

Overview and Scrutiny Work Programme 2017/18

(Updated: 28 September 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 scrutiny activity agreed at meeting held on 19 July 2016. All-member briefing made by Essex Highways on 18 July 2017.	6 June 2017; 18 July; 31 October; 9 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)	31 October 2017 (Confirmed)	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 confirmed that it will attend a meeting of the Committee in the current municipal year.	
(7) Transport for London (Scrutiny of External Organisations)	9 January 2018 (Confirmed)	The Committee has considered the scope and focus of further external scrutiny of Transport for London and agreed that activity be focussed on local TfL bus services. TfL has confirmed that appropriate officers will attend a meeting of the Committee in 2018.	
(8) Epping Forest College (Scrutiny of External Organisations)	27 February 2018 (Confirmed)	To arrange a return visit from Epping Forest College for an update on the progress of improvement plans following report of Ofsted in 2015. The Committee to consider the scope and focus of proposed further external scrutiny of the College.	

Overview and Scrutiny Committee – Reserve Work Programme

ITEM	Report Deadline / Priority	Progress / Comments
(1) Epping Forest Sixth-Form Consortium (Scrutiny of External Organisations)	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.
(3) Essex Police/Essex Fire & Rescue Service - Joint Governance (Scrutiny of External Organisations)	To be determined. Possible inclusion in work programme for 2018/19.	To review local operation of joint governance arrangements for Essex Police and Essex Fire & Rescue Service. External scrutiny proposal agreed by Committee on 18 July 2017.
(4) East of England Ambulance Service (Scrutiny of External Organisations)	To be determined. Possible inclusion in work programme for 2018/19.	External scrutiny proposal arising from joint meeting of Overview and Scrutiny Chairmen/Vice-Chairmen (12.9.17). Possible focus of scrutiny activity to include call handling services.

Communities Select Committee (Chairman – Cllr Knight)

Work Programme 2017/18

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
Standard (Periodic) Items			20th June 2017 5th September 2017 9th October 2017 (Cancelled); 7 th November 2017 11 December (extra meeting) 16 th January 2018 22 nd March 2018
(1) Performance against Housing Service Standards and Review <i>(Recommendations to Housing Portfolio Holder)</i>	June 2017 (Medium)	<i>(Housing Portfolio)</i> Completed – June 2017 meeting	
(2) Communities Key Performance Indicators (KPIs) – 2016/17 Out-Turn	June 2017 (Low)	<i>(Housing Portfolio)</i> Completed – June 2017 meeting	
(3) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2016/17 Out-Turn	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017 meeting	
(4) Presentation of Communities Business Plan – 2017/18	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017 meeting	

(5) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2017 (Low)	<i>(Housing Portfolio)</i> Completed September 2017 meeting	
(6) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2017 (Low)	<i>(All Portfolios)</i> Completed September 2017 meeting	
(7) Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise	September 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed September 2017 meeting	
(8) 6-month Progress Report on implementation on the Ageing Population Study Action Plan	November 2017 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i>	
(9) Annual Diversity Report of Housing Applicants and Lettings	November 2017 (Low)	<i>(Housing Portfolio)</i>	
(10) Annual Report on the HomeOptions Choice Based Lettings Scheme	November 2017 (Low)	<i>(Housing Portfolio)</i>	
(11) Annual feedback on the success of the Reality Roadshow initiative and proposals for future delivery	November 2017 (Low)	<i>(Safer Greener Transport Portfolio)</i>	

(12) Presentation from Essex Police's District Commander on current policing and crime issues in the District	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i>	
(13) Annual Report of the Community Safety Partnership	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i>	
(14) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	November 2017 (Low)	<i>(Leisure and Community Service Portfolio)</i>	
(15) Six-Month Review of the HRA Financial Plan 2017/18	November 2017 (High)	<i>(Housing Portfolio)</i>	
(16) Communities Key Performance Indicators (KPIs) – Quarter 2	November 2017 (Low)	<i>(Housing Portfolio)</i>	
(17) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	November 2017 (Low)	<i>(All Portfolios)</i>	
(18) Briefing on the proposed Council rent increase for 2018/19	January 2018 (Low)	<i>(Housing Portfolio)</i>	
(19) 6-Month Progress Report on Annual Housing Strategy Action Plan	January 2018 (Medium)	<i>(Housing Portfolio)</i>	

(20) HRA Financial Plan 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i>	
(21) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2018 (Low)	<i>(Housing Portfolio)</i>	
(22) Communities Key Performance Indicators (KPIs) – Targets for 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i>	
(23) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2018 (Low)	<i>(All Portfolios)</i>	
(24) 6-month Progress Report on implementation of the Ageing Population Study Action Plan	March 2018 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i>	
(25) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2018 (High)	<i>(Leisure and Community Service Portfolio)</i>	
Special (Planned) Items			
(26) HRA Financial Plan 2017/18	June 2017 (High)	<i>(Housing Portfolio)</i> Completed	

(27) Housing Strategy 2017 – 2022 (Comments to the Cabinet)	June 2017 (High)	(Housing Portfolio) Completed	
(28) Safeguarding at EFDC – current position	June 2017 (Medium)	(Safer Greener Transport Portfolio) Completed	
(29) Review of Housing Allocations Scheme, after 2 years operation (with any changes effective from July 2018) (Recommendations to the Cabinet)	September 2017 (High)	(Housing Portfolio) Completed September 2017 meeting	
(30) Review and funding of Garden Maintenance Scheme for Older and Disabled Council Tenants (Recommendations to Housing Portfolio Holder)	November 2017 (High)	(Housing Portfolio) Agreed that a report be submitted direct to the Housing Portfolio Holder due to the Committee's busy Work Programme and the need for budget provision to be made.	
(31) Review of the future use of sheltered/grouped housing scheme sites (Recommendations to Cabinet / Housing Portfolio Holder)	November 2017 (High)	(Housing Portfolio)	
(32) Presentation by Epping Forest CAB on its use of EFDC funding	March 2018 (High)	(Housing Portfolio)	

(33) Review of annual funding to the CAB for two Debt Advisors <i>(Recommendations to Cabinet)</i>	September 2017 (High)	<i>(Housing Portfolio)</i> Agreed that a report be submitted direct to Cabinet due to the Committee's busy Work Programme and the need for budget provision to be made.
(34) Review of Housing Service Strategy on Home Ownership and Leaseholder Services	January 2018 (Low)	<i>(Housing Portfolio)</i>
(35) Review of Housing Assistance Policy <i>(Recommendations to Cabinet)</i>	January 2018 (Medium)	<i>(Housing Portfolio)</i>
(36) Review of the approach to the Scheme Management Service to sheltered housing and properties designated for older people <i>(Recommendations to Cabinet / Housing Portfolio Holder)</i>	January 2018 (High)	<i>(Housing Portfolio)</i>
(37) Review of Housing Service Strategy on Anti-Social Behaviour and Harassment	March 2018 (Low)	<i>(Housing Portfolio)</i>
(38) Review of Homelessness Strategy <i>(Recommendations to Housing Portfolio Holder)</i>	March 2018 (High)	<i>(Housing Portfolio)</i>

Items added to Work Programme during the year		
(39) Receive a report on the Government's Prevent Strategy and how it relates to 18 to 25 year olds.	November 2017	<i>(Safer Greener Transport Portfolio)</i> Update on the Prevent Action Plan
(40) Report on fire safety on our Housing Stock.	October 2017 Deferred	<i>(Housing Portfolio)</i>

Governance Select Committee 2017/18 (Chairman – Councillor N Avey)			
Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
(1) Key Performance Indicators (KPIs) 2016/17 - Outturn	04 July 2017	Governance indicators only - Completed	04 July 2017 03 October 2017 05 December 2017 06 February 2018 27 March 2018
(2) Key Performance Indicators (KPIs) 2017/18 - Quarterly Performance Monitoring	Q1 – 03 October 2017 Q2 – 05 December 2017 Q3 – 06 February 2018	Governance indicators only.	
(3) Development Management Chairmen and Vice-Chairmen's Meetings	04 July 2017	Feedback from meeting of the Chairmen and Vice-Chairmen of the Area Plans Sub-Committees and the District Development Management Committee – Completed	
(4) Building Control	04 July 2017	To be carried forward onto work programme for 2017/18. Building Control Officer to give a presentation - Completed	
(5) Equality Objectives 2016-2020 / (2018-2023) - 6 monthly reporting	Q1 - 03 October 2017	Completed	
(6) Equality Objectives 2016-2020 / (2018-2023) - 6 monthly reporting	Q3 - 06 February 2018		

(7) Corporate Plan Key Action Plan 2015/16 - Outturn	04 July 2017	Governance actions only - Completed	
(8) Review of Public Consultations	04 July 2017	Annual Review - Completed	
(9) Governance Directorate Business Plan 2017/18	04 July 2017	Portfolio Holders attended Cllrs J Philip, A Lion and G. Waller - Completed	
(10) Review of the Elections and General Election May and June 2017	03 October 2017	Review of the processes for the County and General elections - Completed	
(11) Corporate Plan Key Action Plan 2016/17- Quarterly reporting	Q1 – 03 October 2017 Q2 – 05 December 2017 Q3 – 06 February 2018	Governance actions only.	
(12) Review of the operation of the Council's Petitions Scheme	TBA	To be completed during the 2017/18 municipal year.	
(13) Analysis of Compliments and Complaints information in identifying trends	06 February 2018	The Head of Customer Services has been invited to attend a future meeting. To identify trends, a period of time will need to elapse.	

(14) Annual Equality Information Report – 2016	03 October 2017	Combined with Item (5) - Completed	
(15) Key Performance Indicators	05 December 2017	GOV-005 – Percentage of minor planning applications that are processed within 8 weeks or given an extension of time.	

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 2018.
(2) KPIs 2016/17 – Outturn Review	First meeting of each municipal year.	Outturn KPI performance report for 2016/17 to the June 2017 meeting. (COMPLETED)	
(3) KPI's 2017/18 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2017; (COMPLETED) 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 – went to 27 June 2017 meeting (COMPLETED)	
(5) Corporate Plan Key Action Plan 2017/18 – Quarterly Review	Quarterly	Review of Quarterly performance: Q1 September 2017; (COMPLETED) 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 on 5 September 2017).	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy. To receive Officer progress reports on the Corporate Green Working Party (not minutes).	

(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 19 September 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. (COMPLETED)	
(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. (COMPLETED)	
(12) Passenger Transport officers to be invited to a meeting on the District's Bus Services.	TBA	Invitation made to Transport for London to O& S but this would not include the south of the district.	
(13) Emergency planning – report on Council's emergency response systems and emergency housing arrangements	TBA	Following the Grenfell Tower Fire – to consider our procedures.	

(14) Places for People Leisure (PfP)	As appropriate. (1st board report to 30 November 2017 meeting)	Council's leisure contract – report of the first formal monitoring board.	
(15) Air Quality Officer	30 November 2017 meeting (TBC)	Invitation to attend.	
(16) Public Health Officer	30 November 2017 meeting (TBC)	Invitation to attend.	
(17) Land Drainage Officer, Technical Services Directorate	TBA – January 2018?	Invitation to attend a future meeting.	

Resources Select Committee 2017/18 (Chairman – Vacant)			
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 - Completed	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 - Completed	
(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 against ICT Strategy Considered on an annual basis.	COMPLETED – October 2017	
(7) Progress on Call handling	March 2018	Now part of the Customer Care Section and separate from ICT. Progress report on call/response handling. Also to receive a report on options following introduction of new telephony system.	
(8) 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 COMPLETED	
(9) 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 - Completed	
(10) 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. Completed	
(11) Sickness Absence Outturn	July 2017	To review the Sickness Outturn report for 2016 /17 - completed	
(12) 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 July 2017 meeting.</i>	
(13) 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. COMPLETED	

(14) Quarterly Financial Monitoring	Oct. 2017; Dec. 2017; & Feb. 2018	To receive quarterly financial monitoring Reports	
(15) Review of Risk management arrangements	July 2017	Item from the O&S Co-ordinating Group. To review the trends in claims expenses - COMPLETED	
(16) 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>	
(17) Invest to Save update	December 2017	To receive a report updating the Committee on the Council's Invest to Save scheme	
(18) General update on the General Fund CSB, DDF and ITS	December 2017	To receive an updating report on the CSB, DDF and ITS schemes.	
(19) 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. That Panel has now concluded and will report to the Overview and Scrutiny Committee.	
(20) Resources Directorate Business Plan	July 2017	Received briefing from each responsible PH on their business plan for the year. - Completed	
(21) Universal Credit	October 2017	Updating report on the Government's Universal Credit Scheme. COMPLETED	

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.		Panel met on 29 June, 1 August. Last meeting held on 11 September. COMPLETED	.