

# Public Document Pack

## Southend-on-Sea Borough Council

### Legal & Democratic Services

Strategic Director: John Williams

📍 Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER

☎ 01702 215000

🌐 [www.southend.gov.uk](http://www.southend.gov.uk)

Working to make  
lives better  
[www.southend.gov.uk](http://www.southend.gov.uk)



26 June 2020

Dear Councillor

### **THE COUNCIL - THURSDAY, 25TH JUNE, 2020 SUPPLEMENTARY PACK: PLACE SCRUTINY MINUTES, SUPPLEMENTARY STANDING ORDERS AND APPOINTMENTS TO COMMITTEES**

Please find enclosed, for consideration at the next meeting of the The Council taking place on Thursday, 25th June, 2020, the following documents that were unavailable when the agenda was published.

#### **Agenda Item No. 5 – Temporary Key Worker Permit**

- Minutes of the special meeting of the Place Scrutiny Committee held on Wednesday 24th June attached

#### **Agenda Item No. 6 – Emergency Active Travel Fund**

- Minutes of the special meeting of the Place Scrutiny Committee on Wednesday 24th June 2020 attached

#### **Agenda Item No. 7 - Supplementary Standing Orders - Remote Meetings**

- Proposed changes / additional recommendations proposed by Cllr Gilbert and seconded by Cllr Mulroney

#### **Agenda Item No. 8 – Appointment of Committees, Working Parties etc.**

- List of changes attached

Robert Harris  
Principal Democratic Services Officer

This page is intentionally left blank

**Public Document Pack**  
**SOUTHEND-ON-SEA BOROUGH COUNCIL**

**Meeting of Place Scrutiny Committee**

**Date: Wednesday, 24th June, 2020**  
**Place: Virtual Meeting via MS Teams**

**5**

**Present:** Councillor A Moring (Chair)  
Councillors M Flewitt (Vice-Chair), B Ayling, J Beck, A Bright, K Buck,  
L Burton, A Chalk, D Cowan, T Cox, M Dent, N Folkard\*, S George,  
D Nelson\*, S Wakefield, N Ward and P Wexham  
\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** Councillors I Gilbert, C Mulroney, M Terry and R Woodley (Cabinet Members)  
J Williams, L Reed, N Hoskins, T Row, R Harris and J Norton

**Start/End Time:** 6.30 pm - 8.15 pm

**89 Apologies for Absence**

Apologies for absence were received from Councillors Jarvis (substitute: Councillor Nelson) and Walker (substitute: Councillor Folkard).

**90 Declarations of Interest**

The following Councillors declared interests as indicated:

(a) Councillors I Gilbert, C Mulroney, M Terry and R Woodley (Cabinet Members) - Interest in the referred items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;

(b) Councillor Beck – Minute 92 (Temporary Key Worker Permit) – Non-pecuniary interest: Normally employed as a teacher and friends are key workers;

(c) Councillor Bright – Minute 93 (Emergency Active Travel Fund) – Non-pecuniary interest: Parents live in Thorpe Hall Avenue which was mentioned in the debate;

(d) Councillor Buck – Minute 92 (Temporary Key Worker Permit) – Non-pecuniary interest: Governor at Eastwood Academy;

(e) Councillor Buck – Minute 93 (Emergency Active Travel Fund) – Non-pecuniary interest: Has been vocal in respect of 20mph speed limits;

(f) Councillor Cowan – Minute 92 (Temporary Key Worker Permit) – Non-pecuniary interest: He and his wife are School Governors and friends are key workers;

(g) Councillor Cowan – Minute 93 (Emergency Active Travel Fund) – Non-pecuniary interest: Chair of the local chapter of the 20's Plenty campaign;

(h) Councillor Flewitt – Minute 92 (Temporary Key Worker Permit) – Non-pecuniary interest: Friends and family members are key workers;

(i) Councillor Flewitt – Minute 93 (Emergency Active Travel Fund) – Non-pecuniary interest: Has lobbied for more cycleways and has been published in the local press in respect of 20mph speed limits;

(j) Councillor Folkard – Minute 92 (Temporary Key Worker Permit) – Non-pecuniary interest: Relation works at Broomfield Hospital; and

(k) Councillor Nelson – Minute 93 (Emergency Active Travel Fund) – Non-pecuniary interest: Member of Southend Wheelers.

## **91 Questions from Members of the Public**

The Committee noted the responses to two questions that had been submitted by Mr Ward to the Cabinet Member for Transport, Capital Inward Investment. Copies will be forwarded to Mr Ward as he was not present at the meeting.

## **92 Temporary Key Worker Permit**

The Committee considered Minute 77 of the meeting of Cabinet held on 16<sup>th</sup> June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Neighbourhoods and Environment) seeking approval for the continuation of the key worker permit until 18 August 2020 (or until the Government guidelines change).

Resolved:-

That the following decision of Cabinet be noted:

“That the action taken to date and the continuation of the key worker permit to 18 August 2020 (or when the Government guidelines change) for NHS workers, care workers and volunteers working on the response to the Covid-19 pandemic in line with the national guidance (issued 3 April 2020), be approved.”

Note: This is an Executive Function  
Cabinet Member: Cllr Woodley

## **93 Emergency Active Travel Fund**

The Committee considered Minute 78 of the meeting of Cabinet held on 16<sup>th</sup> June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Neighbourhoods and Environment) seeking agreement for the construction of temporary interventions to create an environment that is safe for walking and cycling during the Covid-19 pandemic and the period directly after. The report also included details of the funding arrangements associated with the highway works.

The Committee debated this item in some detail. In response to questions, the Cabinet Member Transport, Capital and Inward Investment and the Executive Director (Neighbourhoods and the Environment) undertook to provide written responses to the Committee in respect of the following:

- assurances of the estimated costs of the proposals in addition to the £100,000 from LTP3 funding;
- where in the guidance the introduction of 20mph limits are stated;
- the details of the 14km over 5 routes of cycleways proposed in the bid;
- the levels of transport modal shift per person per mile travelled as a result of the interventions following Covid-19.

The Cabinet Member for Transport, Capital and Inward Investment also gave his assurances that schemes would not be introduced in the Wards where the Ward Councillors did not support them.

In response to a question as to whether the correct procedures had been followed in respect of this matter not being published on the Forward Plan, the Executive Director (Legal & Democratic Services) agreed to look into the matter and advise accordingly.

Resolved:-

1. That the following decisions of Cabinet be noted:

“1. That the bid submitted to DfT on 5 June 2020, for £309k for tranche 1 funding from the Emergency Active Travel Fund, be endorsed.

2. That authority be delegated to the Executive Director (Neighbourhoods and Environment) to make a further bid to the Department for Transport of £1.236 million for Tranche 2 funding from the Emergency Active Travel Fund.

3. That authority be delegated to the Executive Director (Neighbourhoods and Environment), in consultation with the Deputy Leader of the Council, to agree the final detailed design options based upon the principle in the DfT’s guidance for temporary road space reallocation, in consultation with ward councillors for both tranche 1 and tranche 2 funding.

2. That the matter be referred to Council for consideration in accordance with Council Procedure Rule 39. ||

Note: This is an Executive function  
Cabinet Member: Cllr Woodley

**Chair:** \_\_\_\_\_

This page is intentionally left blank

**Minute Extract**

**6**

**93 Emergency Active Travel Fund**

The Committee considered Minute 78 of the meeting of Cabinet held on 16th June 2020, which had been referred direct to Scrutiny, together with a report of the Executive Director (Neighbourhoods and Environment) seeking agreement for the construction of temporary interventions to create an environment that is safe for walking and cycling during the Covid-19 pandemic and the period directly after. The report also included details of the funding arrangements associated with the highway works.

The Committee debated this item in some detail. In response to questions, the Cabinet Member Transport, Capital and Inward Investment and the Executive Director (Neighbourhoods and the Environment) undertook to provide written responses to the Committee in respect of the following:

- assurances of the estimated costs of the proposals in addition to the £100,000 from LTP3 funding;
- where in the guidance the introduction of 20mph limits are stated;
- the details of the 14km over 5 routes of cycleways proposed in the bid;
- the levels of transport modal shift per person per mile travelled as a result of the interventions following Covid-19.

The Cabinet Member for Transport, Capital and Inward Investment also gave his assurances that schemes would not be introduced in the Wards where the Ward Councillors did not support them.

In response to a question as to whether the correct procedures had been followed in respect of this matter not being published on the Forward Plan, the Executive Director (Legal & Democratic Services) agreed to look into the matter and advise accordingly.

Resolved:-

1. That the following decisions of Cabinet be noted:

“1. That the bid submitted to DfT on 5 June 2020, for £309k for tranche 1 funding from the Emergency Active Travel Fund, be endorsed.

2. That authority be delegated to the Executive Director (Neighbourhoods and Environment) to make a further bid to the Department for Transport of £1.236 million for Tranche 2 funding from the Emergency Active Travel Fund.

3. That authority be delegated to the Executive Director (Neighbourhoods and Environment), in consultation with the Deputy Leader of the Council, to agree the final detailed design options based upon the principle in the DfT’s guidance for temporary road space reallocation, in consultation with ward councillors for both

tranche 1 and tranche 2 funding.

2. That the matter be referred to Council for consideration in accordance with Council Procedure Rule 39.

Note: This is an Executive function  
Cabinet Member: Cllr Woodley



Agenda Item 7: Supplementary Standing Orders – Remote Meetings

7

Councillor Gilbert to propose

Councillor Woodley/Mulroney to second

That the Council endorses the Supplementary Standing Orders, Protocol on Virtual/Remote Meetings and Procedure Note on public speaking at remote meetings attached at **Appendix 1** to the submitted report, subject to the 3 additions set out paragraph 3.5 of the report and to the following adjustments:

- (a) Delete Supplementary Standing Order 3.1 regarding the requirement to consult all group leaders on the draft Agenda for meetings.
- (b) Replace paragraphs 5.2 and 5.3 of the Supplementary Standing Orders with the following:

“5.2 In the event of any apparent failure of the remote connection, the Chair should immediately determine if the meeting is still quorate:

- if it is, then the business of the meeting will continue; or
- if there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than ten or fifteen minutes, to allow the connection to be re-established.

5.3 Should any aspect of an individual’s remote participation fail, the Chair may call a short adjournment of up to ten minutes to determine whether the connection can quickly be re-established. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear.

5.4 In the event of connection failure, the remote Councillor(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Councillor(s) before the end of the meeting, then the presumption will be that the meeting should continue to deal with the item/s.

5.5 If the connection is successfully re-established, then the remote Councillor(s) will be deemed to have returned at the point of re-establishment.

5.6 If a connection to a Councillor is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within 5 minutes, the meeting will proceed, but the Councillor who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.”

(c) Change “a reasonable period” in paragraph 6.2 of the Supplementary Standing Orders under “Access to Meetings – Members of the Public and Councillors who are not on the Body” to “30 minutes”.

(d) That all future meetings will be available by live video webcast to enable members of the public to view proceedings (councillors would have the option of using the camera on their device during a meeting) and that the Protocol on Virtual/Remote meetings be amended as appropriate.

## **Appointments to Committees, Working Parties, etc.**

To agree the following appointments below:

8

### Development Control Committee

- Councillor Dent to replace Councillor McDonald.

### Licensing Committee

- Councillor Chalk to replace Councillor Ward; and
- Councillor Nelson to replace Councillor Garston.

### Licensing Sub Committee C

- Councillor Chalk to replace Councillor Ward.

### Traffic Regulations Working Party

- Councillor Garston to replace Councillor Nelson; and
- Councillor Nevin to replace Councillor McDonald;

### Fostering Panel

- Councillor Keith Evans to replace Councillor Flewitt - (The Conservative Group are happy to give this place up to the Unaligned Independent Councillor)

This page is intentionally left blank