



## ***Overview and Scrutiny Committee Tuesday, 25th October, 2016***

You are invited to attend the next meeting of **Overview and Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Tuesday, 25th October, 2016  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer:**

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### **Members:**

Councillors M Sartin (Chairman), L Girling (Vice-Chairman), N Avey, N Bedford, R Brookes, D Dorrell, S Kane, Y Knight, A Mitchell, S Murray, S Neville, A Patel, B Rolfe, G Shiell, D Stallan, B Surtees and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

### **WEBCASTING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

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**If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.**

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consent to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

(Director of Governance) To report the appointment of any substitute members for the meeting.

**4. MINUTES (Pages 5 - 16)**

To confirm the minutes of the meeting of the Committee held on 19 July 2016.

**5. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before overview and scrutiny which relates to a decision of or action by another committee, sub-committee of the Council, a joint committee or joint sub-committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 of the Code of Conduct does not refer to Cabinet decisions or attendance at an overview and scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

**6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE**

(Director of Governance) To receive questions submitted by members of the public and any requests to address the Committee.

**(a) Public Questions**

Members of the public may ask questions of the Chairman of Overview and Scrutiny

Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Council's Constitution.

**(b) Requests to address the Overview and Scrutiny Committee**

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

**7. EXECUTIVE DECISIONS - CALL-IN**

(Director of Governance) To consider any matter referred to the Committee for decision in relation to a call-in.

**8. FORWARD PLAN OF KEY DECISIONS - REVIEW (Pages 17 - 32)**

(Director of Governance) The Cabinet's forward plan of key decisions is reviewed by the Committee at each meeting, to provide an opportunity for the scrutiny of specific decisions to be taken over the period of the plan. Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the forward plan and to indicate where appropriate work could be carried out by overview and scrutiny on behalf of the Cabinet.

**9. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTER 1 PROGRESS (Pages 33 - 46)**

(Director of Governance) To consider the attached report.

**10. OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMMES 2016/17 - REVIEW (Pages 47 - 62)**

(Director of Governance) Progress towards the achievement of the work programmes for the Overview and Scrutiny Committee and each of the select committees, is reviewed by the Committee at each meeting.

**(a) Current Work Programmes**

The current overview and scrutiny work programmes are attached as an appendix to this report.

**(b) Reserve Programme**

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

**11. SCRUTINY OF EXTERNAL ORGANISATIONS - CENTRAL LINE SERVICES & INFRASTRUCTURE (Pages 63 - 66)**

(Director of Governance) To consider the attached report.

**12. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Background Papers:** Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

**Committee:** Overview and Scrutiny Committee      **Date:** Tuesday, 19 July 2016

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.30 - 9.35 pm

**Members Present:** Councillors M Sartin (Chairman) L Girling (Vice-Chairman) N Avey, R Brookes, D Dorrell, S Kane, Y Knight, S Murray, A Patel, B Rolfe, G Shiell, D Stallan, B Surtees and D Wixley

**Other Councillors:** Councillors R Baldwin, R Bassett, H Kane, J Philip and G Waller

**Apologies:** Councillors A Mitchell and S Neville

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C O'Boyle (Director of Governance), S Tautz (Democratic Services Manager), T Carne (Public Relations and Marketing Officer), A Hendry (Senior Democratic Services Officer) and M Jenkins (Democratic Services Officer)

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### 11. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 12. SUBSTITUTE MEMBERS

There were no substitute Members for the meeting.

### 13. MINUTES

#### RESOLVED:

That the minutes of the last Committee meeting held on 7 June 2016 be signed by the Chairman as a correct record.

### 14. DECLARATIONS OF INTEREST

There were no declarations of interest made pursuant to the Member's Code of Conduct.

### 15. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE

It was noted that there were no public questions or requests to address the Committee.

**16. EXECUTIVE DECISIONS - CALL-IN**

There were no call-in of decisions to be considered.

**17. FORWARD PLAN OF KEY DECISIONS - REVIEW**

The Committee considered the Cabinet's Key Decision List for July 2016. They noted that there was a legal requirement for local authorities to publish a notice in respect of each Key decision that it proposed to make, at least 28 days before that decision was made. The Committee were invited to identify any particular issues which were of concern.

Housing Portfolio

Councillor Murray commented that normally the attendance by Cabinet Members was very good at Overview and Scrutiny meeting but not tonight. However, he wanted to ask about the 'Sheltered Housing Assets' and was interested to know if there was to be drastic change to this strategy.

Councillor Wixley wanted to know what was happening to the 'Off Street Parking Programme 2016/17' and was advised that the Forward Plan indicated that a report would be made to the Cabinet in September 2016.

Councillor Brookes wanted to know a bit more about the 'Norway House Chalets' and the proposed redevelopment of the site at Norway House. Councillor Stallan noted that the ward councillors had been consulted on the replacement of the external chalets, as they were getting old and would soon needed replacing.

In the absence of the Housing Portfolio Holder, the Chairman indicated that a report on these matters would be made through the Council Bulletin as soon as possible.

Leisure & Community Services

Mr Macnab amended the figure for the 'Hillhouse Masterplan' it should not be a provision for 240 independent living homes but provision for up to 60 independent living units.

Safer Greener and Transport

Councillor Knight wanted to know if the Environmental Charter had been agreed. She was told that it was part of the work of the Green Working Party and would be going to a future Cabinet for agreement. Councillor Knight said she was asking because of the ongoing problems at Nazeing with air quality. Councillor Waller noted that this matter was not under our direct control and so our influence was limited. Councillor Philip noted that air quality would be part of the Local Plan and a report on this would be going to the September Cabinet meeting.

Assets & Economic Development

Mr Macnab noted that these reports and decisions had two routes to go, either to the Cabinet or to the Asset Management and Economic Development Cabinet Committee.

Councillor Avey asked where we were on the St John's Road site and was told that everything was now in place for a decision by the Cabinet on 21 July.

**18. CORPORATE PLAN 2016-2020 - KEY ACTION PLAN 2017/18**

The Director of Governance, Colleen O'Boyle introduced the report on the proposed Corporate Plan Key Action Plan for 2017/18. The corporate plan included the aims and objectives which were the Council's highest level strategic intentions. These aims and objectives were delivered by an action plan produced annually, progressing the activities to achieve the aims and objectives across their lifetimes.

2017/18 would be the third year in the lifetime of the aims and objectives and a draft key action plan for 2017/18 has been produced building on activities identified in the action plan for the current fiscal year.

Key Action Plans are monitored by the Select Committees, Overview and Scrutiny Committee and Cabinet on a quarterly basis. As living documents they could be subject to change or development as appropriate to reflect emerging priorities or unforeseen circumstances.

The Committee noted the following amendments:

- That under Aim (iii), Key Objective (b), item 2 – “trial with Northgate a system for remote working for *Business Control and Development Control Officers*” should be “for *Building Control and Development...*”; and
- An addition under Aim (ii), objective (a) - that the Local Plan should have been carried over from last year and delivered in accordance with the Council's agreed Local Development Scheme. A report on this will be at the next cabinet meeting.

Relevant part of the action plan will go to the appropriate Select Committee for review.

The Committee then considered the Key Action Plan page by page.

**Aim (i), Key Objective (a), item 2** – Councillor Brookes asked about the sale of 'Higher Value' empty Council properties and Councillor Sartin noted that it had a target date for July 2017 would this be when we start selling houses? Mr Macnab said that he would ask Mr Hall to let them know where they could get more information. Councillor Philip said the target date depended on the government issuing of the legislation.

Councillor Wixley asked if we had any 'higher value' properties. Mr Macnab replied that if a property became void, and it was a three bed or larger property, it could fall into the higher value band and be put up for sale.

Councillor Murray said that the detail would be in the regulations, it may be that every three bed property that became void would be classed as 'higher value' and we may be forced to sell it. This was debated at the last Communities Select Committee.

**Aim (i), Key Objective (b), item 1** – Councillor S Kane asked if there was an update on phase1 of the Council housebuilding programme. He was told that at present there was not.

**Aim (i), Key Objective (c), item 1** – Councillor Sartin asked about the long term Management Agreement with Broxbourne BC on the management of Lowewood Museum. Did the Portfolio Holder have any comments on what has been in the press recently? Councillor H Kane said that it had taken them by surprise. At present we were negotiating and she would update members as soon as she knew something.

**Aim (i), Key Objective (c), item 5** – Councillor Murray noted that this said “to appoint a new leisure management partner...” – but we could still keep with our existing partner when we renewed the contract. Perhaps the word ‘new’ was inappropriate at this point. Councillor H Kane replied that they were still looking at new companies but agreed that the wording should be rejigged and the word ‘new’ removed.

**Aim (iii), Key Objective (b), item 1** – Councillor Sartin sought clarification on the term ‘pay to Stay’. Ms O’Boyle said that we had not received the regulations as yet, but it was probably about the salary levels of people renting council homes. Councillor Stallan agreed saying they would be looking at income level of residents and their ability to get on council housing lists, as social housing should be for people in need. Councillor Murray noted that we were waiting for details from the government and added that this policy was based on the actions of just one man and if this went through it would ghettoise our social housing, turning them into low pay ghettos. Councillor Knight said that this was discussed at the last Communities Select Committee. She observed that when she was growing up she found it quite unjust when there were people who could afford private rent keeping housing away from people who needed it.

**RESOLVED:**

That the Committee considered and commented on the proposed Corporate Plan Key Action Plan for 2017-18.

**19. OVERVIEW & SCRUTINY WORK PROGRAMMES 2017/18 & FUTURE YEARS**

The Democratic Services Manager, Mr Tautz, introduced the report that came out of the recent meeting held between the Chairman and Vice-Chairman of the Overview and Scrutiny Committee and the Chairmen and Vice-Chairmen Select Committees (the O&S Co-ordinating Group) where they considered the work programmes of the various committees for the coming year. The identification and prioritisation of scrutiny activity was essential if it was to be successful and of value. Work programmes should also be realistic and retain capacity so that unplanned matters could be addressed.

The coordinating group considered that it would be appropriate for work programme priorities to be derived from a wider range of evidence. This would enable scrutiny activity to more effectively meet the work programme requirements of the Constitution and focus less on cyclical reporting, whilst also addressing a perception amongst some members that reports were presented for ‘noting’ only.

The co-ordinating committee considered that scrutiny of the key decision list was something that worked both ways and the cabinet was at liberty to ask scrutiny to look at some aspects of their workload.

The group also considered the use of the PICK forms and thought that scrutiny should be more flexible in their use, including accepting relevant correspondence and emails as well as the forms. This would include proposals from members of the public although they would have to be scoped out in the same way as other proposals.

They also thought that the scoping of proposals should be more robustly undertaken to establish matters that would be of most benefit, had clear objectives and took



account of resources; and in the end would it add value to the Council and/or the wider community.

They considered the use of the compliments and complaints forms as sources of potential scrutiny starting points as well as any petitions and freedom of information requests that threw up wider considerations.

In considering presentations and scrutiny of external organisations the co-ordinating group thought it important that clear objectives were set for any presentations given. It was considered that at present this was not always the case and the presentations often appeared to have no clear reference. The group suggested that the Committee should take a more critical approach to the selection of outside organisations to be scrutinised, ensuring that invitations were issued to organisations where there were public concerns. It was also suggested that flexibility should be applied where scrutiny of an outside organisation might better be conducted by a select committee rather than the Committee itself. They also looked at the questioning of the outside organisations and thought that an item should be put in the agenda of the meeting before the presentation was due to enable members to adequately scope out what they wanted covered and what questions they were going to ask.

It was noted that we needed the agreement of Essex County Council if we wanted to scrutinise any of the local health providers and that this had not proved to be a problem in the past.

The group had suggested three items for possible inclusion in the Overview and Scrutiny Committee work programme for 2016/17, they were:

- (a) Central Line services and infrastructure within Epping Forest District (TfL);
- (b) Princess Alexandra Hospital services for residents of the District, subject to the agreement of Essex County Council; and
- (c) Highways Services and infrastructure within the District (ECC).

The group had also identified issues for possible inclusion in the work programmes of three of the four select committees, Governance, Neighbourhoods and Resources.

Councillor Murray commented that this was a good report and good ideas had come out of it, especially recommendation 5. He noted that the health scrutiny that we have carried out had been very useful but expressed concerns that we had to ask the ECC for permission to carry it out. Mr Tautz replied that it was the legal position that we had to seek ECC's agreement in order to scrutinise any health matters, but we did so as a matter of courtesy and did not go begging for permission. Mr Macnab noted that we had a good working relationship with them.

Councillor Avey said that the Central Line was an absolute disgrace, but what real difference would it make to have TfL here. Councillor Sartin added that we have had TfL officers here before to talk about the Central Line. Councillor Stallan added that we had very bland presentations from them. Their answers were not consistent over the years that they came to us. It was important that we now narrow down what we wanted from them.

Councillor Patel declared an interest in health scrutiny as he was a health provider. He noted that we had an aging population and wanted to know how our money was being spent in our district. Councillor Sartin replied that was different from scrutinising health provision or other social care.

Councillor S Kane said that we needed to develop targeted, focussed questions before hand. Maybe this new co-ordinating group could be set up before the start of a

new municipal year. Councillor Sartin agreed; this would enable the Select Committees to start their new work programme from the start of their first meeting.

Councillor Surtees said that presentations needed to be focused on what we wanted and not what they wanted to tell us. Also we did not want 'death by PowerPoint'. We needed time to review any presentations before the meeting and we needed to narrow down what we wanted from them. Councillor Sartin noted that officers always aimed to get the PowerPoint to members before the meetings but Mr Tautz added that officers could not always guarantee that. It should be remembered that these organisations were under no obligation to respond or attend our meetings.

Councillor Knight noted that the Communities Select Committee had the new Police District Commander coming to their November meeting and they would be discussing their questions at their September meeting. Please let her know if there were any questions that you wished to be asked.

Councillor Stallan said we needed to tell them what we wanted their presentation to be about or even if we did not want one. It was within the power of members on how they had their presentations. He suggested that we amended recommendation 5 to say "...appropriate lines of questioning *and presentations, if any*, for external organisations..." This was agreed.

Councillor Girling noted that we had not given our guests actions on what we wanted them to resolve for us.

Councillor Surtees noted that the Central Line was important but we also had busses provided by TfL. He also noted that the Princess Alexandra Hospital was currently discussing the way forward. The meeting agreed that this should be looked at towards the end of the year.

Councillor Stallan noted that that ECC Highways officers had attended the Governance Select Committee last year, would this be a duplication of work? He was told that they came to specifically cover highways and planning issues and therefore this would not be duplication.

The Committee then considered what questions they would like to ask the TfL and the ECC Highways section and came up with the following list:

**Central Line Services and Infrastructure within the Epping Forest District (Transport for London):**

**Staffing:**

- (a) the current levels of staffing at local Central Line stations, particularly with regard to ticket offices;

**Capacity:**

- (b) the infrastructure of the Central Line, particularly in terms of increasing user capacity;
- (c) the frequency of Central Line services eastbound to Epping;
- (d) the split of Central Line services operating eastbound from Leytonstone Station and the perception that fewer services run through to Epping than to Hainault;
- (e) what was the capacity of the current system and could it be increased; and
- (f) was there the money to be invested to improve capacity?

**Infrastructure:**

- (g) the ongoing concern of the Council with regard to platform access at local Central Line stations for people with disabilities;
- (h) the current position with regard to the rectification of signalling breakdowns that adversely affect Central Line services on a regular basis, particularly given the significant investment made in signalling infrastructure;
- (i) the age of the rolling stock currently in use on the Central Line, particularly with regard to issues pertaining to the operation of automatic doors and unacceptably high temperatures in carriages;
- (j) the introduction of air-conditioned rolling stock;
- (k) the introduction of new rolling stock – when would this happen?
- (l) the provision of public toilet facilities at local Central Line stations;
- (m) the provision of Wi-Fi access in underground sections of the Central Line and at local stations;
- (n) the possible reinstatement of Central Line services between Epping and Ongar, as proposed by the Mayor of London;
- (o) the current CCTV coverage of public areas in the vicinity of local Central Line stations and plans for the extension of such coverage;

**Car Parking:**

- (p) the extension of car park facilities at local Central Line stations;
- (q) an update on the provision of car parking at Epping station;
- (r) the management of car parks at local Central Line stations and of the public areas in the vicinity of the stations;

**Highway Services and Infrastructure within the Epping Forest District (Essex County Council);****Communication:**

- (a) the operation of Essex County Council's online facility for the reporting of highway defects;
- (b) the enforcement of licence provisions by the County Council, to ensure minimal disruption to highway users and others;
- (c) was it possible to have the contractors come to a scrutiny meeting?
- (d) the County Council's approach to ensuring that highway works carried out by statutory undertakers did not cause unnecessary disruption to highway users and others;
- (e) the need for improvement in communications between Highway Services and local authorities.

**Repairs:**

- (f) the County Council's approach to the repair of footpath defects, particularly in relation to securing the safety of people with disabilities;
- (g) the County Council's approach to ensuring the quality of highway reinstatement following works carried out by statutory undertakers;
- (h) the management of the County Council's own ground crews undertaking the repair of highway defects, to ensure the quality of highway reinstatement and what criteria was used for choosing what to repair;

**Disruptions:**

- (i) the issue of licences or other approval by the County Council for temporary traffic lights or other forms of traffic management;

**Strategy:**

- (j) the County Council's approach to the design of highway schemes;
- (k) the County Council's winter gritting strategy and priorities.

**RESOLVED:**

- (1) That, from 2017/18, the development of annual work programmes for the Overview and Scrutiny Committee and the four Select Committees, be commenced during January/February in each preceding year, on the basis of the evidence sources presented in this report and other appropriate corporate or community priorities.
- (2) That the annual overview and scrutiny work programmes be agreed by the Overview and Scrutiny Committee at its first meeting in each municipal year.
- (3) That, from 2017/18, all Portfolio Holders be requested to present the priorities and service challenges arising from the annual business plan for their portfolio to overview and scrutiny, at the first cycle of meetings in each municipal year.
- (4) That, in order to ensure that scrutiny activity complements the Council's policy framework or other priorities and achieves maximum value, all member scrutiny proposals (including presentations) be submitted through the existing PICK process and be fully scoped and prioritised by the Overview and Scrutiny Committee, prior to the inclusion of any proposal in the work programme for the Committee or a select committee.
- (5) That the development of appropriate lines of questioning and the scope and focus of presentations (if required), for external organisations invited to attend before overview and scrutiny, be formally undertaken by the Overview and Scrutiny Committee at a preceding meeting, through the inclusion of an appropriate standing item in agenda for all ordinary meetings of the Committee.
- (6) That the following matters set out at paragraphs 22 and 23 of the report be agreed for inclusion in the overview and scrutiny work programme for 2016/17, subject to the scoping of specific matters at a future meeting:
  - (a) Central Line Services and infrastructure (Transport for London);
  - (b) Highway Services and infrastructure (Essex County Council).
- (7) That scrutiny of the services provided to residents of the district by the Princess Alexandra Hospital NHS Trust be deferred for the time being to await the issue of a forthcoming inspection report by the Care Quality Commission.
- (8) That arrangements for bi-annual joint meetings of the chairman and vice-chairman of the Overview and Scrutiny Committee and each of the select committees, be established on a formal basis to:
  - (a) consider arrangements for the effective identification of overview and scrutiny work programme priorities for each municipal year;

- (b) support the development of appropriate overview and scrutiny activity for each year, informed by relevant corporate objectives, service aims and member priorities, to ensure that the Council's services and functions are appropriate and responsive to the needs of residents, service users and others; and
  - (c) consider and coordinate other appropriate matters to ensure the effective management and operation of the Council's overview and scrutiny function and responsibilities. And
- (9) That attendance at such joint meetings by the chairman and vice-chairman of the Overview and Scrutiny Committee and each of the Select Committees be deemed an approved duty for the purposes of the Council's Members' Allowances Scheme.

## **20. OVERVIEW & SCRUTINY WORK PROGRAMMES 2016/17**

### **(a) Work Programmes**

#### **Overview and Scrutiny Committee**

The committee considered their work programme and noted the progress to date. The Democratic Services Manager commented that following on from the O&S Co-ordinating working group meeting the Work Programme would be reworked to remove the cyclical reports that go to the O&S Committee on a regular basis. They would not appear on the work programme but would appear on the agenda when due.

#### **Youth Council**

Some of the items could also be moved to reserved programme and it may be that it was more appropriate for the Youth Council to give their annual presentation to a wider audience such as the full Council.

Councillor Stallan wondered if the full council was the right place for them to go to – if they were to ask for additional funding would it not be more appropriate for them to go through O&S on to the Cabinet. Mr Macnab replied that any one off requests could go directly to the Cabinet. Also, if they wanted it the Youth Council could hold a presentation before the start of a Council meeting and not during the actual meeting itself. Councillor Surtees thought it would be better to have it during the meeting.

Councillor Girling thought the best way forward was for them to go to the Council meeting, as they should be heard by all members. Councillor Philip wondered if this was possible under our constitution; and thought that they would get more of an audience at an O&S Committee meeting. Ms O'Boyle reminded the members that the council could have a single item meeting if they desired it or open it out for a presentation if they wished.

Councillor Sartin suggested that some more research was done and the Youth Council was spoken too, to ascertain their views and then come back with some formal recommendations.

#### **Epping Forest College**

Councillor Wixley noted that the annual review of the Epping Forest College was on the work Programme. They had only recently had a new Principal start and it would be more appropriate to have this at a later date. Councillor Sartin said this could be moved to the reserve programme and be brought back when the time was right.

### **Children Services**

Councillor Girling informed the meeting that since April 2016, the last time that we had officers from ECC come to talk to us about Children Services, he and some other Councillors have been holding informal meetings with these officers. So far they have held two meetings with them and he had attended the Epping Forest Children's Advisory Board and also an ECC Cabinet meeting to express our concerns about the loss of children services and facilities in our district. He was also planning a tour around our district with the relevant Essex County Council Portfolio Holder.

### **(b) Select Committees**

#### **Communities Select Committee**

The Chairman, Councillor Knight reminded the Committee that this Select Committee was due to receive the new District Commander in November and that item 31 of their work Programme was new.

#### **Governance Select Committee**

The Chairman, Councillor Avey had nothing to add to the work programme as printed.

Councillor Dorrell noted that item 1 of the work programme should say "Review of Elections and Referendum" and not 'elections of May and June 2016'.

#### **Neighbourhoods Select Committee**

Councillor Wixley asked if item 1, 'Enforcement Activities', was the same for item 13 on the Governance Select Committee 'Enforcement'. He was informed that they were referring to two different types of enforcement – planning for the Governance SC and Environmental for the Neighbourhoods SC.

#### **Resources Select Committee**

The Chairman, Councillor S Kane had nothing to add to the work programme as printed.

## **21. RESOURCES SELECT COMMITTEE - MEMBERSHIP 2016/17**

### **RESOLVED:**

That Councillor R Gadsby be added to the membership of the Resources Select Committee for the year 2016/17.

## **22. SELECT COMMITTEES - REVISED TERMS OF REFERENCE**

That following the split in work of the two Select Committees at the start of the year, their revised Terms of Reference be agreed by the O&S Committee.

**RESOLVED:**

That the updated Terms of Reference for the Neighbourhoods Select Committee and the Communities Select Committee be agreed.

**CHAIRMAN**

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**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(16 September 2016)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Director of Resources are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;

- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

- (1) Information relating to any individual.
- (2) Information which is likely to reveal the identity of an individual.
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Corporate Aims & Key Objectives 2016/17**

- (1) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low:
- (a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding;
  - (b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:
    - (i) The Epping Forest Shopping Park, Loughton;
    - (ii) The Council Housebuilding Programme;
    - (iii) The St John's Redevelopment Scheme, Epping; and
    - (iv) North Weald Airfield;
  - (c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.
- (2) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery:
- (a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt;
  - (b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents; and
  - (c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.
- (3) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose:
- (a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact;
  - (b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access; and

(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

**Cabinet Membership 2016/17**

Chris Whitbread	Leader of the Council
Syd Stavrou	Deputy Leader and Housing
Richard Bassett	Governance & Development Management
Will Breare-Hall	Environment
Anne Grigg	Asset Management & Economic Development
Gary Waller	Safer, Greener & Transport
Helen Kane	Leisure & Community Services
John Philip	Planning Policy
Alan Lion	Technology & Support Services
Gagan Mohindra	Finance

**Contact Officer**

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WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017

PORTFOLIO - LEADER

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Transformation Programme 2016	To monitor the progress of the Programme and consider any business cases.	Yes	12 October 2016	Cabinet		Glen Chipp 01992 564758  David Bailey 01992 564105	
Key Action Plan 2017/18	To agree the Key Action Plan for 2017/18 as part of the Corporate Plan 2015/20.	Yes	1 September 2016  27 September 2016	Cabinet  Council		Colleen O'Boyle 01992 564475	Corporate Plan 2015/20
Key Action Plan 2016/17 Q1 Progress	To review the progress against the Key Action Plan 2016/17 at the end of Quarter 1.	Yes	12 October 2016	Cabinet		Colleen O'Boyle 01992 564475	Corporate Plan 2015/20
Funding of Transformation Programme	To consider the ongoing work of the Transformation Programme and its funding in the future.	Yes	12 October 2016	Cabinet	<b>YES, paragraph (1).</b>	Glen Chipp 01992 564758	Transformation Programme reports
Project and Programme Management	To consider options to improve the management of projects and programmes.	Yes	3 November 2016	Cabinet		David Bailey 01992 564105	Transformation Programme reports
Civic Offices Review	To review the current & alternative uses of the Civic Offices, and consider the potential for relocation.	Yes	1 December 2016	Cabinet	<b>YES, paragraph (3).</b>	Bob Palmer 01992 564279	Previous reports to Cabinet on Transformation
Customer Contact	To consider options to improve the main Reception at the Civic Offices.	Yes	1 December 2016	Cabinet		David Bailey 01992 564105	Transformation Programme Customer Contact Reports
Key Action Plan 2016/17 Q2 Progress	To review the progress against the Key Action Plan 2016/17 at the end of Quarter 2.	Yes	1 December 2016	Cabinet		Colleen O'Boyle 01992 564475	Corporate Plan 2015-20

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Draft Local Plan	To agree/launch the draft Local Plan for consultation.	Yes	6 October 2016	Cabinet		Kassandra Polyzoides 01992 564119	Local Plan Evidence Base Documents

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Budget 2017/18	The budget setting process for 2017/18, including:	Yes				Bob Palmer 01992 564279	
	1...Financial Issues Paper		14 July 2016	Finance and Performance Management Cabinet Committee			
	2...Fees & Charges		10 November 2016	Finance and Performance Management Cabinet Committee			
	3...Draft Budget		19 January 2017	Finance and Performance Management Cabinet Committee			
	4...Executive Approval		2 February 2017	Cabinet			
5...Final Approval	21 February 2017	Council					
Local Council Tax Support Scheme 2017/18	Review of the Scheme for 2017/18:	Yes				Janet Twinn 01992 564215	
	1...Consider amendments		21 July 2016	Cabinet			
	2...Finalise Scheme		1 December 2016	Cabinet			
3...Approve Scheme	15 December 2016	Council					
Council Tax Discounts	Review of discretionary discounts.	Yes	3 November 2016	Cabinet		Rob Pavey 01992 564211	



ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Contaminated Land	To agree a programme of inspection & budget allocation for the investigation of potential contaminated land sites within the District.	Yes	12 October 2016	Cabinet		Kim Durrani 01992 564055	Contaminated Land Strategy
Waste and Recycling Policies	Update to Waste & Recycling Policies	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	None

**WORK PROGRAMME - 16 SEPTEMBER 2016 TO 20 JANUARY 2017**

**PORTFOLIO - HOUSING**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Completion Contract - Council Housebuilding Programme	To agree to enter into a contract for the completion of works at Phase I.	Yes	22 September 2016	Council Housebuilding Cabinet Committee	<b>Yes, paragraphs (3) &amp; (5).</b>	Paul Pledger 01992 564248	
Off Street Parking Programme 2016/17	To consider the future of the Programme and, if appropriate, approve the Programme for 2016/17.	Yes	12 October 2016	Cabinet		Paul Pledger 01992 564248	
Potential Additional Development Sites for the Council Housebuilding Programme	To consider potential additional sites for inclusion within the Council Housebuilding Programme.	Yes	1 November 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Phase 3 Council Housebuilding Programme	To accept tenders for the Works Contract for Phase 3.	Yes	1 November 2016	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Materials Supply Chain - Housing Service	To appoint a new materials supplier.	Yes	4 November 2016	Housing Portfolio Holder		Paul Pledger 01992 564248	
Void Works Contract	To accept a tender for the Void Works contract.	Yes	4 November 2016	Housing Portfolio Holder		Haydn Thorpe 01992 564162	
HRA Financial Plan	To adopt an approach to ensure that the HRA does not fall into deficit	Yes	10 November 2016	Finance and Performance Management Cabinet Committee		Alan Hall 01992 564004	
Norway House Chalets	To consider a feasibility study for the redevelopment of the site at Norway House,	No	2 January 2017	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	

	North Weald, currently occupied by temporary chalets.						
Sheltered Housing Assets	To agree a Strategy for the future provision of individual housing schemes.	Yes	9 March 2017	Cabinet		Alan Hall 01992 564004	
Sheltered Housing Service	To agree the future approach to the Service.	Yes	9 March 2017	Cabinet		Roger Wilson 01992 564419	
Housing Strategy	To adopt a new Housing Strategy.	Yes	25 April 2017	Council		Alan Hall 01992 564004	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
New Leisure Management Contract	To confirm the award of the new Leisure Management Contract, to start on 1 April 2017.	Yes	1 December 2016  20 December 2016	Cabinet  Council		Jim Nolan 01992 564083	Leisure & Culture Strategy

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Off Street Car Parks	Award of contract for the management of Off Street Car Parks in the District.	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	
On-Street Parking Management	Extension of the agreement with North Essex Parking Partnership for the provision of On-Street enforcement across the District.	Yes	3 November 2016	Cabinet		Kim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
ICT Capital Requirement	To consider proposed capital schemes in the ICT Strategy for 2017/18.	Yes	12 October 2016	Cabinet		David Newton 01992 564580	
Facilities Management Capital and Revenue Requirements	To approve Capital & Revenue funding for projects necessary to maintain the building fabric and systems.	Yes	3 November 2016	Cabinet		David Newton 01992 564580	Facilities Management Planned Maintenance Programmes 2014/15 to 2017/18.

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Epping Forest Shopping Park	Update report on progress with the project.	Yes	27 October 2016	Asset Management and Economic Development Cabinet Committee	YES, paragraph (3)	Derek Macnab 01992 564050	Report by Colliers International Previous reports to the Cabinet
	Update report on progress with the project.		26 January 2017	Asset Management and Economic Development Cabinet Committee			
	Update report on progress with the project.		13 April 2017	Asset Management and Economic Development Cabinet Committee			

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Equality Policy 2016	To agree the Equality Policy for 2016.	Yes	1 September 2016 27 September 2016	Cabinet Council		Colleen O'Boyle 01992 564475	Equality Policy 2011
Affordable Housing Viability Appraisals	To approve local Planning Guidance for applicants on the Council's requirements for the submission of viability appraisals relating to affordable housing	Yes	23 July 2015 4 November 2016	Cabinet Governance and Development Management Portfolio Holder		Alan Hall 01992 564004	None
Internal Audit Shared Service	To consider the Internal Audit Shared Service business case for approval.	Yes	1 December 2016	Cabinet		Colleen O'Boyle 01992 564475	



## **Report to Overview and Scrutiny Committee**

**Date of meeting: 25 October 2016**



**Portfolio:** Leader (Councillor C. Whitbread)

**Subject:** Key Objectives Key Action Plan 2016/17 – Quarter 1 performance

**Responsible Officer:** Barbara Copson (01992 564042)

**Democratic Services Officer:** A. Hendry (01992 564246)

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### **Recommendations/Decisions Required:**

- (1) That the Committee review Q1 progress in relation to the Corporate Plan Key Action Plan for 2016/17; and**
- (2) That the Committee identify any actions arising from the Key Action Plan for 2016/17, that require in-depth scrutiny or further report on current progress.**

### **Executive Summary:**

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2016/17 was agreed by the Cabinet in October 2015. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

### **Reasons for Proposed Decision:**

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents progress against the Key Action Plan for 2016/17 at the end of the first quarter (30 June 2016).

### **Other Options for Action:**

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives, and to consider corrective action where necessary, could have negative implications for the Council's reputation, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

## Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2016/17 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2016/17. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.
3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.
4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. A schedule detailing Quarter 1 progress against the fifty (50) individual actions of the 2016/17 Key Action Plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the to individual actions:

**Achieved (Green)** - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

**On-Target (Green)** - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

**Under Control (Amber)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

**Behind Schedule (Red)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

**Pending (Grey)** - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

5. There are 50 actions in total for which progress updates for Q1 are as follows:
  - 32 (64%) of these actions have been 'Achieved' or are 'On Target'
  - 7 (14%) of these actions are 'Under Control'
  - 2 (4%) are 'Behind Schedule'
  - 9 (18%) are 'Pending'
6. The Overview and Scrutiny Committee is requested to review progress against the key objectives Key Action Plan for 2016/17 at Quarter 1. This report was also considered by the Cabinet at its meeting on 6 October 2016. The views of this committee regarding Q1 progress will be reported to Cabinet at its meeting on 1 December 2016.

**Resource Implications:** None for this report.

**Legal and Governance Implications:** None for this report. Performance monitoring contributes to the delivery of value for money.

**Safer, Cleaner, Greener Implications:** None for this report.

**Consultation Undertaken:** The performance information set out in this report has been submitted by each responsible service director.

**Background Papers:** Relevant documentation is held by responsible service directors.

**Impact Assessments:**

**Risk Management:** None for this report.

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**Aim (i) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low.**

Key Objective (i)(a) To ensure that the Council's Medium Term Financial Strategy plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding.

Action	Lead Directorates	Target Date	Status	Progress
1) Deliver identified savings	Management Board	31-Mar-17	On Target	Q1 (2016/17) Printer Migration Project is being implemented. Transformation work-stream is reviewing further opportunities. Reports due in the autumn.
2) Progress preparations for delivering savings for 2016/17	Management Board	31-Mar-17	On Target	Q1 (2016/17) Not yet due - will be progressed as part of the 2017/18 budget process.
3) Develop additional business cases	Management Board	30-Sep-16	On Target	Q1 (2016/17) Printer Migration Project is being implemented. Transformation work-stream is reviewing further opportunities. Reports due in the autumn.
4) Presentation of the Financial Issues Paper and MTFS update	Resources	31-Jul-16	On Target	Q1 (2016/17) The Financial Issues Paper will be presented to the Finance & Performance Management Cabinet Committee on 14 July.
5) Review the future options for the HRA Financial Plan and to sell "high value" empty Council properties	Communities	30-Nov-16	Pending	Q1 (2016/17) Awaiting Government Guidance and Regulations on the sale of "higher value" empty Council properties. The Review cannot be effectively undertaken until the level of the required levy to be paid to the Government is known.

Key Objective (i)(b) To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- The Epping Forest Shopping Park, Loughton
- Council Housebuilding Programme
- St John's Redevelopment Scheme, Epping
- North Weald Airfield

Action	Lead Directorates	Target Date	Status	Progress
1) Complete phase 1 of the Council House-buildings	Communities	31-Jul-16	Under Control	Q1 (2016/17) Following the termination of the contract with the contractor for Phase 1, due to poor performance, negotiations are being held with another contractor to complete the works.
2) Commence Phase 2 of the Council Housebuilding Programme	Communities	30-Apr-16	Achieved	(Q1 2016/17) The contract has been signed, the contractor has taken possession of the site and is due to commence works shortly.
3) Relocate the Housing Repairs Service from the Epping Depot to alternative suitable alternative premises	Communities	30-Apr-16	Pending	(Q1 2016/17) Planning permission has been received for the construction of a new Repairs and Maintenance Hub at Blenheim Way, North Weald, for which it will take around 18 months to procure and undertake the works. However, at the meeting of Cabinet in July 2016, it was agreed that no further work should be undertaken on the proposal until after the outcome of the Strategic Accommodation Review.
4) To facilitate, by the purchase of Essex County Council's interest and subsequent disposal to the preferred developer, the St John's Road redevelopment scheme.	Neighbourhoods	30-Apr-16	On Target	(Q1 2016/17) The final terms of the purchase of the County Council's interest and subsequent disposal to Frontier Estates have been agreed and are to be considered by the respective Cabinet Committees in July 2016. The agreement will be in principle subject to further confirmation from the Secretary of State with regard to State Aid Regulations.
5) Work in partnership with Moat Housing to commence the development of the Council garage site	Communities	30-Jun-16	Pending	(Q1 2016/17) A comprehensive Car Parking and Affordable Housing Plan for Vere Road, which includes consideration of the future of this site, is due to be considered by the Asset Management and Economic Development Cabinet Committee on 22nd August 2016.

6) Evaluate the submissions received for North Weald Airfield marketing exercise	Neighbourhoods	30-Nov-16	Behind Schedule	(Q1 2016/17) Submissions received in response to the expressions of interest have been assessed by the Asset Management Cabinet Committee. Specification for procurement of an operational partner has commenced.
7) Progress the Epping Forest Shopping Park Scheme	Neighbourhoods	31-Oct-16	Behind Schedule	(Q1 2016/17) Tenders have been received for the construction of the main Shopping Park, which further to final evaluation, will be recommended for approval at the Council's July Cabinet. Delays have been experienced with reaching agreement with Essex County Council on the final specifications and working methodology for the Highways Works. Whilst marketing is proceeding well, the Shopping Park is now not likely to open until Summer 2017.
8) Commence Phase 3 of the Council Housebuilding Programme to provide up to 35 new affordable rented homes in Epping	Communities	30-Jun-16	On Target	(Q1 2016/17) Tenders are due to be invited from contractors for a number of small construction contracts comprising Phase 3 in early August 2016.
9) Secure planning Phase 4 of the Council Housebuilding Programme to provide up to 50 new affordable rented homes in Loughton	Communities	31-May-16	Under Control	(Q1 2016/17) A number of developments comprising Phase 4 have received planning permission, but a number have also been refused. The Council Housebuilding Cabinet Committee will consider the proposed approach to the delivery of Phase 4 once all planning applications have been determined.
10) Subject to the receipt of planning permission, secure the provision of the affordable rented homes at the Council-owned site at Pyrles Lane, Loughton	Communities	30-Jun-16	Under Control	(Q1 2016/17) A report will be submitted to Cabinet shortly on the proposed marketing strategy for the sale of the Pyrles Lane nursery site, which will consider the Council Housebuilding Cabinet Committee's recommendation that the completed affordable homes be purchased by the Council.

Key Objective (i)(c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.

Action	Lead Directorates	Target Date	Status	Progress
1) Liaise with the Communities Directorate on Housing related / led projects is constructive and productive to retain Building Control project work in-house	Governance	30-Apr-16	Achieved	(Q1 2016/17) - We continue to enjoy a constructive and responsive relationship between directorates and building income continues to exceed budget.
2) Include a clause as standard in new commercial leases, to require the use of the Building Control service	Neighbourhoods	30-Apr-16	Under Control	(Q1 2016/17) Clause being prepared for inclusion in new commercial leases.
3) Estates colleagues to include use of the in-house building control service in their standard negotiations	Governance	30-Apr-16	On Target	(Q1 2016/17) - The directorates continue to liaise to embed the inclusion of the in-house service in negotiations.
4) Include as standard in the specification for new contracts to upgrade Council facilities, a requirement to use the in-house Building Control service.	Neighbourhoods Resources	30-Apr-16	On Target	(Q1 2016/17) The contract for the construction of the new Leisure Centre at Waltham Abbey and any other refurbishments will reflect the requirement to use the in-house Building Control Service.
5) For major development projects in which the Council has a sole or significant interest, ensure building regulations work is carried out by the in-house team	Neighbourhoods	30-Apr-16	On Target	(Q1 2016/17) Opportunities are being offered to undertake the work.
6) Identify and undertake measures to raise the profile and successes of the in-house building control team.	Governance	30-Apr-16	On Target	(Q1 2016/17) The Staples Road Junior School in Loughton was shortlisted for the Local Authority Building Control awards held in Cambridge and the team continues to promote partnership working resulting in healthy income levels.
7) Participate in the renegotiations of the contracts for the provision of on-line library services	Governance	31-Mar-17	Achieved	(Q1 2016/17) - As part of PLP the legal service continues to benefit from reduced online library services in a form of savings.



8) Explore the possible expansion of the insurance service provided to Uttlesford. District Council.	Resources	30-Sep-16	Achieved	(Q1 2016/17) - The possibility of expanding the insurance service has been explored with both Uttlesford and other Essex districts but unfortunately all those contacted are not interested in changing their arrangements at this time.
9) Implement an integrated HR/Payroll IT system jointly with at least one other authority.	Resources	31-Mar-17	On Target	(Q1 2016/17) - Implementation underway with Braintree & Colchester councils, with these sites going live first. The target for Epping to go live with the new system is December 2016.
10) Evaluate possibility of shared service as part of Debt Working Party.	Resources	30-Sep-16	Pending	(Q1 2016/17) - The Working Party continues to meet and reports back to Management Board on potential improvements and alterations to the processes of debt recovery.
11) Provide HR/payroll services to at least one other authority	Resources	31-Mar-17	Pending	(Q1 2016/17) - The primary focus is currently the implementation of the new system - see item 9 above.
12) Evaluate possibility of shared service as part of Scanning Working Party	Resources	30-Sep-16	On Target	(Q1 2016/17) - The Working Party has been established with a project charter and meetings have taken place as part of the discovery phase.
13) Identify additional Council services that may benefit from a shared provision with other organisations	Management Board	31-Mar-17	On Target	(Q1 2016/17) Good progress made with audit. Opportunities being discussed with West Essex Chief Executives.

### **Aim (ii) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery**

Key Objective (ii)(a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt.

Action	Lead Directorates	Target Date	Status	Progress
1) Update the Council's Housing Strategy, following production of the Preferred Options for the Local Plan.	Communities	31-Dec-16	Pending	(Q1 2016/17) It has previously been agreed that work on updating the Council's Housing Strategy should not commence until the Draft Local Plan Preferred Approach has been published, which is currently expected to take place in October 2016, since the Housing Strategy is so dependent on the Local Plan proposals.

2) To undertake Phase II of a comprehensive Green Belt Review as a key component of the local Plan evidence base.	Neighbourhoods	31-Jan-16		Under Control	(Q1 2016/17) Phase II of the Green Belt Review has been completed and now forms part of the evidence base in undertaking individual site assessment work.
3) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.	Neighbourhoods	31-May-16		Under Control	(Q1 2016/17) New Local Plan Development Scheme due to consideration at the July Cabinet Committee. Sustainability appraisals underway.
4) Undertake all necessary consultations and negotiations under the Duty to Co-operate with Neighbouring Authorities	Neighbourhoods	31-Mar-17		On Target	(Q1 2016/17) The work of the Co-operation for Sustainable Development Board is ongoing fulfilling the requirements of the Duty to Co-operation. Currently chaired by EFDC but due to transfer to East Herts in June. Intention is for the four authorities within the Strategic Housing Market Area to consult simultaneously in the Autumn.
5) Submit the Final Local Plan to the Planning Inspectorate for Examination.	Neighbourhoods	31-Oct-17		Under Control	(Q1 2016/17) Final Local Plan Document in accordance with the revised Local Development Scheme due to be submitted for Examination in Public in November/December 2017.

Key Objective (ii)(b) To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents.

Action	Lead Directorates	Target Date	Status	Progress
1) Continue with the Council's apprenticeship scheme for the district's young people, providing sustainable employment opportunities.	Resources	30-Sep-16	On Target	(Q1 2016/17) The cohort recruited in 2015 continues to make good progress with their apprenticeships. A full intake will occur again in 2017. For 2016 the focus is on the recruitment of a new graduate trainee.

Key Objective (ii)(c) To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.

Action	Lead Directorates	Target Date	Status	Progress
1) In partnership with Essex County Council, NHS England and Waltham Abbey Town Council, undertake a Master-planning exercise for the provision of a proposed new swimming pool, new health centre and an independent living scheme for older people at Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-May-16	Achieved	(Q1 2016/17) The Master Plan has been produced, published and formally endorsed by the Cabinet.
2) Undertake a public consultation exercise on the Draft Masterplan for Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-Mar-16	Achieved	(Q1 2016/17) The master-planning exercise (see 1 above) included consultation with all key stakeholders and the holding of a Community Planning Weekend, to which all residents, local businesses and other interested parties were invited. Feedback received from this consultation process informed the final Master Plan.
3) Jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) Completed
4) As part of the competitive dialogue procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey	Neighbourhoods	30-Sep-16	Achieved	(Q1 2016/17) Completed
5) Subject to the receipt of funding from Arts Council England, investigate the possible establishment of a Museum Heritage and Culture Development Trust	Communities	30-Jun-16	Pending	(Q1 2016/17) The outcome of the bid for funding from Arts Council England is awaited.

**Aim (iii) To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose.**

Key Objective (iii)(a) To have efficient arrangements in place to enable customers to easily contact the Council, in a variety of convenient ways, and in most cases have their service needs met effectively on first contact.

Action	Lead Directorates	Target Date	Status	Progress
1) Review the success of the increased opening hours and the increased delivery of Council services at the Council Office at the Limes Centre	Communities	31-Jan-17	On Target	(Q1 2016/17) - The increased opening hours have been introduced, with the provision of increased Council services from the Council Office. A formal review of the success of this initiative is planned to be undertaken by the Communities Select Committee after 12 months' operation - in 2017.
2) Implement and/or produce an Implementation Plan for, the agreed proposals for improving customer contact.	Management Board	31-Mar-17	On Target	(Q1 2016/17) - The customer contact project team continues to make good progress. A Head of Customer Service is due to be appointed shortly.

Key Objective (iii)(b) To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access.

Action	Lead Directorates	Target Date	Status	Progress
1) Achieve significant progress in the scanning of paper and microfiche Development Control files	Governance	31-Mar-17	On Target	(Q1 2016/17) - The dedicated team continues to scan Planning files with a view to supporting flexible and remote working and reducing space requirements. Approximately 20% of the 2383 Council Deeds have been scanned and up-loaded onto the Council's mapping system.

					Additionally a spreadsheet has been developed to organise approximately 6000 miscellaneous documents in preparation for scanning.
2) Scan Building Control paper and microfiche files to promote flexible working and reduce storage costs.	Governance	31-Mar-17		On Target	(Q1 2016/17) - The dedicated team continues to scan building control with a view to supporting flexible and remote working and reducing space requirements.
3) Undertake document scanning projects in Legal Services and Development management to support the Transformation Programme.	Governance	31-Mar-17		On Target	(Q1 2016/17) - We continue to scan legal documents and we are embarking on a program of creating electronic files for certain categories of legal work.
4) Continue the implementation of the Council's ICT Strategy, with the completion of the following key projects	Resources	31-Mar-17		On Target	(Q1 2016/17) Implementation continues and is on target. An update report was presented to the Resources Select Committee in April.
5) Free up computer suite 1 for re-use as office accommodation.	Resources	31-Mar-17		Pending	(Q1 2016/17) On hold pending the accommodation review and is awaiting works to fully decommission.

Key Objective (iii)(c) To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects.

Action	Lead Directorate	Target Date	Status	Progress	
1) Complete the multi-service study to identify and better understand the demographics of an ageing population in the District.	Communities	30-Jun-16		On Target	(Q1 2016/17) The study has been completed and the Study Report has been drafted. In the first instance, the Draft Study Report will be considered by the Council's Management Board, following which it will be submitted to the Overview and Scrutiny Committee for consideration and discussion.

2) Commence the implementation of the action plan formulated as a result of the multi-service study.	Communities	30-Sep-16		Pending	(Q1 2016/17) This will be implemented following consideration of the Study Report by the Overview and Scrutiny Committee, as referred to in (1) above.
3) Review the delivery of housing support at the Council's sheltered housing schemes in the District.	Communities	30-Jun-16		On Target	(Q1 2016/17) Initial ideas have been formulated on how housing support could be delivered at the Council's sheltered housing schemes in the future. However, this project is being held in abeyance, pending consideration by the Communities Select Committee and the Cabinet on the options for the future delivery of the Council's Careline Service.
4) Review the Council's sheltered housing stock assets, with a view to rationalisation and modernisation through a strategic approach.	Communities	30-Jun-16		On Target	(Q1 2016/17) A number of proposals have been formulated by a project team led by the Director of Communities. It is intended that an initial report on the approach to the review will be submitted to the Communities Select Committee in November 2016 for consideration.

## Overview and Scrutiny Work Programme 2016/17

### Overview and Scrutiny Committee

<b>Chairman – Councillor M. Sartin</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Transport for London – Central Line services and infrastructure (Scrutiny of external organisations)	19 December 2016 (to be confirmed)	To review issues related to the operation of the London Underground Central Line in the Epping Forest District. Appropriate lines of questioning and scope/focus of presentation (if required) to be developed by the Committee at its meeting on 25 October 2016.	07 June 2016; 19 July; 25 October; 19 December; 28 February 2017; and 18 April.
(2) Corporation of London (Epping Forest)	7 June 2016	(PICK submission) The Superintendent of Epping Forest and the Chairman of the Friends of Epping Forest made a presentation to the Committee on 7 June 2016, in relation to public consultation on the Epping Forest Management Plan for 2017-2027.	
(3) Essex County Council – Local Highways Services and infrastructure (Scrutiny of External Organisation)	28 February 2017 (to be confirmed)	To review issues related to the management of local highway services in the Epping Forest District. Appropriate lines of questioning and scope/focus of presentation (if required) to be developed by the Committee at its meeting on 19 December 2016.	
(4) Overview and Scrutiny Work Programme (2017/18)	18 April 2017	To agree the work programmes for the Overview and Scrutiny Committee and each of the four select committees for 2017/18.	

(5) Corporate Priorities and Key Decisions (2017/18)	First meeting of each municipal year (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.	
(6) Directorate Business Plans (2017/18)	First meeting of each municipal year (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	



<b>Overview and Scrutiny Committee – Reserve Work Programme</b>		
<b>ITEM</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>
(1) Epping Forest College	To Be Determined	<p>To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the community. In September 2014, the Committee asked that the Principal address members on an annual basis. The Deputy Principal addressed the Committee at its meeting in October 2015.</p> <p>At the July 2016 meeting of the O&amp;S Committee agreed that it would be more appropriate to invite the new principal at a later date, when he had settled into his role.</p>
(2) 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. The Managing Director of Whipps Cross attended the meeting of the Committee in February 2016 meeting, when it was agreed that a representatives of the Trust would update the Committee on progress during 2016/17.
(3) Epping Forest 6 <sup>th</sup> Form Consortium (Scrutiny of External Organisation)	To Be Determined	(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.

(4) Essex County Council (Children's Services) (Scrutiny of External Organisations)	To Be Determined.	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.
(5) Princess Alexandra Hospital Services for District Residents (Scrutiny of External Organisations)	To Be Determined	Scrutiny of services provided to residents of the district by the Princess Alexandra Hospital NHS Trust. Awaiting the issue of an inspection report by the Care Quality Commission in 2016.

## Select Committees

### Communities Select Committee 2016/17 (Chairman – Councillor Y Knight)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
(1) Performance against Housing Service Standards and Review	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	27 June 2016; <del>06 September</del> ; 08 November; 21 November; 17 January 2017; and 14 March.
(2) 6-Month Progress Report on Housing Strategy Action Plan 2016	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(3) Communities Key Performance Indicators (KPIs) – 2015/16 Out-Turn	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(4) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2015/16 Out-Turn	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(5) Summary of key housing provisions of the Housing and Planning Act 2016	June 2016	<b>COMPLETED – June 2016 (Housing Portfolio)</b>	
(6) Annual Diversity Report of Housing Applicants and Lettings	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	
(7) Annual Report on the HomeOptions Choice Based Lettings Scheme	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	
(8) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	

(9) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2016	<b>COMPLETED – September 2016 (All Portfolios)</b>	
(10) Annual Feedback on the success of the Crucial Crew initiative and learning points for future programmes	September 2016	<b>COMPLETED – September 2016 (Safer Greener Transport Portfolio)</b>	
(11) Annual Report of the Community Safety Partnership	8 November 2016	(Safer Greener Transport Portfolio)	
(12) Annual feedback on the success of the Summer Holiday Activity Programme and learning points for the future	21 November 2016	(Leisure and Community Service Portfolio)	
(13) Six-Monthly Progress Report on Housing Business Plan Action Plan 2016/17	21 November 2016	(Housing Portfolio)	
(14) Six-Month Review of the HRA Financial Plan 2016/17	21 November 2016	(Housing Portfolio)	
(15) Communities Key Performance Indicators (KPIs) – Quarter 2	21 November 2016	(Housing Portfolio)	
(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	21 November 2016	(All Portfolios)	
(17) Annual feedback on the success of the Reality Roadshow initiative and learning points for the future	January 2017	(Leisure and Community Service Portfolio)	

(18) Housing Strategy Key Action Plan 2016 – 12 Month Progress Report	January 2017	(Housing Portfolio)	
(19) Housing Strategy Key Action Plan 2017	January 2017	(Housing Portfolio)	
(20) Briefing on the proposed Council rent increase for 2017/18	January 2017	(Housing Portfolio)	
(21) Housing Service improvements and service enhancements – 2017/18	January 2017	(Housing Portfolio)	
(22) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2017	(Housing Portfolio)	
(23) Communities Key Performance Indicators (KPIs) – Targets for 2017/18	March 2017	(Housing Portfolio)	
(24) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2017	(All Portfolios)	
(25) 12-monthly Progress report on Housing Business Plan Action Plan 2016/17	March 2017	(Housing Portfolios)	
(26) HRA Business Plan 2017/18	March 2017	(Housing Portfolio)	
(27) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2017	(Housing Portfolio)	
(28) Presentation on Disabled Facilities Grants and current demand and expenditure	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	

(29) Approach to promotion and marketing of support and financial incentives for under-occupying tenants wanting to transfer	September 2016	<b>COMPLETED – September 2016 (Housing Portfolio)</b>	
(30) Attendance by Essex Police District Commander at next meeting – Discussion on issues to raise	8 November 2016	(Safer Greener Transport Portfolio)	
(31) Presentation by Epping Forest CAB on its use of EFDC funding for their two Debt Advisors	January 2017	(Housing Portfolio)	
(32) Consultation on the Council's HRA Financial Options Review – prior to consideration by the Finance and Performance Management Cabinet Committee	21 November 2016	(Housing Portfolio)	
(33) Review of the Council's Careline Service	21 November 2016	(Housing Portfolio)	
(34) Presentation from Essex Police's District Commander on current policing and crime issues in the District	8 November 2016	(Safer Greener Transport Portfolio)	
(35) Review of CCTV Action Plan	January 2017	(Safer Greener Transport Portfolio)	
(36) Review of the future use of sheltered/grouped housing scheme sites	January 2017	(Housing Portfolio)	
(37) Housing Strategy 2017-2021	March 2017	(Housing Portfolio)	

**Governance Select Committee 2016/17  
(Chairman – Councillor N Avey)**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of the Elections and EU Referendum May & June 2016	29 September 2016	Review of the processes for the EU Referendum, District Council and Parish Council elections <b>COMPLETED</b>	05 July 2016; <del>29 September</del> ; 29 November; 31 January 2017; 04 April
(2) Review of Public Consultations	5 July 2015	Annual Review <b>COMPLETED</b>	
(3) Key Performance Indicators 2015/16 – Q4 (Outturn) Performance	5 July 2016	Governance indicators only <b>COMPLETED</b>	
(4) Key Performance Indicators 2016/17 – Quarterly Performance Monitoring	<b>Q1 – September 2016 COMPLETED</b> Q2 – November 2016 Q3 – April 2017	Governance indicators only	
(5) Development Management Chair and Vice Chair's Meeting	TBA	To receive feedback from meetings of Chair and Vice Chair's of the Area Planning and District Development Management Committees	

(6) Equality Objectives 2012-2016 – 6 monthly reporting	5 July 2016	<b>COMPLETED</b>	
(7) Equality Objectives 2016-2020 – 6 monthly reporting	Q2 29 November 2016	Q4 at June 2017 meeting	
(8) Annual Equality Information Report - 2016	29 September 2016	<b>COMPLETED</b>	
(9) Corporate Plan Key Action Plan 2015/16 – Q4 (Outturn) Position	5 July 2016	Governance actions only <b>COMPLETED</b>	
(10) Corporate Plan Key Action Plan 2016/17 – quarterly reporting	<b>Q1 – September 2016 COMPLETED</b> Q2 – November 2016 Q3 – April 2017	Governance actions only	
(11) Petitions Scheme	29 November 2016	Review of the Council's Petitions Scheme	
(12) Compliments and Complaints	31 January 2017	Review of the Compliments and Complaints procedures of the Council.	
(13) Enforcement	4 April 2017	This item will include Planning Enforcement but corporate and benefit fraud as well, within the Governance remit.	
(14) Building Control	4 April 2017		
(15) Essex County Council Highways	31 January 2017	Invitation to be extended to Essex County Council Highways representative to make a presentation to answer questions. This will be a single item meeting to be held in the Council Chamber	
(16) Initial Proposals for New Parliamentary Constituency Boundaries for the Eastern Region	29 November 2016	The Boundary Commission for England is reviewing Parliamentary constituency boundaries and is looking at reducing the number of constituencies in Essex from 18 to 17.	



**Neighbourhoods Select Committee 2016/17  
(Chairman – Councillor N Bedford)**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	March 2017	Annual report Committee	28 June 2016; 13 September; 15 November; 24 January 2017; 21 March
(2) KPIs 2015/16 – Outturn Review	First meeting of each municipal year.	Outturn KPI performance report for 2015/16 went to the June 2016 meeting.	
(3) KPI's for 2016/17 – Quarterly Review	Quarterly	Review of quarterly performance: <b>Q1 in September 2016; COMPLETED</b> Q2 in November 2016; Q3 in March 2017	
(4) Corporate Plan Key Action Plan 2015/16 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance considered at the June 2016	
(5) Corporate Plan Key Action Plan 2016/17 – Quarterly Review	Quarterly	Review of Quarterly performance: <b>Q1 September 2016; COMPLETED</b> Q2 November 2016; Q3 March 2017	
(6) To receive updates from the Green Corporate Working Party	As appropriate (Last update received on the current position in November '15)	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 March'16 meeting)	

(8) Presentation on the problems and possible solutions for fly-tipping in the EFDC area.	13 Sept. 2016	To receive an update from EFDC officers on fly-tipping. <b>COMPLETED</b>	
(9) 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.	
(10) Review of Land Drainage arrangements.	13 Sept. 2016	Item from the O&S Co-ordinating Group. To receive a presentation from officers on land drainage arrangements and problems. <b>COMPLETED</b>	
(11) Review of arrangements for ensuring the behaviour of Licenced Taxi Drivers.	TBA	Item from the O&S Co-ordinating group.	

<b>Resources Select Committee 2016/17 (Chairman – Councillor S Kane)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Key Performance Indicators 2015/16 – Outturn Review	Outturn KPI Performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2015/16 went to July 2016 meeting	12 July 2016; 10 October; 06 December; 07 February 2017; and 28 March
(2) To review the specific quarterly KPI 2016/17	Quarterly	Review of quarterly performance: <b>Q1 in October 2016 - COMPLETED;</b> Q2 in December '16; Q3 in February '17	
(3) Corporate Plan Key Action Plan 2015/16 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance went to July 2016 meeting	
(4) Corporate Plan Key Action Plan 2016/17 – quarterly review	Quarterly	Review of quarterly performance: <b>Q1 October 2016 - COMPLETED;</b> Q2 December 2016; Q3 February 2017	
(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 October '16 on telephone monitoring statistics</i>	
(7) Fees and Charges 2017/18	Proposed fees and charges for 2017/18 – for October 2016 meeting.	Proposed fees and charges considered on an annual basis each October	
(8) Provisional Capital Outturn 2015/16	Provisional outturn for 2015/16 for July meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.	
(9) Provisional Revenue Outturn 2015/16	Provisional Outturn for 2015/16 for July 2016 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each year.	
(10) Sickness Absence Outturn	July 2016	To review the Sickness Outturn report for 2015 -16 – went to the July 2016 meeting.	
(11) Sickness Absence	Half-yearly progress reports for 2016/17 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis	
(12) Medium Term Financial Strategy & Financial issues paper	October 2016	To receive the financial issues Paper and Medium term financial strategy including 4 year General Fund forecast.	

(13) Quarterly Financial Monitoring	<b>Oct. 2016 - COMPLETED;</b> Dec. 2016; & Feb. 2017	To receive quarterly financial monitoring Reports	
(14) Review of Risk Management Arrangements	Dec 2016	Item from the O&S Co-ordinating Group. To review the trends in claims experience	
(15) Review of Section 106 monies and monitoring report	Dec 2016	Item from O&S Co-ordinating group. Section 106 agreements attempt to alleviate significant impacts on the local area and reach an agreement with the developer to mitigate the costs of additional infrastructure. The Community Infrastructure Levy (CIL) looks at the wider area infrastructure and tries to gain funding for its implementation. The two funding streams cannot fund the same infrastructure.	
(17) Cost of Member and corporate activities	TBA	Item from O&S Co-ordinating Group. To review requests for meetings/reports and examine the cost implications.	
(17) 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 '15 meeting.</i>	
(18) Housing Benefit Fraud & Compliance	February 2017	Received a report in February 2017 on the fraud team's work.	

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## **Report to Overview & Scrutiny Committee**

**Date of meeting: 25 October 2016**



**Subject:** Scrutiny of External Organisations - Central Line Services and Infrastructure

**Officer contact for further information:** S. Tautz (01992) 564180

**Democratic Services Officer:** A. Hendry (01992) 564246

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### **Recommendations/Decisions Required:**

**That the Committee consider and agree appropriate lines of questioning and presentation, for external organisations due to attend future meetings for the purposes of the external scrutiny of local services.**

1. (Director of Governance) At its last meeting, the Committee agreed that Transport for London be invited to attend a future meeting to respond to the concerns of members in respect of aspects of local Central Line services and infrastructure. It is hoped that appropriate officers of Transport for London will be able to attend the meeting of the Committee to be held on 19 December 2016.
2. In accordance with the procedure agreed at the last meeting, the Committee is therefore now asked to consider and agree appropriate lines of questioning for Transport for London. The following overarching themes and specific issues of local Central Line services and infrastructure have previously been identified by the Committee as the emphasis for such external scrutiny:

### **Staffing and Resources**

- (i) the current levels of staffing at local Central Line stations, particularly with regard to ticket offices;

### **Capacity and Frequency**

- (ii) the infrastructure of the Central Line, particularly in terms of increasing user capacity;
- (iii) the frequency of Central Line services eastbound to Epping;
- (iv) the split of Central Line services operating eastbound from Leytonstone Station and the perception that fewer services run through to Epping than to Hainault;
- (v) the investment of resources to improve the capacity of the Central Line;

### **Infrastructure and Rolling Stock**

- (vi) the ongoing concern of the Council with regard to platform access at local Central Line stations for people with disabilities;
- (vii) the current position with regard to the rectification of signalling breakdowns that adversely affect Central Line services on a regular basis, particularly given the significant investment made in signalling infrastructure;

- (viii) the age of the rolling stock currently in use on the Central Line, particularly with regard to issues pertaining to the operation of automatic doors and unacceptably high temperatures in carriages;
- (ix) the introduction of new and air-conditioned rolling stock;
- (x) the provision of public toilet facilities at local Central Line stations;
- (xi) the provision of Wi-Fi access in underground sections of the Central Line and at local stations;
- (xii) the possible reinstatement of Central Line services between Epping and Ongar, as proposed by the Mayor of London;
- (xiii) the current CCTV coverage of public areas in the vicinity of local Central Line stations and plans for the extension of such coverage;

#### **Car Parking**

- (xiv) the extension of car park facilities at local Central Line stations, particularly in view of previous proposals for additional car parking capacity at Epping Station;
  - (xv) the management of car parks at local Central Line stations and of the public areas in the vicinity of the stations.
3. The Committee is requested to consider and agree any additional lines of questioning to be raised with Transport for London at the next meeting, in order that prior notice of the scope of questions likely to be raised by members can be provided to Transport for London to ensure that maximum value is derived from this external scrutiny activity.
  4. Members are also asked to give direction on the preferred approach of the Committee to the format of such external scrutiny, particularly in terms of the scope of any formal presentation that may be required from Transport for London. The Committee should ensure that it identifies clear objectives for any such presentation.
  5. There may be public interest in the Council's scrutiny of local Central Line services and infrastructure and the Committee may therefore wish to identify appropriate proactive publicity to raise awareness of the concerns of members, so as to make the process as meaningful and useful as possible.

#### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements.

#### **Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. Although external organisations are not generally required by legislation to attend before the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

#### **Safer, Cleaner, Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district.

#### **Consultation Undertaken:**

The scrutiny of a number of overarching themes and specific issues of local Central Line services and infrastructure were identified by the Committee at its meeting on 19 July 2016.

#### **Background Papers:**



None

**Impact Assessments:**

***Risk Management***

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.

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