

## Overview and Scrutiny Work Programme – August 2012

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Scrutiny of London Underground Ltd	To invite back September or October 2012	Last completed in July 2011. To review the Olympic Travel plans and problems arising.	<del>07 June 2012;</del> <del>17 July;</del> 04 September; 16 October; 27 November; 29 January 2013; 5 March; and 09 April
(2) OS Annual Review/ Annual Report	June 2012	<b>Completed</b> - 2011/12 Final draft report went to the June 2012 meeting.	
(3) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	January 2013	Last completed in January 2012 - Representatives of the partnership to report on an annual basis.	
(4) Scrutiny of Cabinet Forward Plan	To review again in the new municipal year.	Last looked at in October 2011	
(5) Six monthly review -  (a) Monitoring of OS recommendations  (b) OS work programme	For November 2012	Last completed in November 11	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	For the 2012/13 municipal year	Last Completed in April 11 when the Principal of Epping Forest College addressed the April 2011 meeting.	
(7) Budget Report	For January 2013	Last completed in January 2012	
(8) To receive a presentation from Youth Council members	November 2012	Last Completed in Nov 11 - As last year, members of the Youth Council attended with proposals for their funding bid for 2012/13 and gave an update on their programme of work.	
(9) Broadband access in the District	TBA – An Interim report went to the February '11 meeting. Now waiting to get Service providers to a 2012 meeting.	BT and one other service provider to be asked to address the O&S Committee on access to broadband and speeds for the Epping Forest District Area. Also, to get the appropriate County PH to attend to discuss their rollout of broadband connections to the district.	
(10) Corporation of London	For September 2012	To receive a presentation on the management of the Epping Forest. A representative from 'Friends of Epping Forest' to be invited as well.	

(11) Essex Police Service	To review in 2013	With the current financial difficulty for statutory services and the new Police and Crime Commissioner starting November the Committee would like to see representatives of the Police to discuss their new budget, procedures and relationship with the PCC and if possible to get the PC Commissioner to attend.	
(12) Key Objectives 2011/12	Outturn report went to the June 2012 meeting.	<b>Last Completed:</b> Outturn report for 2011/12 submitted to the June 2012 meeting. Six monthly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(13) Key Objectives 2012/13	Progress report to go to the November 2012 meeting	Six monthly progress reports in respect of the annual Key Objectives made to the Cabinet and the Overview and Scrutiny Committee. Progress report for 2012/13.	
(14) To review the new organisational make up of the PCT/ West Essex Health Service and the progress made on the commissioning of local health services.	For 2013 Connected to item 16	Last looked at in March 2012– It would be useful to look at this next year, after the Bill had gone through Parliament.  Noted that County were also looking at this topic.	
(15) To meet with Essex County Council in respect of Children Services and on annual basis, with the attendance of the Director of Children's Commissioning.	To schedule again for Oct 2012	Last came in March 2012 - Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder. To review again in 6 Months time.	

(16) Mental Health Services in the District.	Sometime in 2012 Connected to item 14	To consider the state of the Mental Health Services in the District	NEW
(17) Review of Highways	To review when the service had settled down.	To invite the County Portfolio Holder for Highways or the appropriate officers to speak on the changes that has been made in the past year. Particularly the relationship between Highways, the District and the Public and how the Council could contact the Highways officers.	NEW

## Standing Panels

### Housing Standing Panel (Chairman – Cllr S Murray )

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Issues relating to the implementation of new licences for park home sites	June 2012	COMPLETED	
(2) Annual Ethnic Monitoring Review of Housing Applicants	July 2012	COMPLETED	Extra-Ordinary Meeting <del>28 June 2012</del> 24 July 2012; <del>7 August</del> 23 October; 22 January 2013 and 19 March
(3) Annual Report on the HomeOption Choice Based Lettings Scheme	July 2012	COMPLETED	
(4) Housing Performance Indicators – 2001/12 Out-turn (Tenant Selected & KPIs)	July 2012	COMPLETED	
(5) Homelessness Strategy – Revision and Update	July 2012	COMPLETED	
(6) West Essex Tenancy Strategy – Consultation Draft	July 2012	COMPLETED	
(7) Response to CLG “Pay to Stay Consultation Paper”	July 2012	COMPLETED	
(8) Presentation by Mears – Repairs Management Contract – One Year On	August 2012	COMPLETED	

(9) Results of the Tenant Satisfaction Survey 2012	August 2012	<b>COMPLETED</b>	
(10) Housing Strategy Action Plan 2012/13	August 2012	<b>COMPLETED</b>	
(11) Performance against Housing Service Standards and Review	August 2012	<b>COMPLETED</b>	
(12) 12 Month Progress Report on Housing Strategy Action Plan 2011/12	August 2012	<b>COMPLETED</b>	
(13) Six Month Review of the HRA Financial Plan	October 2012		
(14) Six monthly Progress report on Housing Business Plan Action Plan	October 2012		
(15) Adoption of EFDC's Tenancy Policy	October 2012		
(16) Housing Service Strategy on Home Ownership (Review and Update)	October 2012		
(17) Housing Service Strategy on Rent Administration (Review and Update)	October 2012		
(18) Housing Service Strategy on Repairs and Maintenance	October 2012		

(19) Housing Service Strategy on Energy Efficiency (Review and Update)	October 2012		
(20) Housing Service Strategy on Under Occupation (Review and Update)	October 2012		
(21) Housing Service Strategy on Equality and Diversity (Review and Update)	October 2012		
(22) Annual Review of the Housing Allocations Scheme	January 2013		
(23) Briefing on the Proposed Council rent increase for 2013/14	January 2013		
(24) Six monthly Progress report on Housing Strategy Action Plan 2012/13	January 2013		
(25) Proposed housing service improvements and service enhancements, as a result of the additional resources available from HRA self financing	January 2013		
(26) Housing Service Strategy on Housing Advice (Review and Update)	January 2013		
(27) Housing Service Strategy on Allocations (Review and Update)	January 2013		

(28) HRA Business Plan 2013/14	March 2013		
(29) Six Month Review of the HRA Financial Plan	March 2013		
(30) 12 Monthly Progress Report on Housing Business Plan Action Plan	March 2013		
(31) Housing Service Strategy on Tenant Participation (Review and Update)	March 2013		
(31) Housing Service Strategy on Harassment (Review and Update)	March 2013		



## Constitution and Member Services Standing Panel (Chairman – Cllr Mrs M Sartin)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May Elections	16 July 2012	<b>COMPLETED</b>	16 July 2012; 25 September; 4 December; and 7 January 2013 26 March
(2) Complaints Panel - Jurisdiction	16 July 2012	<b>COMPLETED</b>	
(3) Review of Substitution at Meetings	16 July 2012	<b>COMPLETED</b>	
(4) Audit and Governance Committee – review of Constitution	16 July 2012	<b>COMPLETED</b>	
(5) Employment Procedure Rules – Revision/Staff Appeals Panel Terms of Reference	25 September 2012 (Provisional)		
(6) Electronic Delivery of Agenda	25 September 2012		

(7) Review of Petitions	25 September 2012		
(8) Review of the Protocol on Officer/Member Relations	4 December 2012		
(9) Review of Annual Council	4 December 2012		
(10) Review of Portfolio Holder Assistants as Members of Audit and Governance Committee	4 December 2012		
(11) Housing Appeals and Review Board – Review of Order of Presentation	7 January 2013		
(12) Review of November 2012 Elections	7 January 2013		
(13) Contract Standing Orders – Two Review Items	26 March 2013		
(14) Review of Financial Regulations	26 March 2013		
(15) Review of Officer Delegation (Including delegation of direct action under Section 178 of the Town and Country Planning Act 1990)	26 March 2013		

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) SCG Strategy enforcement activity	October 2012	Six monthly report to Panel	40 July 2012;
(2) SCG Strategy Action Plan approve	April 2013	Annual review of Action Plan	30 October 2012;
(3) SCG Strategy Action Plan review	July 2012	Six monthly report to Panel	08 January 2013;
(4) CCTV action plan review	July 2012	Six monthly report to Panel	12 February 2013;
(5) CSP scrutiny review meetings	April 2013	Report after 2 special Safer Communities meetings	02 April 2013
(6) CSP Strategic Assessment review	October 2012	Six monthly report to Panel	Crime & Disorder Scrutiny meetings –
(7) Appointment of PCC	January 2013	Report following election of PCC in November 2012	The 2 meeting dates are October 2012 and February 2013
(8) Police resources and the Olympic Games	October 2012	Report following completion of Olympic Games	
(9) Receive notes of Waste IAA Member meetings	minutes for 10 May 12 received at July meeting	Notes reported to Panel at first available meeting following receipt	
(10) Receive notes of Waste Management Partnership Board		Notes reported to Panel at first available meeting following receipt	

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(11) Progress against Nottingham Declaration – now the Climate Local Agreement.	July 2012	Six monthly report to Panel	
(12) Progress against carbon reduction strategy	July 2012	Six monthly report to Panel	
(13) Receive notes of Bobbingworth Nature Reserve liaison group	minutes for 28 March '12 received at July meeting	Notes reported to Panel at first available meeting following receipt	
(14) Recycling in flats and multi-occ. dwellings	July 2012	Report went to July meeting	
(15) Solar panels in Council owned properties		Under further consideration pending changes by government to feed-in tariffs – verbal update to July's meeting.	
(16) Review of EA flood management of River Roding		To receive an updating report on the wider implications, once known, of the EA strategy on flood management in the Roding catchment area.	
(17) Review of waste contract ahead of next procurement	January 2013	To scrutinise how the new SITA contract would be framed for 2014. Contact extension with Sita now completed and sealed. Contract now in place until 4 November 2014. A procurement exercise for a new contract will need to commence in early 2013.	

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Mrs J Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(18) Fire & Rescue Services	January 2013	Fire and Rescue Services to address the meeting regarding the implications of their budget reductions. To be tabled for sometime after the Olympic Games	
(19) Monitor Local Highways Panel	October 2012	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel	
(20) Update on Floods for the Year	January 2013	Members of the Panel agreed that they would like to have an update in the winter on the rainfall experienced this year and to update the panel on the current arrangements.	

## Planning Services Standing Panel (Chairman – Cllr J Wyatt)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
1. To consider and Review Measures taken to Improve Performance within the Directorate	16 April 2013		12 June 2012; 11 September Cancelled 11 December; and 16 April 2013
2. To consider and Review Business Processes, Value for Money and Staffing arrangements for the Directorate:  a. To consider the Financial Review (Bus Plan Section 3b) b. To consider the Business and Environmental Review (Appendix Business Plan) c. To consider the Directorate Value for Money Statement (Business Plan Section 4 (f))	11 December 2012		
3. To monitor and receive reports/updates on the delivery of the Local Plan: a. To report on the progress of the Local Plan b. To provide further updates on the Local Plan	Minimum verbal report at each meeting		

4. To monitor and receive reports/updates on the Planning Electronic Document Management System	11 December 2012		
5. To consider the Business Plan	16 April 2013		
6. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process each year. To provide reports/updates as and when required.	11 December 2012		
7. To report to the Overview and Scrutiny Committee at appropriate intervals on the above.	To consider at each meeting.		
8. Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	16 December 2012	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
9. To receive a demonstration on the webcasting of Area Plans Sub-Committees	16 December 2012		
10. Section 106 Agreements	June 2012	<b>COMPLETED</b>	
11. Probity in Planning	June 2012	<b>COMPLETED</b>	

## Finance and Performance Management Standing Panel (Chairman – Cllr A Lion)

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2011/12	Outturn KPI performance report to be considered at the first meeting of the Scrutiny Panel in each municipal year.	<b>Completed</b> - KPI outturn report for 2011/12 to be considered at the meeting in June 2012.	<del>19 June 2012;</del> 18 September; 20 November; <b>21 January 2013 – jointly with Fin. Cabinet Cttee;</b> and 12 March
(2) Key Performance Indicators – Performance Monitoring 2012/13	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2012/13 to be considered at the meetings to be held in September 2012(qtr 1), November 2012 (qtr 2) and March 2013 (qtr 3).	
(3) Key Performance Indicators – Development of indicators set for 2013/14	Draft indicator set to be considered on the basis of third quarter KPI performance for 2012/13.	KPI proposals to be considered at the meeting to be held at March 2013 meeting.	
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '12, 2 <sup>nd</sup> quarter in November '12 and 3 <sup>rd</sup> quarter figures at the March '13 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '12 meeting.	<b>Completed</b> - Consultation Plan considered at first meeting of each municipal year. Report last went to the June 2012 meeting,	



(6) Detailed Portfolio Budgets	Had last been considered at the January 2012 meeting of the Cabinet Finance Committee.	Considered at the January '12 of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets. To go again to the January 2013 meeting.	
(7) Medium Term Financial Strategy	To go to the January 2013 meeting	To review the Council's medium term financial strategy - January 2013.	
(8) Equality and Diversity - Monitoring and Progress	Progress report considered at the first meeting of the Scrutiny Panel in each municipal year	<b>Completed</b> - Progress report for the 2011/12 to be considered at the meeting to be held on 19 June 2012	
(9) Capital Outturn 2011/12 and use of transitional relief in 2011/12	Went to the June '12 meeting	<b>Completed</b> - Last considered at the June 2012 meeting	
(10) Provisional revenue Outturn 2011/12	Went to the June '12 meeting	<b>Completed</b> - Last considered at the June 2012 meeting	
(11) Fees and Charges	For the November 12 meeting	Last went to November 2011 meeting.	
(12) Sickness Absence	Quarterly Reports	Quarterly Figures of the Council's Sickness Absence figures. 4 <sup>th</sup> quarter figs. last considered at June 2012 meetings.	
(13) Value for Money & Data Quality Strategies.	September 2012	Last went to September 2011 meeting. Progress made against the Council's VFM and Data Quality Strategy.	

## Task and Finish Panels

### Overview and Scrutiny Review Task and Finish Panel (Chairman – Cllr Angold-Stephens)

Item	Report Deadline / Priority	Progress/Comments	Programme of Future Meetings
First meeting to define Terms of Reference.			To be arranged

<b>Review of Chief Executive Appointment Panel Task and Finish Panel (Chairman – Cllr K Angold-Stephens)</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress/Comments</b>	<b>Programme of Future Meetings</b>
First meeting to define Terms of Reference.		Panel to report by Mid October 2012.	To be arranged