUIRED FROM STAKEHOLDERS?</b>	
<b>Internal stakeholders</b>	Their time to attend Task and Finish Group meetings Information and advice Communications for any potential press release following the review
<b>External stakeholders</b>	Potential time commitment of co-optee Their time to attend Task and Finish Group evidence sessions
<b>WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?</b>	
<b>Recommendations to</b> (key decision makers):	This to be compiled during, and following the review
<b>Reporting arrangements</b>	Task and Finish Group final report to be presented to the full PSEG Committee, for a response from the relevant Cabinet Member(s), on Thursday, 20 January 2022
<b>Follow-up arrangements</b>	Six-month implementation review to full PSEG Committee in July 2022.  Outcomes to also be monitored by the Scrutiny Board.
<b>ADDITIONAL INFORMATION/NOTES</b>	
<b>Meeting dates (provisional)</b>	TBC

## LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop\* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

*\*Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

<b>DATE OF REVIEW EVALUATION:</b>
-----------------------------------

1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	

2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	

3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews

4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews

5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	



# Work Programme

Agenda Item 7

Reference Number: PSEG/08/21

<b>Report title:</b> Work Programme	
<b>Report to:</b> Place Services and Economic Growth Policy and Scrutiny Committee	
<b>Report author:</b> Justin Long, Senior Democratic Services Officer	
<b>Date:</b> 28 October 2021	<b>For:</b> Discussion
<b>Enquiries to:</b> Justin Long, Senior Democratic Services Officer at justin.long@essex.gov.uk.	
<b>County Divisions affected:</b> Not applicable	

## 1. Introduction

- 1.1 The work programme is a standard agenda item.

## 2. Action required

- 2.1 The Committee is asked to consider the work programme in the Appendix and suggest any additional items.

## 3. Background

### 3.1 Developing a work programme

Since the last meeting of the Committee on 23 September 2021, the Chairman, Vice-Chairmen and Senior Democratic Services Officer have met to discuss the current work programme and engaged with Cabinet Members and Officers.

These discussions reflect the adoption of the *Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025* organisation strategy at Council on 12 October 2021.

The current work programme is attached in the **Appendix**.

## 4. Everyone's Essex

The Committee should take account of the *Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025* strategy when considering the work programme and future items.

Particular attention should be paid to the strategic ambitions (and associated commitments and performance measures) most relevant to the work of the Committee: 'Strong, Inclusive and Sustainable Economy', and 'High Quality Environment'.

## **Work Programme**

### **5. Update and Next Steps**

See Appendix.

### **6. Appendix – Current work programme**

### Appendix – PSEG Work Programme

Provisional Date	Topic Title	Lead Contact / Cabinet Member	Purpose and Target Outcomes	Cross-Committee Work Identified (where applicable)
28 October 2021	Cabinet Member Update – Cllrs Wagland and Buckley	Cllr Wagland, Cabinet Member for Economic Renewal, Infrastructure and Planning  Cllr Buckley, Cabinet Member for Waste Reduction and Recycling	To receive updates from the Cabinet Members on how the performance measures outlined in <i>Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025</i> will be achieved and identify any further work for PSEG.	To support the performance monitoring work of the Corporate Policy and Scrutiny Committee (CPSC) / Scrutiny Board
25 November 2021	Cabinet Member Update – Cllr Butland	Cllr Butland, Cabinet Member for Devolution, the Arts, Heritage and Culture	To receive an update from the Cabinet Member on how the performance measures outlined in <i>Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025</i> will be achieved and identify any further work for PSEG.	To support the performance monitoring work of the Corporate Policy and Scrutiny Committee (CPSC) / Scrutiny Board
25 November 2021	Enhanced Bus Partnerships	Helen Morris, Head of IPTU  Cllr Scott, Cabinet Member for Highways Maintenance and Sustainable Transport	To receive an update on the draft Enhanced Bus Partnership and identify any further work for PSEG.	

**Items to Schedule:**

**Cabinet Member Update (Cllr Scott)** - update from the Cabinet Member on how the performance measures outlined in *Everyone's Essex – Our Plan for Levelling Up the County: 2021-2025* will be achieved and identify any further work for PSEG

**Visit Essex** – update on the response to the pandemic, how they supported the market, the short-term campaigns they delivered to support unlocking and the recent campaign as well as their plans to support the visitor economy to recover in the longer-term

**Green Infrastructure Strategy, Essex Forrest Initiative and Country Parks** – update on the Essex Forrest Initiative, Country Parks, and the Green Infrastructure Strategy (which pulls together the work that is being done across the Council)

**Culture and The Arts** – update on plans to support the arts and culture in Essex (item expected early 2022)

**Climate Change** – update on Climate Change work across ECC and response to Essex Climate Action Commission (this follows update in July 2021)

**Minerals Local Plan Update** – to receive a presentation on the next steps for the Plan

**Local Highway Panels (LHPs)** – to receive the final report and recommendations from the Task & Finish Group on the future direction of LHPs

*Provisional Date 20 January 2022*

**Bus Service Improvement Plan** - to receive a six-month update on the implementation of the Bus Service Improvement Plan

*Provisional Date 24 March 2022*