

Overview and Scrutiny Work Programme 2017/18

(Updated: 28 June 2017)

Overview and Scrutiny Committee Chairman – Councillor M. Sartin			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Essex County Council – Local Highways Services and infrastructure (Scrutiny of External Organisations)	All-member briefing to be made by Essex Highways on 18 July 2017.	External scrutiny of local highway services and infrastructure. Appropriate lines of questioning and scope/focus of presentation (if required) agreed at meeting held on 19 July 2016. As a result of discussion at the meeting on 6 June 2017, an all-member briefing is to be made by Essex Highways on 18 July 2017.	6 June 2017; 18 July; 31 October; 09 January 2018; 27 February; and 17 April.
(2) Overview and Scrutiny Work Programme (2017/18)	First meeting of each municipal year (6 June 2017)	To agree the work programmes for the Overview and Scrutiny Committee and each of the four select committees for 2017/18.	
(3) Corporate Priorities and Key Decisions (2017/18)	First meeting of each municipal year (6 June 2017)	The Leader of the Council to present the Council's corporate priorities and the Executive's programme of Key Decisions for the year and indicate where work on the Cabinet's behalf could be undertaken by overview and scrutiny.	

(4) Directorate Business Plans (2017/18)	First meeting of each municipal year (6 June 2017)	All Portfolio Holders to present the priorities and service challenges from the business plan for their portfolio, at the first meeting in each municipal year. This action was met through the consideration of business plans by the select committees rather than the Overview and Scrutiny Committee and will be moved to the select committee work programmes for 2018/19..	
(5) Princess Alexandra Hospital NHS Trust (Scrutiny of External Organisations)	To be determined	Scrutiny of plans for improvement arising from report of Care Quality Commission (October 2016) on its 'inadequate' judgement of the quality of care at Princess Alexandra Hospital, undertaken at meeting on 6 June 2017. Trust to be invited to attend the Committee towards the end of the municipal year to provide a further update on its improvement progress.	
(6) Barts Health NHS Trust (Whipps Cross Hospital) (Scrutiny of External Organisations)	To be determined	Scrutiny of service improvements at Whipps Cross Hospital following report of Care Quality Commission in 2015. Representatives of Barts Health NHS Trust attended the Committee in February 2016, when it was agreed that the Trust would update the Committee on progress during 2016/17. The Trust has recently confirmed that it would be willing to attend a meeting of the Committee in the current municipal year.	
(7) Transport for London (Scrutiny of External Organisations)	To be determined	The Committee to consider the scope and focus of proposed further external scrutiny of Transport for London, in respect of local transport services and infrastructure.	

(8) Epping Forest College (Scrutiny of External Organisations)	To be determined	To arrange a return visit from Epping Forest College for an update on their progress to date. The Committee to consider the scope and focus of proposed further external scrutiny of the College.	
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Overview and Scrutiny Committee – Reserve Work Programme		
ITEM	Report Deadline / Priority	Progress / Comments
(1) Epping Forest Sixth-Form Consortium (Scrutiny of External Organisation.)	To be determined. Carried forward from work programme for 2016/17.	(PICK submission) To review the progress of the new 6th Form consortium set up in the District in September 2015. Originally intended to seek presentation from appropriate head teachers after a year of operation.
(2) Essex County Council (Children’s Services) (Scrutiny of External Organisations)	To be determined. Carried forward from work programme for 2016/17.	Recommendation arising from Children’s Services Task and Finish Panel requires the Committee to meet with Essex County Council in respect of children’s services on an annual basis. The Director of Children’s Commissioning attended the meeting in April 2016. Agreed that this be considered further at a later date.

Select Committees

Communities Select Committee 2017/18 (Chairman – Councillor Y. Knight)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	June 2017	June 2017 (Housing Portfolio)	20 June 2017; 05 September; 07 November; 16 January 2018; and 13 March.
(2) Report on Housing Strategy Action Plan 2017-2022	June 2017	June 2017 (Housing Portfolio)	
(3) Communities Key Performance Indicators (KPIs) – 2016/17 Out-Turn	June 2017	June 2017 (Housing Portfolio)	
(4) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2016/17 Out-Turn	June 2017	June 2017 (Housing Portfolio)	
(5) Annual Diversity Report of Housing Applicants and Lettings	September 2017	September 2017 (Housing Portfolio)	
(6) Annual Report on the HomeOptions Choice Based Lettings Scheme	September 2017	September 2017 (Housing Portfolio)	
(7) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2017	September 2017 (Housing Portfolio)	

(8) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2017	September 2017 (All Portfolios)	
(9) Annual Feedback on the success of the Crucial Crew initiative and learning points for future programmes	September 2017	September 2017 (Safer Greener Transport Portfolio)	
(10) Annual Report of the Community Safety Partnership	November 2017	(Safer Greener Transport Portfolio)	
(11) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	November 2017	(Leisure and Community Service Portfolio)	
(12) Six-Monthly Progress Report on Housing Business Plan Action Plan 2017/18	November 2017	(Housing Portfolio)	
(13) Six-Month Review of the HRA Financial Plan 2017/18	November 2017	(Housing Portfolio)	
(14) Communities Key Performance Indicators (KPIs) – Quarter 2	November 2017	(Housing Portfolio)	
(15) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	November 2017	(All Portfolios)	
(16) Annual feedback on the success of the Reality Roadshow initiative and learning points for the future	January 2018	(Leisure and Community Service Portfolio)	

(17) Housing Strategy Key Action Plan 2017 – 12 Month Progress Report	January 2018	(Housing Portfolio)	
(18) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2018	(Housing Portfolio)	
(19) Communities Key Performance Indicators (KPIs) – Targets for 2018/19	March 2018	(Housing Portfolio)	
(20) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2018	(All Portfolios)	
(21) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2018	(Housing Portfolio)	
(22) Presentation by Epping Forest CAB on its use of EFDC funding for their two Debt Advisors	January 2018	(Housing Portfolio)	
(23) Attendance by Essex Police District Commander at next meeting – Discussion on issues to raise	September 2018	(Safer Greener Transport Portfolio)	
(24) Consultation on the Council's HRA Financial Options Review – prior to consideration by the Finance and Performance Management Cabinet Committee	March 2018	(Housing Portfolio) Went joint meeting of the Finance & Performance Cabinet Cttee. & the Communities SC	
(25) That further reports are submitted on a restructure of Housing Older Peoples Services following the Careline Service being outsourced; and	TBA		

(26) Future charges to users based on the cost of the outsourced service.	TBA		
(27) Presentation from Essex Police's District Commander on current policing and crime issues in the District	November 2017	(Safer Greener Transport Portfolio)	
(28) Review of the future use of sheltered/grouped housing scheme sites	November 2017	(Housing Portfolio)	
(29) Housing Strategy 2017-2022	June 2017	(Housing Portfolio)	
(30) HRA Financial Plan 2017/18	June 2017	(Housing Portfolio)	
(31) Safeguarding at EFDC – current position	June 2017	(Safer Cleaner & Transport Portfolio)	
(32) Receive a report on the Government's Prevent Strategy and how it related to 18 to 25 year olds	September 2017	(Safer Cleaner & Transport Portfolio)	
(33) Report on Fire Safety on our Housing Stock	September 2017	(Housing Portfolio)	

Governance Select Committee 2017/18 (Chairman – Councillor N. Avey)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of the Elections and EU Referendum May & June 2017	October 2017	Review of the processes for the County and General elections	04 July 2017; 03 October; 05 December; 06 February 2018; 27 March
(2) Review of Public Consultations	July 2017	Annual Review – Completed	
(3) Key Performance Indicators 2016/17 – Q4 (Outturn) Performance	July 2017	Governance indicators only - Completed	
(4) Key Performance Indicators 2017/18 – Quarterly Performance Monitoring	Q1 – October 2017 Q2 – December 2017 Q3 – February 2018	Governance indicators only	
(5) Development Management Chair and Vice Chair's Meeting	To received a report of the their meetings	To receive feedback from meetings of Chair and Vice Chair's of the Area Planning and District Development Management Committees – received minutes of last meeting in July	

(6) Equality Objectives 2012-2016 – 6 monthly reporting	October 2017		
(7) Equality Objectives 2016-2020 – 6 monthly reporting	Q2 February 2018		
(8) Annual Equality Information Report - 2016	October 2017		
(9) Corporate Plan Key Action Plan 2015/16 – Q4 (Outturn) Position	July 2017	Governance actions only - Completed	
(10) Corporate Plan Key Action Plan 2017/18 – quarterly reporting	Q1 – October 2017 Q2 – December 2017 Q3 – February 2018	Governance actions only	
(11) Petitions Scheme	TBA	Review of the Council's Petitions Scheme	
(12) Compliments and Complaints	31 January 2018	Olivia Shaw, Head of Customers Services has been invited to a future meeting. To identify trends a period of time will need to elapse. .	
(13) Review of Enforcement activity across the services of the Governance Directorate.	4 April 2017 TBA	This item will include Planning Enforcement but corporate and benefit fraud as well, within the Governance remit.	
(14) Review of Building Control	4 July 2017	Completed	
(15) Invitation to new Customer Services Manager to attend a meeting	TBA		
(16) Review of Planning Application Validation Checklist	4 April 2017 TBA		
(17) Governance Business Plan for 2017/18	July 2017	PH went to meeting - Completed	

**Neighbourhoods Select Committee 2017/18
(Chairman – Councillor N. Bedford)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	TBA	Annual report Committee	27 June 2017; 19 September; 21 November; 30 January 2018; 20 March
(2) KPIs 2016/17 – Outturn Review	First meeting of each municipal year.	Outturn KPI performance report for 2016/17 to the June 2017 meeting.	
(3) KPI's for 2017/18 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2017; Q2 in November 2017; Q3 in March 2018.	
(4) Corporate Plan Key Action Plan 2016/17 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2016/17 performance to be considered at the June 2017 meeting	
(5) Corporate Plan Key Action Plan 2017/18 – Quarterly Review	Quarterly	Review of Quarterly performance: Q1 September 2017; Q2 November 2017; Q3 March 2018.	
(6) To receive updates from the Green Corporate Working Party	As appropriate (Last update received on the current position in June '17)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(7) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan – (last went to June 2017 meeting)	

(8) To receive an annual update on the Environmental Charter	June 2017	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter.	
(9) Review of arrangements for ensuring the behaviour of Licenced Taxi Drivers.	TBA	Item from the O&S Co-ordinating group.	
(10) Yearly Review of the Off-Street Parking Service	TBA	At their November 2016 meeting the Committee agreed to review on an annual basis the off-street parking service recently taken over by EFDC from NEPP.	
(11) Neighbourhoods Directorate Business Plan	June 2017	Received briefing from each responsible PH on their business plan for the year.	
(12) Passenger Transport officers to be invited to a meeting on the District's Bus Services.	TBA	Committee will need to focus down on what exactly they wished to be questioned about.	
(13) Land drainage presentation to be invited again	January 2018		
(14) Emergency planning – report on Council's emergency response systems and emergency housing arrangements	TBA	Following the Grenfell Tower Fire – to consider our procedures.	

Resources Select Committee 2017/18 (Chairman – Councillor S. Kane)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators 2016/17 – Outturn Review	Outturn KPI Performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2016/17 to July 2017 meeting	13 July 2017; 17 October; 19 December; 13 February 2018; and 03 April .
(2) To review the specific quarterly KPI 2017/18	Quarterly	Review of quarterly performance: Q1 in October 2017; Q2 in December '17; Q3 in February '18.	
(3) Corporate Plan Key Action Plan 2016/17 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance to July 2017 meeting	
(4) Corporate Plan Key Action Plan 2017/18 – quarterly review	Quarterly	Review of quarterly performance: Q1 October 2017; Q2 December 2017; Q3 February 2018.	
(5) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance and Performance Management Cabinet Committee.	Annual Review of portfolio budgets to be considered at joint meeting with the F&PM Cabinet Committee in January of each year.	

(6) ICT Strategy – progress & Call handling	Progress against ICT Strategy Considered on an annual basis.	Progress report on call/response handling. Also to receive a report on options following introduction of new telephony system. <i>Last Update in March 2017 on general it systems and telephone monitoring statistics</i>	
(7) Fees and Charges 2018/19	Proposed fees and charges for 2018/19 – for October 2017 meeting.	Proposed fees and charges considered on an annual basis each October	
(8) Provisional Capital Outturn 2016/17	Provisional outturn for 2016/17 for July meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.	
(9) Provisional Revenue Outturn 2016/17	Provisional Outturn for 2016/17 for July 2017 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each year.	
(10) Sickness Absence Outturn	July 2017	To review the Sickness Outturn report for 2016 /17	
(11) Sickness Absence	Half-yearly progress reports for 2017/18 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis <i>Last report received at December 2016 meeting.</i>	
(12) Medium Term Financial Strategy & Financial issues paper	October 2017	To receive the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast.	

(13) Quarterly Financial Monitoring	Oct. 2017; Dec. 2017; & Feb. 2018	To receive quarterly financial monitoring Reports	
(14) Shared Services Working	TBA	To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system. <i>Last update at December 2015 meeting.</i>	
(15) Invest to Save update	December 2017	To receive a report updating the Committee on the Council's Invest to Save scheme	
(16) General update on the General Fund CSB, DDF and ITS	December 2017	To receive an updating report on the CSB, DDF and ITS schemes.	
(17) Scrutiny of the Transformation Project	Had an initial meeting on 10 April 2017	Initial meeting to review PICK form and set terms of reference for looking at the Transformation project. T&F Panel set up to review what the Select Committee will need to review.	

**Transformation Task & Finish Panel 2017/18
(Chairman – Councillor Patel)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
First meeting to be held on 29 June 2017 – meetings to be arrange on an ad-hoc basis.			29 June 2017 .