



Overview and Scrutiny Committee Tuesday, 15th October, 2013

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, 15th October, 2013
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer:**

Simon Hill, Senior Democratic Services Officer, The Office of
the Chief Executive
email:democraticservices@eppingforestdc.gov.uk Tel: 01992
564249

Members:

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), G Chambers,
K Chana, T Church, L Girling, D Jacobs, Ms H Kane, P Keska, A Lion, A Mitchell MBE,
S Murray, J Philip, B Rolfe 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.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

1. WEBCASTING INTRODUCTION

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

2. 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

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

4. MINUTES (Pages 7 - 22)

Decisions required:

To confirm the minutes of the meetings of the Committee held on 27 August and 3 September 2013.

5. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny 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 personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or 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 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

6. PRESENTATION FROM THE CITIZEN ADVICE BUREAU

To receive a presentation from the Epping Forest CAB District Manager, Stephanie Chambers on their current situation.

We have Ms Chambers to address the following items in her presentation:

- *the current situation on their search for new premises both in Epping and Loughton (could this lead to an appointment only service?);*
- *their funding problems;*
- *how the new welfare reforms are affecting our residents and the organisation;*
- *their work at Limes Farm and any successes or problems encountered there;*
- *the North/South divide in the district – a lot of our resident to the north of the district tend to go up to the Harlow CAB or over the border to Hertfordshire, and not bother to travel south to Epping – could they provide information on the services they can access there; and*
- *could we also have their thoughts on the impact on services if in the future the CAB have to close locally.*

7. CABINET REVIEW

RECOMMENDATION:

To consider any items to be raised by the Chairman at the Cabinet meeting on 21 October 2013.

(Assistant to the Chief Executive). Under the Overview and Scrutiny rules the Committee is required to scrutinise proposed decisions of the Executive. The Chairman is also required to report on such discussions to the Cabinet.

The Committee is asked to consider the 21 October 2013 Cabinet agenda (previously circulated) to see whether there are any items that they wished to be raised at the Cabinet meeting.

8. WORK PROGRAMME MONITORING (Pages 23 - 38)

(a) To consider the updated work programme

The current Overview and Scrutiny work programme is attached for information.

(b) Reserve Programme

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, then time will be allocated to the items contained in the reserve work plan.

9. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
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.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Tuesday, 27 August 2013
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 8.35 pm
Members Present:	Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) K Avey, G Chambers, T Church, L Girling, D Jacobs, Ms H Kane, P Keska, A Lion, A Mitchell MBE, J Philip, B Rolfe and D Wixley		
Other Councillors:	Councillors R Bassett, A Boyce, W Breare-Hall, Mrs R Gadsby, Mrs A Grigg, Mrs J Lea, Mrs M McEwen, G Mohindra, Ms G Shiell, D Stallan, Ms S Stavrou, H Ulkun, Mrs L Wagland, G Waller, Ms S Watson, Mrs E Webster, C Whitbread and J M Whitehouse		
Apologies:	Councillors K Chana and S Murray		
Officers Present:	D Macnab (Deputy Chief Executive), G Chipp (Chief Executive), J Gilbert (Director of Environment and Street Scene), A Cronin (Interim Assistant Director), S G Hill (Senior Democratic Services Officer), T Carne (Public Relations and Marketing Officer), A Hendry (Democratic Services Officer) and M Jenkins (Democratic Services Assistant)		

26. 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.

27. SUBSTITUTE MEMBERS

It was noted that Councillor K Avey was substituting for Councillor K Chana.

28. DECLARATIONS OF INTEREST

(a) Councillor H Kane declared an interest in items 5 and 7 as she was the assistant to the Portfolio Holder for Asset Management and Economic Development but had not been involved in any of the discussions on this topic. The Councillor had determined that her interests were non-pecuniary and she would remain in the meeting for the consideration of the issue.

(b) Pursuant to the Council's Code of Member Conduct, Councillors A Grigg and D Stallan declared a personal interest in agenda items 5 and 7, Review of North Weald Airfield, by virtue of being members of North Weald Bassett Parish Council, having made individual representations during the Issues & Options consultation of the Local Plan process, and having attended a meeting between Deloitte Real Estate and North Weald Bassett Parish Council. The Councillors had determined that their interests were non-pecuniary and would remain in the meeting for the consideration of the issue.

(c) Councillor Avey declared an interest in items 5 and 7. The Councillor had determined that his interests were non-pecuniary and he would remain in the meeting for the consideration of the issue.

29. CALL-IN OF CABINET DECISION REVIEW OF NORTH WEALD AIRFIELD (C-018-2013-14)

It was noted that Susan Lynch the consultant from Deloitte Real estates was also in attendance to answer any specific questions on their North Weald Airfield Development study.

The Committee considered the call-in of the Cabinet's decision (report C-018-2013/14) regarding the option to be considered for North Weald Airfield as part of the Local Plan process. The call-in was concerned only with parts 2 and 3 of the decision taken by the Cabinet, that:

“(2) That the following options not be given further consideration as part of the Local Plan process:

(a) the intensification of aviation based solution; and

(b) the non aviation based solution with a focus on residential development; and

(c) the non aviation based solution with a focus on commercial development.

And

(3) That, for the mixed aviation/development based option, a further high level master planning exercise focusing on feasibility, deliverability and incorporating the option in the Local Plan be undertaken as part of the assessment process leading to the Local Plan Preferred Options consultation in May 2014.”

The lead member of the call-in, Councillor Watson was asked to open the discussion. She noted that the Local Plan was the most important document being considered at this time. She thought that a wider, clearer set of options was needed with the level of risk associated with each option laid out. She noted the factors of the call-in were that:

- 1) they did not believe the risk associated with the options were sufficiently considered;
- 2) the model provided by Deloitte did not provide any analysis between revenue and capital;
- 3) the issues and options have changed without any district wide consultation; and
- 4) the options for modest development without aviation had not been considered.

She considered each option in turn and noted that the risk associated with the options took into account that the money available now was worth more than the same amount available in the future. She also took into account the risks and uncertainty of the anticipated cash flows.

Deloitte had used a higher discount rate of 20% than would normally be used in the public sector because all the options carried certain risks. However, they used the same rate for all the options. Different rates should have been used. Deloitte confirmed that if they used different rates the net present values would diverge even more than on the report. So, the net value for options 1 and 2 would have been greater.

She then went through each option in turn saying that option 1 had the highest attendant risks. Under option 2a the main risk was the uncertainty of costs associated with the infrastructure. But, these 'uncertainty of costs' would apply to all options. Option 2b – the risk here was of competitors building similar facilities and thus having a reduced demand in the future, but on the other hand, it would create over 4,000 jobs.

Option 3 was mixed use and the main risk was the compatibility with aviation and residential use, with the later used to fund this option. Deloitte pointed out that the constraints this would impose on continued aviation use would not provide a resolution to the potential loss making situation regarding the running of the airfield.

In probability the risks for option 3 in light of the specific risks of that option probably been overstated in light of the specific risks. If no developer was found who wanted to proceed with the aviation there, what would happen then? Would that mean there was no development or that the Council would have to subsidise the development.

As for the split between the revenue and capital costs; it was not clear what had or had not been included. Aviation activity costs the council about a half a million pounds a year or about £4 per annum for every resident in the district. This was hidden by the veil of the Saturday Market. That income and any other income from leisure uses should not necessarily be used to subsidise aviation but rather utilised for the benefit of the whole district. Deloitte said this was not a suitable scenario and they questioned the future of aviation on the site. Who would absorb this loss other than the District Council? As quantifying these revenue implications was outside the scope of the report. Therefore it was difficult to see how a sound decision was made in choosing this option.

Regarding the third factor in the call-in, the issues and options document included 4 potential choices to our residents. We also said that an independent study of the future of the airfield was currently on the way; the outcomes of which would be incorporated into the next stages of the consultation of the new Local Plan. Consequently the only question in community choices asked if all the choices had been identified. Responses showed no clear concerns – general recognition that full consideration could not be given until the full Deloitte report was published. Should not residents be presented with more than one option along with any salient points of that study? Local residents would not therefore be able to give their views if only option 3 was presented to them under the Local Plan.

The Local Plan was about policy for the next 20 years and all residents were to be consulted on all options.

Deloitte also looked at the maximum number of dwellings that could be developed for option 2b. However, no one had seriously suggested that that the population of North Weald should be doubled.

In summary, Councillor Watson said that the Cabinet's decision to only include option 3 denied residents any meaningful say on the future of North Weald Airfield.

Option 3 was an amalgamation of options for residential, aviation and other recreational activities. The financial implications were not given for each of these.

She had yet to meet a resident who owned a private plane but she had heard of a lot of young people talk about the lack of jobs. Her father taught her that we had a duty to help people who were less fortunate. We have a duty to give them a chance of a better future; and homes and jobs would be a good start. The heritage of the site was not in question, but remembering that heritage did not require an active runway. Removing this drain on resources may ensure that the heritage site survived.

She asked that the Cabinet decision was reconsidered and that the two main elements of option 3, being residential development and aviation, were included as discreet options either of which residents may choose to support. And, that residential development should not be held back if we could not find a developer who did not want to deal with aviation. There should be a time limit on that and that option 2b be included so that residents had a real choice on an option that could generate new jobs.

Another signatory of the call-in, Councillor Wagland added that we needed to build a Local Plan from the ground up. The key to building a sustainable Local Plan was to take our residents with us. She argued that the current approach would produce something that was not valid as it was only one option being considered. We do not have as yet, the best information on how much housing we need. If it was only a few thousand we could deal with that by organic growth, but if more than ten thousand we would need to consult with neighbouring authorities, who may be looking to us to build. We have a particular difficulty as we not only have land in the green belt but also Epping Forest. We need to spread our options, with an evidence base put in our consultations documents. It would also depend on how many houses we would need to accommodate.

Councillor Philip, another signatory, added that they were not suggesting that the council went for maximising residential development in North Weald. However, extra housing was needed and options 2a and 2b covered this. We were left with option 3, and the costs and values did not add up. We need to take the best bits from options 2a and 2b and 3.

The responsible Portfolio Holder, Councillor Ann Grigg, was then asked to make her opening statement. She noted she was defending the Cabinet decision on the future of North Weald Airfield to pursue option 3, to continue use of the airfield and provide 1000 houses and also have an employment area. North Weald would be taking its fair share of Housing Development. She had considered all the issues and thought this was the right decision. She reminded members that Deloitte were asked to work up a set of options against a set of criteria and not to recommend any one option.

Councillor Grigg answered the four call-in parts in turn.

'Insufficient weight given to the discount rate reflecting risk' – she started by saying that each option carried significant risks and she drew attention to appendix 1 of the report for details.

It was not considered that arbitrarily assigning different discount rates to each option would add anything to the analysis and would make the computed Net Present Value (NPV) of the different options less easy to compare. And she reminded members that this was not a market valuation. This methodology discounted cash flow over a 30 year period. The basic premises was that a £100 in a 100 years time would be worth less than it was today.

The second reason 'no analysis of revenue implications versus capital'. At this stage the council was evaluating generic options as a landowner. Detailed discounted cash flow models were constructed for each of the options. These models considered the timings and amount of both capital and revenue cash flows associated with each option. The resultant Net Present Values consequently reflects both capital and revenue.

The third reason – 'no district wide consultation on change to Issues and Options prior to the Preferred Options stage'.

One of the roles of Issues and Options was to encourage and stimulate thought on issues which might not have been considered up to that point. If a new issue was identified, it would not be necessary to "change and reconsult" on Issues and Options, but to take it into consideration in working towards the Preferred Options stage of the Local Plan.

In any event, the options evaluated in the North Weald Airfield Review are consistent with the options published on pages 136 and 137 of the "Issue and Options" public consultation document.

The NWA Report was commissioned to inform the Council as landowner in considering the potential future of the NWA, and to provide additional evidence to support the selection of Preferred Options for the next stage of public consultation in the Local Plan Process.

The Preferred Options consultation document would of course be subject to district wide consultation in due course.

The fourth reason on 'no option available without massive development with no aviation'.

The wording of this reason was a little ambiguous but was understood to suggest that no consideration had been given to a non-aviation option with lower levels of either residential development or employment space.

The brief given to the consultants preparing the NWA Report was to assess the relative merits of 3 generic options against a set of 5 criteria. The report was intended to enable the reader to consider each option, and:

- Whether delivery is technically feasible;
- The likelihood of attracting market interest;
- Broad financial returns;
- Value to the community; and
- Associated risks.

The North Weald Airfield report was never intended to assess numerous detailed scenarios and there was no point in doing so at this stage until firm proposals were produced. However, the report did provide good evidence about the relative merits of non-aviation development, aviation intensification and mixed use options. Given the wide difference in value generated from residential and employment led development the non-aviation option was subdivided into two.

A scenario that did not include existing aviation uses and promotes lower levels of development would clearly be sub-optimal, both for the Council as landowner and in terms of not making the best use of potential development land which was largely previously developed, and was not modelled. There would be no added value in

developing the same number of residential units contemplated in the mixed use option and then foregoing aviation and other revenues (that currently exceed costs and were likely to continue to do so). Likewise if aviation were to cease altogether there was little point in not maximising the development value of the whole site. It may also be likely that very substantial compensation was to be paid to some of the current aviation tenants.

The report was clear that a number of lower value uses could be considered in more detailed planning for the site, while modelling concentrated on a small number of higher value options.

She finished by saying she had given sound reasons why this call-in should be dismissed.

The meeting was then opened out to a general discussion. Councillor Avey commented that the airfield was within the Metropolitan Green Belt. He noted that we had a shortage of food grown here and had to import a lot from abroad and we needed to use our land as intelligently as possible. Land at North Weald could be used for agricultural use. More houses or industry could only add to our problems. Other uses could be made of North Weald Airfield.

Councillor Church was confused about Councillor's Watsons assertions that the cost of infrastructure would be the same for options 2a as 2b. Surely it would be higher for 2a. As for the report of Deloitte, as the consultants, should not their figures be taken into account as they were the specialists. There was a higher cost to make the whole area residential rather than to keep the airfield in place. Also, commemoration of the airfield was important. Councillor Wagland said that we needed more figures for potential housing. Once we have it do we then put them in North Weald? The points raised by the call-in had been answered by the previous report.

Councillor Rolfe asked the Planning Portfolio Holder if this decision was reversed; what affect would this have on the timescale of the Local Plan. He also wondered if we placed all the housing on the airfield, would other areas not have to worry about housing on their patch. Councillor Bassett answered that if the decision was reversed they would probably be looking at a six month extension to the Local Plan timetable. As the landowner we looked at what was right for that area, and not just the numbers. It was important to keep the heritage of the airfield in mind and to keep work and employment in mind as well. We discussed this point last year, should we go out to consultation and we took legal advice on this, which suggested it would be reasonable to consult local stakeholders before a district wide public consultation as part of the Local Plan. Ms Cronin added that the purpose of the Local Plan was to steer development to areas that were the best location. We would never get a situation where it was all on the airfield and nowhere else.

Councillor Chambers noted that the Cabinet had already made a decision on 1100 houses but he thought that the bigger issue would be that the residents of North Weald should have a say on that. If he lived there he would not want to have that many houses built.

Councillor Philip commented that there had been some interesting comments made. He addressed the two comments made by Councillors Avey and Chambers which highlighted that there were other things that needed to be considered. The option called in included option 3 for mixed aviation and development which meant that the council did not have an option for not having 1100 houses at North Weald Airfield; we do not have the option of exploring the agricultural option for North Weald. Neither option could be considered as a result of this decision. He emphasised that he was

not saying that there should be more houses in North Weald. He understood that the residents did not want to be drowned in excessive development. He added that he did not think that Councillor Watson had suggested that random discount values be given for the net present value (NPV); she was just recognising that different options had different risks. Also it had moved away from talking about generic options to giving only one option. He recognised that the Deloitte report was taking a broad-brush approach and acknowledged that commemoration was important, but it did not mean that we must have an operating runway. There was a significant variability in this option that needed more investigations and therefore for that reason we thought option 3 was the wrong decision at this stage.

Councillor Webster noted that as a district we had major problems, as 90% of the district was in the green belt and to build we had to consult with our neighbours. North Weald was a village which would be expected to take a fair share, however she would not like to see it expand like Waltham Abbey.

Councillor Whitbread noted that the council had been debating the growth of North Weald for many years. There were similar choices like this option 3 in the past. He believed that residents wanted a fair distribution of growth across the district. Option 3 had been explored numerous times in the past. It was a fair option for the whole district.

Councillor Stallan said he was disappointed it had been called in but not surprised. He did not believe their final decision was wrong. He noted that option 2a and 2b was not supported, which left option 3 and this was a unanimous decision. He suggested that the consultation had already taken place and that the members of the call-in did not wish to delay the Local Plan. What about the other sites suggested, should they be consulted on as well. Councillor Stallan referred to a recent meeting with North Weald Parish Council at which Councillor Wagland had said that she did not want North Weald Airfield to be "carpet bombed" with houses. He noted that this was also a heritage site and urged the committee to reject this call-in.

Councillor McEwen said that she believed that nothing should be ruled out and include all options for North Weald. All things should be considered including agriculture. No community should have more development that would substantially change that community. The Cabinet decision removed the right of the public to consider all options. The Local Plan would be examined by an inspector and therefore I ask that we put in all the options so the public could consider them all.

Councillor Mohindra added that if our Local Plan evidence was found to be unsound the delay would be more than six months.

Councillor Chambers said his thoughts were about the potential 1100 houses and asked what the outcome would be if we stuck with option 3. Anna Cronin replied that as part of the process we will have wider consultation across the district; until then she would not know what the outcome would be.

The lead member responsible for the call-in and the Portfolio Holder was asked to sum up the debate.

Councillor Watson said that Councillor Grigg had said that random value should be assigned to the discount rate. She was not suggesting this. Deloitte confirmed that if you adjusted the discount rates to reflect the risks your net present value would diverge even more. This was true but not the point she was making. The point on commemoration, no one was arguing about this. It was the nature of the commemoration, she was not sure we needed an active runway for this.

The question of democracy was brought up; this has not been debated or voted on at full council at any point. This decision was made by the Cabinet as they were entitled to. But unless we gave residents a full choice and opportunity to comment fully we have not asked them the questions they were entitled to comment on. What she was really saying was broaden out what was put in the preferred options and trust the residents.

Councillor Grigg said she believed that she had answered the call-in questions. Option 3 would be out to consultation next year. The public could still comment or add more options then. The costs were greater for options 2a and 2b than they were for option 3. The Cabinet tried to make option 3 as fair as possible by providing housing and continuing with aviation as well as keeping the heritage of the site. She asked the Committee to reject this call-in and endorse the Cabinet's decision.

RESOLVED:

That the Overview and Scrutiny Committee confirmed the original decision of the Cabinet (C-018-2013/14) regarding options to be considered for North Weald Airfield as part of the Local Plan Process.

CHAIRMAN

EPPING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

Committee:	Overview and Scrutiny Committee	Date:	Tuesday, 3 September 2013
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.30 - 8.50 pm
Members Present:	Councillors R Morgan (Chairman, Overview and Scrutiny Committee) (Chairman) K Angold-Stephens (Vice-Chairman) A Boyce, G Chambers, K Chana, L Girling, Ms H Kane, P Keska, A Mitchell MBE, J Philip, Mrs M Sartin and D Wixley		
Other Councillors:	Councillors K Avey, P Spencer, D Stallan, G Waller, Mrs E Webster, C Whitbread and Mrs J H Whitehouse		
Apologies:	Councillors T Church, A Lion, S Murray and B Rolfe		
Officers Present:	D Macnab (Deputy Chief Executive), S G Hill (Senior Democratic Services Officer), M Jenkins (Democratic Services Assistant), T Carne (Public Relations and Marketing Officer) and A Hendry (Democratic Services Officer)		

30. 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.

31. SUBSTITUTE MEMBERS

It was noted that Councillors A Boyce and Mrs M Sartin were substituting for Councillors T Church and B Rolfe respectively.

32. MINUTES

RESOLVED:

That the minutes of the last meeting of the Committee held on 16 July 2013 be signed by the Chairman as a correct record.

33. DECLARATIONS OF INTEREST

Councillor G Chambers declared a non pecuniary interest in the following item of the agenda, by virtue of being employed by Barts Health NHS Trust. He advised that he would remain in the meeting for the duration of the item:

- Item 6 Presentation on Health and Social Care Issues

34. PRESENTATION ON HEALTH AND SOCIAL CARE ISSUES

The Chairman introduced Dr K Bishai, Vice Chairman of the West Essex Clinical Commissioning Group (CCG) and Mr D Westcott, Chief Financial Officer, who made

a presentation regarding health and care and their plans for the communities health and social care for the next 5 to 10 years. Their presentation was entitled “My Health, My Future, My Say.”

Dr K Bishai outlined the area covered by West Essex CCG, stretching from Chigwell to Saffron Walden.

He advised:

- (1) Health and care provision would change over the next 10 years.
- (2) Services would become more person-centred, require fewer organisations and have a single commissioning body.
- (3) Public services were under pressure, with a need to control debts.
- (4) Clinical evidence had shown that early intervention and avoiding hospital stays assisted in reducing costs.
- (5) Technology, such as telehealth, enabled more home care.
- (6) There were significant challenges with an aging population, for example dementia.
- (7) There were wider issues to explore affecting health, for example housing, transport and education.

Dr K Bishai and Mr D Westcott issued a feedback form on health services, the deadline was 30 September 2013, and could be accessed at www.westessexccg.nhs.uk

Following the presentation, the two representatives of CCG took member's questions.

- (a) Councillor K Angold-Stephens asked what does the CCH propose to do in relation to dissatisfaction felt by many residents about GP out of hours services.

Dr K Bishai replied that a raft of proposals regarding primary care services were being introduced, he asked for people to be patient but assured members that they would experience changes.

- (b) Councillor K Angold-Stephens advised of the recent investigation into care at Whipps Cross Hospital which identified failings in a number of areas. Many residents in the south of the district used this hospital, what influence did the West Essex CCG have with making improvements?

Dr K Bishai said that the hospital received regular visits by quality teams. He thought that it was unfortunate that bad aspects of hospital services were always reported above positive aspects.

- (c) Councillor Mrs M Sartin asked how funding now operated, how was the CCG funded and how did they feed funding into services?

Mr D Westcott advised that the CCG did not have the same financial responsibility as the defunct PCT. Public health funding was being facilitated by local authorities like the county council and NHS England had the responsibility for General Practitioners.

- (d) Councillor Mrs A Mitchell MBE referred to the Patient's Charter and the care of discharged patients.

Dr K Bishai replied that this was a high priority, it was important to stop people from being admitted to hospital in the first place, with better care. Mr D Westcott advised that they were working with social services to ensure that patients were discharged safely and appropriately.

- (e) Councillor J Philip asked how much influence/guidance did the CCG have over GPs? With some practices growing larger provision had suffered, patients may prefer going to Accident and Emergency instead.

Dr K Bishai said that primary care was not funded by the CCG any more, the CCG was a member organisation formed of GPs, they had a Constitution and a Memorandum of Understanding. They were engaged in constant dialogue with NHS England.

- (f) Councillor J Philip asked how many GPs per person were there in the district?

Dr K Bishai replied that he did not know, GPs were governed by a contract and administered by NHS England. Some services could be delivered using non-doctors like nurse practitioners.

- (g) Councillor L Girling mentioned pockets of social problems in the district where there was drink and drug abuse, who was responsible for tackling this?

Mr D Westcott advised that they had a public health consultant, familiar with these problems, sitting on their board.

- (h) Councillor L Girling asked about dealing with the problem of sexually transmitted diseases.

Dr K Bishai advised that this was out of their remit, school nurses, for example, were the responsibility of county council.

- (i) Councillor D Wixley asked about mental health care provision, with the closure of a mental health club in the south of the district, were there any plans to create another one in the future?

Dr K Bishai said that he could not confirm this. He would make enquiries and advise the Councillor.

- (j) Councillor A Boyce asked about the replacement of the Ongar Memorial Hospital which had been built but closed for 14 months and was currently in a derelict condition.

Mr D Westcott replied that the situation here had been regrettable, however following discussions involving NHS England they were confident it would re-open soon.

- (k) Councillor G Chambers asked about Buckhurst Hill residents travelling to Loughton for blood services, were their opportunities for GPs to provide blood services?

Dr K Bishai said he would make enquiries and reply directly to the Councillor.

- (l) Councillor D Stallan asked about controls on health tourism.

Mr D Westcott said that he could not give a firm answer to the question, he shared the member's concern with this issue, but would reply in writing to the Councillor's question.

- (m) Councillor P Spencer asked about GP nurses taking doctor roles over.

Dr K Bishai said that nurses could free GPs for other work by undertaking certain tasks, for which they had received appropriate training.

- (n) Councillor Mrs J Whitehouse asked about maintaining bus routes to hospitals.

Dr K Bishai advised that the District Council could play a role in applying pressure to keep important bus routes open to and from hospitals.

- (o) Councillor Mrs E Webster asked about using voluntary services for health care services, she said that it would be advisable to arrange a meeting to discuss the problems of providing this.

Dr K Bishai said that the voluntary sector undertook an important role. It was important to learn what services could be offered and how this could fit into an overall plan. There was a Health Summit approaching where this could be discussed.

- (p) Councillor L Girling asked about the standards of quality for GP surgeries.

Dr K Bishai said that they were constantly trying to improve the standard of service delivery.

- (q) Councillor Mrs M Sartin asked about equitable funding.

Mr D Westcott said they were trying to reduce health inequalities, there were tight checks on spending priorities across West Essex.

The Chairman thanked Dr K Bishai and Mr D Westcott for their presentation and answers.

35. CABINET REVIEW

The Committee reviewed the Cabinet's agenda for their 9 September 2013 meeting but there were no specific items that the Committee wanted to be brought to their attention.

36. CORPORATE PLAN KEY OBJECTIVES 2013/14 - QUARTER 1 PROGRESS

The Deputy Chief Executive presented the Corporate Plan Key Objectives 2013/14 – Quarter 1 Progress Report to the committee.

The Corporate Plan was the Council's key strategic planning document, setting out service delivery priorities over the four year period from 2011/12 to 2014/15. Updates to the Corporate Plan were published annually reflecting the key objectives for each year of the plan period and progress against the achievement of objectives for previous years.

The Corporate Plan for 2011/12 to 2014/15 translated the vision for the district set out by the Community Strategy into the Council's Strategic decision, priorities and the most important outcomes that it wanted to achieve. The plan prioritised resources to provide quality services and value for money.

Councillor D Wixley referred to the Determination of a planning application for the nursery site at Pyrles Lane, although this item was On Track, the planning application involved was entered as refused.

The Deputy Chief Executive advised that a new planning application would be submitted in December 2013.

Councillor D Wixley asked if glasshouses were required for this site. The Deputy Chief Executive advised that officers were currently engaged in of competitive dialogue for the waste management contract and market testing of grounds maintenance. Discussions had shown that most local authorities brought in plants rather than grew from seeds.

Councillor D Wixley referred to the Delivery Regeneration Action Plan for Council Land at the Broadway, Loughton where would the church be re-located?

The Vice Chairman advised that the Methodist Church at Mannock Drive was in disrepair and its users were looking to re-locate.

Councillor D Wixley asked about the Development of depot provision at Oakwood Hill, Loughton, there was a reference to a geo- technical survey.

The Deputy Chief Executive replied that he would ask technical officers to respond directly on the issue of contamination.

Councillor J Philip asked about the Internal/External communications plan. The Deputy Chief Executive advised that it was currently in draft format and would be submitted to Management Board.

RESOLVED:

That the Corporate Plan Key Objectives 2013/14 – Quarter 1 Progress be noted.

37. WORK PROGRAMME MONITORING

The committee reviewed the Overview and Scrutiny work programmes.

(1) Overview and Scrutiny Committee

- (a) Item 12 Mental Health Services in the District. It was suggested that this should be examined again, particularly following the presentation at tonight's meeting.
- (b) Item 14 receive a presentation from the local Citizen's Advice Bureau (CAB) on their general services to include how the Welfare Mitigation posts funded by the District Council were working out and to include an analysis of users.

This item was scheduled for the October committee. Members requested that the CAB presentation should include the development of a CAB venue in the Limes Farm area, the impact welfare reforms were having on the CAB's work following Council funding provision, the current issues over CAB offices and how the CAB provided support for the northern part of the district.

(2) Housing Scrutiny Standing Panel

It was noted that the last meeting scheduled for July, had been cancelled.

- (a) Items 5 and 6, 12 month progress report on Housing Strategy Action Plan 2012/13 and Housing Strategy Action Plan 2013/14 were being put back to October.

(3) Constitution and Member Services Scrutiny Standing Panel

It was advised by the Panel Chairman that the Panel had not met since the last Overview and Scrutiny Committee in July. For the September Panel meeting there was only one item, Process review on Appointment of Vice Chairman of the Council.

(4) Safer, Cleaner, Greener Scrutiny Standing Panel

It was advised that the Panel was meeting on 29 October.

(5) Planning Services Scrutiny Standing Panel

It was noted that the Panel meeting on 10 September would discuss the Revised Planning Application Validation Checklist, a report on the Planning Electronic Document Management System, respond to the Brentwood Borough Local Plan Preferred Options Consultation and consider the Draft Enforcement Plan.

(6) Finance and Performance Management Scrutiny Standing Panel

The next Panel meeting was on 17 September.

(7) Overview and Scrutiny Review Task and Finish Panel

It was advised that the meeting scheduled for 7 October would be charged to another date, to be confirmed. This would be the final Panel meeting.

CHAIRMAN

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Overview and Scrutiny Work Programme – October 2013

Overview and Scrutiny Committee			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) OS Annual Review/ Annual Report	June 2013	Final report went to the June 2013 meeting.	04 June 2013; 16 July; 27 August (Extra Meeting); 03 September; 15 October; 26 November; 28 January 2014; 25 February; and 1 April.
(2) 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.	June 2013	Completed - Recommendation taken from the Children Services Task and Finish Panel. To invite an Officer and the Portfolio Holder. Noted that the lead county officer had moved on and the service was currently in a state of flux. To review again in the new year.	
(3) Corporate Parenting	June 2013	Completed - Essex CC has asked if they could give a presentation on Corporate Parenting.	
(4) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	July 2013	Completed in July 2013 - Representatives of the partnership to report on an annual basis.	
(5) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	For November 2013	Last completed in November 2012	

(6) To review the strategic direction of Epping Forest College, its vision for the future and its relationship with the Community	For the end of the 2013/14 municipal year - the April 2014 meeting.	Last Completed in April 11 when the Principal of Epping Forest College addressed the April 2011 meeting. A new Principal will be appointed in the autumn and they would need a little time to settle into the job.	
(7) To receive a presentation from Youth Council members	For November 2013	Last completed in Nov 12 - members of the Youth Council attended with an update on their programme of work.	
(8) Key Objectives 2012/13	Outturn report to July 2013 meeting	Completed: Outturn report for 2012/13 submitted to the July 2013 meeting. Quarterly progress reports in respect of the annual Key Objectives are made to the Cabinet and the Overview and Scrutiny Committee.	
(9) Key Objectives 2013/14	Progress reports to be considered on a quarterly basis.	Quarterly progress to be considered at meetings to be held in Sept. 2013 (Qtr 1), Nov 2013 (Qtr 2) and March 2014 (Qtr 3).	
(10) 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.	September 2013	Completed - Last looked at in Sept. 2013. Noted that County were also looking at this topic.	

(11) Mental Health Services in the District.	February 2014	To consider the state of the Mental Health Services in the District	
(12) The Essex Probation Service	For January 2014 meeting	The Essex Probation Service has asked if they could give a presentation to our members.	
(13) To receive a presentation from the local CAB on their general services, funding from the Council, the impact of recent Welfare and Budget changes and accommodation issues here in Epping and how we can help them.	For the October 2013 meeting	Full Council asked that the O&S Committee receive a presentation from the local Citizen Advice Bureau.	

Standing Panels			
Housing Standing Panel (Chairman – Cllr S Murray)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Housing Performance Indicators - 2012/13 Out-turn (Tenant-Selected & KPIs)	June 2013	COMPLETED	17 June 2013; 23 July Cancelled; 22 October; 22 January 2014; and 25 March
(2) Performance against Housing Service Standards and Review (<i>Recommendations to Housing Portfolio Holder</i>)	June 2013	COMPLETED	
(3) Progress Report on the Welfare Reform Mitigation Action Plan	June 2013	COMPLETED	
(4) Annual Ethnic Monitoring Review of Housing Applicants (<i>Recommendations to Housing Portfolio Holder</i>)	June 2013	COMPLETED	
(5) 12 Month Progress report on Housing Strategy Action Plan 2012/13	July 2013	To be confirmed for later date	
(6) Housing Strategy Action Plan 2013/14 (Recommendations to Cabinet)	July 2013	To be confirmed for later date	
(7) Six Month Review of the HRA Financial Plan	October 2013		

(8) Six Monthly Progress Report on Housing Business Plan Action Plan	October 2013		
(9) Progress Report on the Welfare Reform Mitigation Action Plan	October 2013		
(10) Annual Review of the Housing Allocations Scheme (Recommendations to Cabinet)	N/A	No review this year (2013)	
(11) Briefing on the proposed Council rent increase for 2014/15	January 2014		
(12) Six Monthly Progress Report on Housing Strategy Action Plan 2013/14	January 2014		
(13) Proposed housing service improvements and service enhancements – 2014/15 (Recommendations to Cabinet)	January 2014		
(14) Progress Report on the Welfare Reform Mitigation Action Plan	January 2014		
(15) HRA Business Plan 2014/15 (Recommendations to Housing Portfolio Holder)	March 2014		
(16) Six Month Review of the HTA Financial Plan	March 2014		
(17) 12 Monthly Progress Report on Housing Business Plan Action Plan	March 2014		

(18) Progress Report on the Welfare Reform Mitigation Action Plan	March 2014		
(19) New Flexible Tenancy Agreement and revised Standard Secure Tenancy Agreement (Recommendations to Cabinet)	June 2013	COMPLETED	
(20) Housing Service Strategy on Allocations (Review and Update) (Recommendations to Housing Portfolio Holder)	July 2013	To be confirmed for later date	
(21) Housing Service Strategy on Tenant Participation (Review and Update) (Recommendations to Housing Portfolio Holder)	July 2013	To be confirmed for later date	
(22) Housing Service Strategy on Harassment (Review and Update) (Recommendations to Housing Portfolio Holder)	July 2013	To be confirmed for later date	
(23) Response to Essex County Council's consultation on the Essex Housing Related Support Strategy	July 2013	To be confirmed for later date	
(24) Progress Report on Private Sector Housing Strategy	July 2013	To be confirmed for later date	
(25) Review of Parking Enforcement on Housing managed grassed areas	October 2013	Referred by the Overview and Scrutiny Committee at the request of Cllr H Kane	
(26) Review of the difficulties with improving communal areas of flat blocks with leaseholders	Oct 2013	Referred by the Overview and Scrutiny Committee at the request of Cllr Jennie Hart	

(27) Housing Service Strategy on Information (Review and Update) (Recommendations to Housing Portfolio Holder)	Oct 2013		
(28) Housing Service Strategy on the Private Rented Sector (Review and Update) (Recommendations to Housing Portfolio Holder)	Oct 2013		
(29) Housing Strategy 2014-17	Oct 2013		
(30) Housing Service Strategy on Energy Efficiency (Review and Update) (Recommendations to Housing Portfolio Holder)	Oct 2013		
(31) Housing Service Strategy on Anti-Social Behaviour (Review and Update) (Recommendations to Housing Portfolio Holder)	Oct 2013		
(32) Social Housing Fraud Scheme – Progress Report	Jan 2014		
(33) Sheltered Housing and Older People’s Handyperson Schemes – 1 Year Review	Jan 2014		

Constitution and Member Services Standing Panel (Chairman – Cllr J Philip)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of Essex County Council Elections 2 May 2013	25 June 2013	COMPLETED	25 June 2013; 24 September; 19 November 14 January 2014; and 18 March
(2) Officer Employment Procedure Rules	25 June 2013	COMPLETED	
(3) Conventions regarding Relationships between Officers and Councillors	25 June 2013	COMPLETED	
(4) Process Review on Appointment of Vice Chairman of the Council	24 September 2013	Ongoing	
(5) Review of Licensing	19 November 2013		
(6) Petitions Scheme	19 November 2013		
(7) Review of Officer Delegation	14 January 2014		
(8) Review of Financial Regulations	14 January 2014		
(9) Review of Polling Stations	18 March 2014		

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea)			
Work Programme 2013/14			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2013	Six monthly report to Panel	09 July 2013 - cancelled
(2) Enforcement activity	April 2014	Six monthly report to Panel	29 October 2013;
(3) SCG Strategy Action Plan approval	July 2013	Annual review of Action Plan – last went to July 2012 meeting.	07 January 2014;
(4) SCG Strategy Action Plan review	January 2014	Six monthly report to Panel	11 February 2014;
(5) CCTV action plan review	July 2013	Six monthly report to Panel – last went to January 2013 meeting.	15 April 2014
(6) CCTV action plan review	January 2014	Six monthly report to Panel	Crime & Disorder Scrutiny meeting – 09 July 2013
(7) CSP scrutiny review meetings	April 2014	Report last went to April 2013 meeting.	
(8) West Essex Local Policing Area Strategic Assessment	April 2014	Report last went to April 2013 meeting.	
(9) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea)			
Work Programme 2013/14			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(10) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt	
(11) Progress against Climate Local Agreement	July 2013	Six monthly report to Panel	
(12) Progress against carbon reduction strategy	October 2013	Six monthly report to Panel	
(13) Progress against carbon reduction strategy	April 2014	Six monthly report to Panel	
(14) Progress against Climate Local Agreement	October 2013	Six monthly report to Panel	
(15) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt	
(16) Recycling in flats and multi-occ dwellings	October 2013	Report considered by July '12 meeting	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr J Lea) Work Programme 2013/14			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(17) Solar panels in Council owned dwellings		Under further consideration pending changes by government to feed-in tariffs	
(18) Fire & Rescue services	To be decided	Deferred to a future meeting.	
(19) Monitor Local Highways Panel	As Appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel	
(20) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt	
(21) Receive notes of North Essex Parking Partnership (NEPP) minutes	As Appropriate	Notes reported to Panel at first available meeting following receipt	
(22) Highway accident statistics		Report went to April 2013. A further detailed report and presentation from county officers was called for.	
(23) Monitor Police and Crime Panel Minutes	When available		NEW

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	10 September 2013	Revised Planning Application Validation Checklist	18 June 2013; 10 September ; 10 December; and 8 April 2014
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))	10 December 2013		
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	10 September 2013	Received update on Electronic Records Document Management Systems at the September 2013 meeting	
5. To consider the Business Plan	8 April 2014		
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.	10 December 2013		
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	10 December 2013	Any recent meeting of the Chairman and Vice Chairman of the Area and District Committees Invitation Panel	
9. To receive urgent or other consultations and consider what response to give on behalf of the Council.		<ul style="list-style-type: none"> a. Completed consultation in respect of Crossrail 2 – 18 June 2013 b. Completed - Brentwood Borough Local Plan Preferred Options – 10 September 2013 	
10. S106 Agreements Monitoring Reports (Annually)	18 June 2013	COMPLETED	
11. Enforcement Plan	10 September 2013	Endorsed the draft Local Enforcement Plan	

Finance and Performance Management Standing Panel (Chairman – Cllr Lion)			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Key Performance Indicators – Performance Outturn 2012/13	Outturn KPI performance report to be considered at the first meeting of the Scrutiny Panel in each municipal year.	Completed - KPI outturn report for 2012/13 considered at the June 2013 meeting.	41 June 2013; Rearranged for 17 June '13 17 September;
(2) Key Performance Indicators – Performance Monitoring 2013/14	KPI performance report to be considered on a quarterly basis.	Quarterly KPI performance report for 2013/14 to be considered at the meetings to be held in September 2013 (qtr 1), November 2013 (qtr 2) and March 2014 (qtr 3).	12 November;
(3) Key Performance Indicators – Development of indicator set for 2014/15	Draft indicator set to be considered on the basis of third quarter KPI performance for 2013/14.	KPI proposals to be considered at March 2014 meeting.	20 January 2014 – jointly with Fin. Cabinet Cttee; and 11 March.
(4) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	First quarter information to be considered September '13, 2 nd quarter in November '13 and 3 rd quarter figures at the March '14 meeting.	
(5) Annual Consultation Plan	Report considered on an annual basis. Report went to the June '13 meeting.	Completed - Consultation Plan considered at first meeting of each municipal year.	

(6) Detailed Portfolio Budgets	To the January 2014 meeting of the Cabinet Finance Committee.	Jointly considered at the January '13 meeting of the Cabinet Finance Committee – Annual review of the Portfolio Holders Budgets.	
(7) Equality Objectives 2012-2016 - Monitoring and Progress	Progress to be considered on a quarterly basis.	Quarterly progress to be considered at the meeting to be held in Sept. 2013 (Qtr 1), Nov. 2013 (Qtr 2) and March 2014 (Qtr 4)	
(8) Capital Outturn 2012/13 and use of transitional relief in 2012/13	June '13 meeting	Completed - Last considered at the June 2013 meeting	
(9) Provisional revenue Outturn 2012/13	June '13 meeting	Completed - Last considered at the June 2013 meeting	
(10) Fees and Charges	For the November '13 meeting	Last went to November 2012 meeting.	
(11) Sickness Absence	Six monthly Reports: For November '13 meeting	Half yearly figures of the Council's Sickness Absence figures - Last considered at March 2013 meeting.	
(12) ICT Strategy and Website Feedback	Sept.2013	Updating report went to the September 2013 meeting	

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.		The Panel has had five meetings so far and would hopefully be finished by July/August 2013	6 December '12; 17 January '13; 14 February '13; 25 March '13; 20 May '13 8 July '13 31 October '13