

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF COMMUNITIES SELECT COMMITTEE  
HELD ON TUESDAY, 20 JUNE 2017  
IN COMMITTEE ROOM 2, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.00 - 9.23 PM**

**Members Present:** G Shiell (Vice-Chairman, in the Chair), N Avey, J Lea, R Baldwin, A Beales, R Butler, L Girling, S Heap, L Hughes, D Sunger, B Surtees and H Whitbread

**Other members present:** S Stavrou, G Waller and H Kane

**Apologies for Absence:** Y Knight, R Gadsby and A Mitchell

**Officers Present** A Hall (Director of Communities) and A Hendry (Senior Democratic Services Officer)

**1. SUBSTITUTE MEMBERS (MINUTE ITEM 39 - 23.7.02)**

It was noted that Councillor N Avey was substituting for Councillor A Mitchell and Councillor J Lea was substituting for Councillor Y Knight.

**2. APPOINTMENT OF A VICE CHAIRMAN**

With the Vice Chairman in the chair for tonight's meeting, a Vice Chairman was asked for. Councillor Holly Whitbread was appointed Vice-Chairman for the duration of the meeting.

**3. NOTES OF PREVIOUS MEETING**

**RESOLVED:**

That the notes of the last meeting of the Select Committee held on 14 March 2017, be agreed.

**4. DECLARATIONS OF INTEREST**

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

**5. TERMS OF REFERENCE/WORK PROGRAMME**

**(a) Terms of Reference**

The Select Committee's Terms of Reference were noted.

**(b) Work Programme**

The Select Committee noted their work programme and agreed to add the following two items:

- i) Following the last Overview & Scrutiny Committee meeting they had asked that this Committee receive a report on the Government's Prevent Strategy on responding to radicalisation. The Committee agreed to receive a report on this, if possible at its September meeting; and
- ii) After the recent tragic Grenfell Tower Fire, a report on fire safety on the housing stock within our district will also be going to the September meeting.

Councillor H Whitbread asked about Fire Safety and the Council's emergency response team and emergency re-housing. She was told that this was more for the Emergency Planning Section, under the Neighbourhoods Directorate. This request will be passed on to that Select Committee for them to consider.

Councillor Stavrou, the Housing Portfolio Holder added that she had recently undertaken visits to Norway House and Limes Farm looking at their facilities and standard of service they received (which was excellent). She will also be visiting a number of other estates with large blocks of flats in the near future looking at the safety feature they have.

**RESOLVED:**

- 1) That the Neighbourhoods Select Committee be asked to consider a report on the Council's emergency response arrangements for Civil emergencies;
- 2) That reports on the Government's PREVENT Strategy and the Council's approach to fire safety in its housing stock be added to the Committee's work programme.

**6. CHANGE IN ORDER OF BUSINESS**

With the Chairman's permission, agenda item 12 the Communities Directorate Business Plan 2017 was brought forward to be the next item to be considered.

**7. COMMUNITIES DIRECTORATE BUSINESS PLAN 2017**

The Director of Communities, Mr Hall, introduced the Communities Directorate's Business Plan for 2017-18. This was a slimmed down version of the usual plans (the HRA Business Plan, Community Services and Safety Business Plan and Private Housing Business Plan, and more akin to an action plan for the directorate. The three relevant portfolio holders were attending the meeting to take the Committee through their sections of the plan.

Councillor Helen Kane, the Portfolio Holder for Leisure and Community Services, noted that in April 2016 the Cabinet agreed to establish a Development Trust to support the Epping Forest District Museum and Broxbourne Council's Lowewood Museum; they had in turn secured new external funding for the museums projects and development. They were having regular meetings with Broxbourne Council now that the plans for the Development Trust were well underway. They had an excellent relationship with Broxbourne and were hoping to establish relationships with Chelmsford Council. They had applied for accreditation from the Arts Council and had applied to secure 'National Portfolio Organisation' (NPO) status which would

open the door to a lot more external funding and would allow the Council to work on behalf of the national organisations.

As well as this there were a lot of organised summer events, including art and leisure activities organised by officers, who put in a lot of work. They also organise actions within the 'Impact of an Ageing Population' action plan resulting in improved and relevant health and wellbeing services for older people.

Councillor Baldwin asked if they had achieved NPO status. He was told that they were presently working towards it and they should know the outcome of the bid by next week.

Councillor Gary Waller the Portfolio Holder for Safer, Greener and Transport went on to cover the Community Safety aspect of the plan. He noted that it was a big area within the council. They currently had no large scale projects, but many ongoing operational arrangements and plans, including the ongoing development of a 'Hub' involving the Police with the Community Safety Teams. Although not co-located with the Police (in Loughton), they were looking into having even better direct communication facilities with them, both in sound and vision. The community safety section has been recently involved in a case of modern day slavery, which was still a major problem in our day and age. In fact there were more slaves now than ever before. They were involved in a recent raid where people were charged with slavery and rape.

Councillor Waller commented that we were recently sent a letter of thanks for dealing with a case of Anti Social Behaviour, where we investigated and found that drug users and dealers were taking over a property. Our officers were there helping the police and helped subdue the offenders concerned.

We have received recognition for our work in designing out crime which has helped reduce crime by up to 25%. ITN had made a short film on this and this would be shown at a conference of Chief Executives from all over the country.

Our team was highly regarded and our work valued by the Police.

Councillor Butler asked if it was premature to close the Police station in Waltham Abbey. Councillor Waller said that this was a question for the Police, which depended on people and not premises. It was very expensive to keep premises and they were currently concentrating resources on people. He acknowledged that the way the public contacted the police was still not quite right and this had to be reviewed.

Councillor Girling was concerned about drugs and drug dealers and how widespread they appeared to be across Epping Forest. He said that he believed their network spread out over the various towns, even involving school children. He said that the Police did not have the manpower as there was a definite lack of officers on the ground; and that there was also the problem of nuisance motorbikes all over our area that were financed by the drug dealers. With all these things to report the given telephone number of 101 did not work. The Chairman, Councillor Shiell asked that Councillor Girling itemise his specific complaints and give them to Councillor Waller to consider. Councillor Kane noted that there was a lot more crime nowadays and so more resources were needed. Mr Hall said that resources were always a problem for the Police and the Police were aware of problems contacting 101. He also commented that he had been to a recent presentation given by the Police on organised crime in Essex and how the police were combating this. He said that we have a very good relationship with the Police, which has brought many mutual

benefits and resulted in the District's residents being made much safer than they otherwise would have been.

Councillor Waller noted that there has been more Police staff employed to man the 101 number and improve it.

Councillor Baldwin asked how many staff was there in our Community Safety Section. He was told there were about 9 people in the team; funded by EFDC and with a lot of funding for the various initiatives funded by the Community Safety Partnership, which itself received some funding from the PCC.

Councillor Stavrou the Portfolio Holder for Housing, took the Committee through the Housing part of the business plan. She noted that also on this agenda was the draft Housing Strategy that related to the business plan. The Plan was a very comprehensive document, well presented; mostly noting that it was business as usual for Housing.

She noted that the Council House building programme was progressing. The recent HRA Financial Options Review had concluded that the housebuilding programme should continue, but at a slower pace. Some of the first houses that we had built have now been occupied and phase 2, the 51 new homes in Burton Road, Loughton was underway with phase 3 due to start soon. Planning for Phases 4 to 6 were in progress at present. They were looking at brownfield sites such as garages etc., rather than greenfield sites. They were also purchasing 8 new affordable homes in Roydon from a private developer.

They were also undertaking to provide 3 modular units to accommodate 6 single homeless people temporarily at Norway House, although no planning application had been submitted as yet. The units were expected to have a life span of 20 to 30 years. They were relatively easy to install and were transportable. They were also looking at a pilot at Zinc Arts, Ongar to house 3 single homeless people there.

Under the Transformation agenda we were looking at new ways of working such as co-location at Oakwood Hill for the repair service. They were also undertaking a review of Council's Sheltered Housing Scheme Assets to make sure they were fit for purpose and still required.

On the Housing Operations side they were looking to outsource the Careline Monitoring Service and were also looking to provide an additional homelessness prevention officer. They would also be working with other Council's to secure county wide funding under the DCLG's trailblazer's initiative in response to the new Homelessness Reduction Act.

Officers were looking at the arrangements for loans to homeless applicants to secure accommodation in the private sector and would also be increasing the staffing at the Council's Homeless Persons Hostel to give some relief to the duty managers. They would also be working with tenant's partnership groups to reinvigorate the Council's approach to tenant participation and engagement.

Councillor Stavrou noted that the proposals for Private Sector Housing and Communities Support remained largely unchanged for the coming year.

Councillor Surtees commenting on the outsourcing of the Housing Reviews work wondered what sort of safeguards were in place to ensure the job was done properly as he was happy for it to be carried out in-house but not outsourced. Mr Hall

acknowledged that this was a valid point as they too liked to ensure that the job was carried out properly. The reviews were currently undertaken by one of two senior managers which was time consuming for people with limited capacity due to other work demands and a relatively expensive way of doing this. However, there are companies out there who specialised in this work and charge competitive rates. We have gone to tender and have now appointed a company. They will be doing the reviews and we will monitor them closely. We always have the option, if we thought their work was not up to scratch, to appoint another company.

Councillor Girling said that the Debden Tenants Panel was looking for tenants to be involved; have the others taken off? Mr Hall replied that officers and the Tenants and Leaseholders Federation were looking to set up more of these panels, but continued to struggle. They were now trying to introduce a new consultative group of tenants and were trying to re-energise tenant engagements, trying a new approach with new people.

The Chairman thanked the Portfolio Holders for their comprehensive and informative report to the Committee.

## **8. DRAFT HOUSING STRATEGY 2017-2022**

The Director of Communities, Mr Hall introduced the report on the draft Housing Strategy 2017-2022. He noted that a Housing Strategy was last produced in 2009 and although it was no longer a legal or policy requirement it was accepted good housing and local government practice. A new draft housing strategy has now been produced to cover the period 2017-2022. Its production had been delayed as officers were waiting for the draft Local Plan to be produced as much of the Housing strategy related to the provisions within the Local Plan. In the meantime an annual Housing Strategy Key action Plan was produced and monitored on a six monthly basis by this Committee until a new Housing Strategy was formulated.

At the end of this document was a Key Action Plan for the coming year only and it was proposed that the Select Committee continued to review future Annual Key Action Plans prior to approval each year.

This Committee was asked to consider and comment on the draft strategy before it went to the next Cabinet meeting for consideration and adoption.

The Committee went through the document chapter by chapter, noting that their vision was set out in Chapter 2. Chapter 3 looked at the Local plan and Chapter 4 brought out the main elements related to housing in the form of the Strategic Housing market Assessment. The remaining chapters had more specific themes such as affordable housing. He noted that in Table 5.2 it showed that last year there were no affordable homes completed, the first time this had happened in 20 years.

The following questions were raised:

Councillor Sunger noting that it has a section on rogue landlords wondered if this should also include letting agents. Mr Hall agreed that there should be mention of letting agents as well and they would amend this. Councillor Sunger noted that the Housing Act would set up a register of these rogue landlords and letting agents. Would this be available to officers and ward councillors? Mr Hall said that if members had any queries officers could access the database and officers would supply them with answers. Members would probably not have direct access. Councillor Sunger

then asked if the fines collected would be kept by us. Mr Hall replied that fines would be kept by the council and it would be ring-fenced in our budget.

Councillor Surtees asked if this register would cover landlords with properties in other areas. Mr Hall answered that it was a national register and the information would be available nationally. That was the aim of this system.

Councillor H Whitbread asked about shared ownership and wondered if we could push 'connective housing'; that was prioritising people that had a connection with the local area. Mr Hall said that they did this already, through Nominations Agreements with the Council's Preferred Housing Association Partners. Councillor Whitbread then asked if a secondary list for people who do not meet the requirements of the Housing Register could be established; Mr Hall explained that the Council already had this, in the form of a Supplementary Waiting list. Councillor Stavrou added that they had a help to buy agent that assists people access shared ownership. Mr Hall said that they signposted people to the help to buy agents and promoted this as best they could and so did the government.

Councillor Sunger asked about affordable housing and how much would they allow tenants to have above the Local Housing allowance (LHA). Mr Hall explained that there were three areas in the District that had 3 LHA levels set; it all depended on the area they were in. If they wanted a property with a rent higher than the LHA they could, but had to pay the difference themselves. But, since they would be on Housing Benefit, it would be unlikely that they could afford to do this.

Councillor Surtees commented that there was nothing about Syrian refugees or other specialist groups nor did it mention anything about learning difficulties in the strategy. Mr Hall said that they generally used accepted national definitions and terminology in the Strategy, but they could change the definitions to make them clearer (e.g. adding in Learning difficulties). As for refugees they have had only one family in the last few years that they had to accommodate for just a few weeks.

Mr Hall explained that the Council, in respect of assessing the housing need for Gypsies and Travellers, were co-ordinating with other local authorities across Essex on this.

Councillor Lea asked if Park Home type housing could be used for housing homeless people. Mr Hall said that there was potential to do this and were doing something similar by providing 'pods' at Norway House.

It was noted that the Draft Key Action Plan for the coming year was set out in an Appendix in Chapter 12.

Councillor Girling said that the document was very clear to read but was it accessible to the public? Mr Hall replied that this would be a publicly accessible document once it had been agreed by the Cabinet.

Councillor Baldwin noted that the private sector had less security of tenure. Was there a strategy to increase the security of tenure in the private sector? Mr Hall said that this was controlled by legislation and not by us.

Councillor Heap asked about putting Solar Panels on all our buildings and was told that was governed by Building regulations and the individual developers.

The Chairman of the Committee closed by saying that this was an excellent document and the committee supported it.

**RESOLVED:**

- 1) That the Select Committee endorse the proposed Housing Strategy 2017-2022;
- 2) That future Draft Annual Key Action Plans for the Housing Strategy be considered by the Select Committee on an annual basis, prior to adoption by the Housing Portfolio Holder, with progress reviewed on a six monthly basis.

**9. EFDC SAFEGUARDING WORK**

The Director of Communities introduced a report on the range of safeguarding work carried out by the council over the last three years that the safeguarding team had been in place.

The team was established in May 2014, following initial DDF funding for a fixed period of 2 years and a subsequent Cabinet decision to make the posts permanent.

Over the last three years we have had a gradual increase in the number of safeguarding concerns raised on behalf of children, families and adults with needs for care and support. Since 2014, the amount of referrals received in the safeguarding team had reached over 600 (involving a total of 842 children and adults), ranging from neglect of Children, to adults suffering from the effects of hoarding and poor mental health.

A training programme for staff had been provided across the Council and has enabled staff to become more proficient at identifying signs of abuse and neglect and more confident in referring cases. Hence, the council had been able to be more proactive in addressing concerns and making effective referrals to our statutory and voluntary sector partners, in order to provide the support needed in each case.

Apart from the core training delivered to frontline staff and Elected Members, we have also devised specific models of training for delivery to the Council's trades people, as part of their 'Tool Box Talk' sessions and have assisted these staff in their ability to report concerns, by providing a report card, which they can use to tick key things that they have identified in households.

Poor mental health was prominent in many of the safeguarding cases dealt with on a regular basis by the Council and this can impact on children, neighbours and wider families. Neglect was another key concern across the district and forms part of most safeguarding cases referred. A significant amount of time was expended by Council staff in collating information to be forwarded to Social Care and proving local cases, as often referrals are met with resistance if care services have previously or are currently involved with the family.

We now also have a Suicide Protocol and Procedures to help support staff in dealing with an increasing number of incidents, especially those working in Benefit's and Council tax teams. This has also been circulated widely across the Council and special staff briefings have been provided.

Staff have also dealt with a number of cases dealing with such issues as Modern Slavery and Child Sexual Exploitation, which required swift and effective working with the Police.

Councillor Girling remarked that the member training was helpful and had noted that Essex County Council (ECC) Social Services had sometimes been slow in dealing with our cases. Was this still so? Mr Hall said that ECC often did not respond to referrals as quickly as we would like, but officers persisted with referrals which were assisted with good partnership arrangements at a range of levels. It was noted that ECC staff were clearly under a lot of stress on this, but we do pursue our cases with them.

Since the Council established a dedicated safeguarding resource as part of the Community Safety Team, there has been approximately 80% more safeguarding cases identified each year, than previously, and this was due to the provision of training and awareness rising amongst staff across the Council.

Councillor Waller noted that criticisms of local authorities on safeguarding issues were usually directed at the social services authorities. We were not one of these but we did have our role to play and it was an area that we could take some pride in without being complacent as we dealt with around ten times more safeguarding cases than Harlow Council. He hoped that all members undertook the training offered and also undertake refresher training, as there was always room for improvement. A case study was provided in the report where ECC had closed the case but we prompted them to re-open the case as we were of the view that there were safeguarding issues that needed to be investigated.

Councillor Surtees noted that the case study did not mention the involvement of the school. He said that schools often had the same problems with the ECC as we did. We needed good liaison with the schools. Mr Hall said that we did liaise with the schools and did support them.

Councillor Baldwin said that sometimes there was a risk of overreaction, with someone being falsely accused. Were there any safeguarding issues that had gone wrong? Mr Hall replied that confidentiality was clearly important, with information only disclosed when absolutely necessary. We tell our staff to keep their eyes open and make their concerns known to the Safeguarding team, who would make referrals to ECC when appropriate, but not act as judge and jury. We then build up a picture by gathering evidence, but also have built in safeguards.

Councillor Sunger noted there had been 600 referrals, but how many had resulted in prosecutions. Mr Hall said that he did not have those figures to hand. Councillor Surtees added that prosecutions were not really the right word; there could be a good outcome without necessarily having a prosecution.

The Chairman thanked the officer for this report, noting that the Safeguarding Team had only been in existence for three years but had carried out a lot of work in that time. She was only sorry we did not have this ten years ago.

**RESOLVED:**

That the Communities Select Committee noted the wide range of safeguarding work carried out by the Council over the last three years.



**10. HRA FINANCIAL PLAN 2017/18**

The Director of Communities introduced the report on the HRA Financial Plan for 2017-18. Each year, the Council formulated its Housing Revenue Account (HRA) Financial Plan for the forthcoming year. The Financial Plan set out the forecast income and expenditure for the Council's HRA for the following 30 years, to enable early decisions to be made based on these long term forecasts. Each year, the Financial Plan takes account of the latest budget figures, Council policy, Government policy and Council decisions, and makes assumptions for a range of future income and costs.

Following the corporate decision to only have one business plan for each Directorate - covering just key actions and resource implications - an HRA Business Plan was no longer produced. However, in view of its importance in informing key strategic financial decisions needing to be made by the Council, the Council continued to produce an HRA Financial Plan.

The latest Financial Plan starts from 2016/17 and was based on the latest out-turn forecasts for 2016/17 and the agreed budgets for 2017/18. It also took account of the Cabinet's decisions following the Stage 1 HRA Financial Options Review undertaken earlier in the year, when it was agreed that the Council should continue with its Council Housebuilding Programme for Phase 4-6 and revert to the Government's Decent Home Standard from the Council's own Modern Home Standard.

The Financial Plan demonstrates that, despite the Government's policy that all social rents must be reduced by 1% per annum for four years, which clearly has an effect on rental income, the HRA continues to be in a reasonable healthy state, and that all of the current and planned HRA loans are able to be repaid within 25 years (or 26 years from April 2016), whilst maintaining a minimum HRA balance of £2 million throughout the Plan period.

The Financial Plan also identified that, on current forecasts, almost £90million of service enhancements or housing improvements could be introduced from 2023, over the remaining Plan period.

Councillor Baldwin asked if we borrowed money by issuing LA Bonds. He was told that we borrowed money by way of the Public Works Loans Board, which was the cheapest option for Local Authorities.

**RESOLVED:**

That the Housing Revenue Account (HRA) Financial Plan 2017-18, be noted by the Select Committee.

**11. HOUSING SERVICE STANDARDS - PERFORMANCE REPORT 2016/17 AND REVIEW**

The Director of Communities introduced the report on the Housing Service Standards performance for 2016/17 and review.

Since 2007, the Council has had a range of Housing Service Standards, covering all of the Housing Service's main areas of activity, formulated in consultation with the Tenants and Leaseholders Federation.

Last year, when reviewing the Service Standards and the Performance Schedule, the Select Committee requested increased performance and activity information on a number of the Service Standards within the Performance Schedule, which had therefore been included in this year's Schedule.

It was emphasized that it was not possible to measure performance against every Service Standard. In a number of cases, there was nothing that could be measured, since the Standard was a "statement of intent"; in a number of other cases, whilst performance could potentially be measured, it had previously been agreed that the time and resources that would be required to properly record and monitor performance was not warranted.

There were 48 Housing Service Standards that include measurable and measured targets. Of these, 39 (81%) of the targets were achieved in 2016/17.

The Director of Communities having reviewed the current Housing Service Standards, their performance in 2016/17 and any changes in legislation and Council policy concluded that no changes were recommended for the forthcoming year. This would be the first year that no changes had been proposed for some time.

Councillor Surtees noted that service standard H1 (*give an interview with a homelessness prevention officer within 7 days of initial contact, or on the same day if an emergency*) was important but was not measured. Mr Hall said that this was a statement of intent. The Homelessness Prevention Team was a very busy team and it would be difficult to keep track of this. Councillor Surtees replied that he felt this would be a useful measurement. Councillor Stavrou added that this would be beefed up and we would have to do something about this in the future. Mr Hall said that they would look at this.

It was noted that the Tenants and Leaseholders Federation had already reviewed the Housing Service Standards and the associated performance and their views had been incorporated within the report to the Select Committee.

#### **RESOLVED:**

- (1) That performance against the previously-agreed Housing Service Standards in 2016/17 (where measured), be considered and noted;
- (2) That, no changes to the Housing Service Standards be recommended to the Housing Portfolio Holder for the forthcoming year; and
- (3) That the Housing Service Standards, and performance against the Service Standards in 2017/18, be reviewed again in June 2018.

## **12. KEY PERFORMANCE INDICATORS - 2016/17 (OUTTURN) PERFORMANCE**

The Committee noted that the Local Government Act 1999 required that the Council make arrangements to secure continuous improvement in the way in which its functions and services were exercised, having regard to a combination of economy, efficiency and effectiveness. As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPI) relevant to the Council's services and key objectives, were adopted each year. The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement would be addressed, and how opportunities will be exploited and better outcomes delivered.

All indicators - The overall position for all 37 KPIs at the end of the year was as follows:

- (a) 28 (75%) indicators achieved target;
- (b) 9 (25%) indicators did not achieve target; although
- (c) 3 (8 %) of these KPIs performed within its tolerated amber margin.

Communities Select Committee indicators - Ten of the Key Performance Indicators fell within the Communities Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at the end of the year for these indicators was as follows:

- (a) 8 (80%) indicators achieved target;
- (b) 1 (10% indicators did not achieve target; and
- (c) 1 (10%) indicators performed within their tolerated amber margin.

The Committee noted that the void re-lets (COM002) had just marginally not met its target and was an amber performer.

COM006, the Modern Homes Standard was now no longer required as a standard and would be deleted for the following year, following the Cabinet's decision to revert to the Government's Decent Homes Standard.

**RESOLVED:**

That the performance of the Key Performance Indicators within its area of responsibility for 2016/17 be noted.

**13. CORPORATE PLAN KEY ACTION 2016-17 - QUARTER 4 (OUTTURN) POSITION**

The Committee noted that the Corporate Plan was 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 were supported by Key Objectives, which provided a clear statement of the Council's overall intentions for these five years.

The Key Objectives were 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 were working documents and therefore subject to change and development to ensure the actions remained relevant and appropriate, and identified opportunities to secure further progress or improvement.

Progress against the Key Action Plan was reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. Quarter 4 (outturn) progress against the individual actions of the 2016/17 Key Action Plan, is as below:

There were 49 actions in the Key Action Plan 2016/17. At the end of the year:

- (a) 33 (68%) of the individual deliverables or actions supporting the key objectives had been achieved;
- (b) 9 (18%) of the deliverables are expected to achieve target in the next 6 months; and

- (c) 7 (14%) of the deliverables or actions were not completed by year-end albeit significant progress had been made. Details of the progress made were set out in the comments against the individual deliverables or actions in the schedule.

15 actions fell within the areas of responsibility of the Communities Select Committee. At the end of the year:

- 8 (53%) of these actions had been achieved at year end; and
- 3 (20%) of the deliverables or actions were not completed by year-end albeit significant progress had been made. Details of the progress made were set out in the comments against the individual deliverables or actions in the attached schedule;
- 3 (20%) of these actions were expected to achieve target in the next 6 months
- 1 (7%) action (i) (b) 5) became no longer required during Q2.

**RESOLVED:**

That the Committee reviewed and noted the outturn position of the Corporate Plan Key Action Plan for 2016/17 in relation to its areas of responsibility.

**14. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman would give general feedback to the forthcoming Overview and Scrutiny Committee on this meeting's activities.

**15. FUTURE MEETINGS**

The Committee noted the dates of their future meetings.