

### 3. CULTURE, TOURISM & THE ECONOMY

- All matters relating to trees, plants, grass verges and other flora
- Arts development
- Business Regeneration
- Business Liaison
- CCTV
- Client role for leisure management and grounds maintenance
- Climate Change & Energy Saving
- Community Safety
- Culture
- Economic Development & Support
- Green Grid development
- Library Services
- Major events & initiatives
- Marketing
- Marine & maritime affairs
- Museums & Galleries
- Parks and amenity management
- Pier & Foreshore
- Police Community Liaison
- Social regeneration projects (in conjunction with the Leader)
- Sport development
- Theatres
- Tourism
- Town Centre Management

### 4. TRANSPORT, WASTE & CLEANSING REGULATORY SERVICES

#### Transport

- Highways and Transport
- Car parks and all car parking matters
- Concessionary Fares
- Engineering (Bridges & Structures)
- Highways (including maintenance)
- Transport (including Transport Policy)

#### Waste & Cleansing

##### Cleansing

- Alleys
- Cleansing of highways and public realm
- Graffiti Control
- Public Toilets
- Waste collection, disposal, management, recycling & sanitation

#### Regulatory Services

- Air pollution
- Environmental Health
- Environmental Protection
- Food Hygiene & Safety
- Health & Safety (External)
- Licensing & Policy Implementation
- Noise
- Trading Standards

## **Other Services**

- Abandoned vehicles
- Sea and foreshore defences (operational)
- Surface water management
- Untidy sites and buildings

## **5. HOUSING, PLANNING & PUBLIC PROTECTION SERVICES SUSTAINABILITY**

### **Housing**

- Housing Management (including ALMO)
- Asylum seekers
- Development of affordable housing
- Homelessness
- Housing advice
- Housing development programme
- Housing strategy
- Liaison with regional housing boards and RSLs
- Private sector housing standards and grants
- Strategic housing function
- Supporting people

### **Planning & Public Protection Services Sustainability**

- ~~————~~ Air Pollution
- Building Control
- ~~————~~ CCTV
- ~~————~~ Community Safety
- Conservation
- ~~————~~ Environmental Health
- ~~————~~ Environmental Protection
- ~~————~~ Food Hygiene & Safety
- ~~————~~ Health & Safety (External)
- ~~————~~ Licensing & Policy Implementation
- ~~————~~ Noise
- Planning Policy and Planning Control
- ~~————~~ Police Community Liaison
- Sustainability
- ~~————~~ Trading Standards

## **6. CHILDREN & LEARNING**

- Adult & Community Learning
- After Care & Youth Support
- Behaviour Support, Social Inclusion & Exclusions
- Better Start, Fulfilling Lives
- Children's Centres, Nurseries, Child Care, Children's Services
- Children & Family Social Care Fieldwork Services
- Child Protection and Safeguarding
- Educational Psychology
- Fostering and Adoption
- Inter-Agency Co-operation to improve the Well Being Of Children
- Looked After Children
- Other Specialist Services
- School Admissions, Places and Buildings

**6D. Public Participation in Respect of Traffic Regulation Orders<sup>1</sup>**

- (a) Where objections have been received to an advertised Traffic Regulation Order and are being considered by the Traffic & Parking Working Party an objector may address the Working Party in person in respect of that Traffic Regulation Order. He / she must give written notice of that request by 12 00 noon on the last working day before the relevant meeting of the Working Party.
- (b) A supporter will only be allowed to address the relevant meeting if an objector is being given the opportunity to do so.
- (c) Where more than one person wants to speak for or against a Traffic Regulation Order then a spokesperson must be appointed. Where a spokesperson cannot be agreed then the Chairman will decide who shall speak.
- (d) Speakers will be limited to a maximum period of 3 minutes and only 1 speaker for and one speaker against the proposed Traffic Regulation Order will be permitted to address the meeting.
- (e) Speakers will not be allowed to ask a supplementary question or make a supplementary statement and will not be cross-examined. The Chairman may however seek clarification of any points made by any speaker.
- (f) The use of visual aids will not be permitted and copies of speakers' comments and / or additional written information cannot be circulated at the meeting.

**7. Cabinet & Committee Minutes – Procedure for Submission to Council**

**7.1 Definitions**

In this Standing Order the expressions set out below shall have the following meanings

Reserved Minutes

Those minutes reserved by a Member for debate at Council in accordance with SO 7 4

Tabled Minutes

Those minutes not included in the Minute Book, but circulated at a Council meeting and automatically available for debate subject to SO 7 4 (c) and (e)

Black-Lined Minutes

Those minutes in the Minute Book marked with parallel black lines against the recommendation comprising

- Minutes relating to Council Functions as defined in **Part 2 – Article 4**
- Minutes referred up to Council under SO 39

Committee

Any Committee, including a Sub-Committee

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<sup>1</sup> **Note** This section relates only to those objections to Traffic Regulation Orders which are not regulated under the requirements of section 10 of the Local Authorities' Traffic Orders (Procedure) (England) Regulations 2012

## 7.2 Order of Minutes Taken

Minutes of the Cabinet, the Scrutiny Committees and other Committees will be dealt with in the order in the Minute Book and if there is more than one meeting of any such body, then the minutes shall be dealt with sequentially.

## 7.3 Moving the Minutes

- (a) In respect of each Cabinet, the Mayor shall refer to it by its title and the minutes shall be moved and seconded (normally by the Leader and Deputy-Leader respectively) for adoption or noting as appropriate.
- (b) In respect of each Committee, the Mayor shall refer to it by its title and the minutes shall be moved and seconded (normally by the Chairman and Vice-Chairman respectively) for adoption or noting as appropriate.

## 7.4 Reserved Minutes and Tabled Minutes

- (a) Subject to (e) below a Member may request the reservation of any minute for debate by sending an e-mail to [committeesection@southend.gov.uk](mailto:committeesection@southend.gov.uk) not later than noon on the day of the Council meeting, quoting the minute number. Such minutes are referred to as "Reserved Minutes".

**Note:** By reserving a Cabinet minute, any corresponding Scrutiny Committee minute shall automatically be reserved and vice versa.

- (b) ~~Black-Lined Minutes must also be reserved for debate in accordance with the procedure in (a) above. Members do not need to reserve Black-Lined Minutes which are automatically available for debate.~~
- (c) Members do not need to reserve Tabled Minutes which are automatically available for debate subject to (e) below.
- (d) Matters on the Council agenda other than minutes of meetings do not need to be reserved and will automatically be available for debate.
- (e) A minute of a Scrutiny Committee in respect of a pre-Cabinet scrutiny item (i.e. any item intended for Cabinet but not previously considered by Cabinet) cannot be reserved for debate at Council unless it was referred up under SO 39.

## 7.5 Questions and Comments on Reserved and Tabled Minutes

- (a) Immediately after the Mayor shall have called the Cabinet or Committee concerned and the minutes have been moved and seconded, the Mayor shall refer to each Reserved Minute and Tabled Minute in turn and invite questions:
  - Members shall be entitled to ask not more than two questions in respect of any such minute.

In the case of questions relating to Cabinet business (including a called-in minute to a Scrutiny Committee), the Executive Councillor whose portfolio covers the area concerned shall reply.
  - In the case of questions relating to other minutes of a Scrutiny Committee and questions relating to minutes of any other Committee, the Chairman shall reply.
  - In the case of questions relating to the Fire Authority, the Council's representative on that body shall reply.